

BOARD MEETING UPDATE

MARCH 12, 2012

APPROVED:

- February 13, 2012 Regular Meeting Minutes
- March 2, 2012 Special Meeting Minutes
- Bills/Claims
- Financial Reports
 - February Monthly Reports
- Hires
 - Bart Mueller, MS Gateway to Technology/HS Science Teacher MA+12, Step 11
 - This is a new position.
 - John Kotz, Assistant HS Golf Coach, Step 4, (replace Josh Barnes)
- Resignations/Terminations
 - Josh Barnes, Asst. HS Golf Coach, effective 2012
 - Renee Farber, AE TA, effective 3/15/12
 - Katy Herbold, 1st Gr Teacher, effective at year end
 - Jen Kunde, 6th Gr Writing Teacher & MS VB Coach, effective at year end
 - Trina Stonehocker, FS Worker, effective 3/6/12
 - Marilyn Smith, AE TA, effective 3/9/12
- Resignations - Pending
 - Jacque Seidl, Marching Band Flag Line Coach
 - Brett Watson, Asst. HS FB Coach
 - Della Weems, Mock Trial Coach
- First Reading of New Policy 704.2R1 "Post Issuance Compliance Regulations for Tax Exempt Obligations
- First Reading of Policy 500 Series - Students
- Sports Sharing Agreements
 - Waukee – Boys & Girls Bowling/Swimming/Diving at Waukee for 2012-13
 - Van Meter – Boys & Girls Soccer at ADM for 2012-13
- Fiscal Year 2011 Audit
- Open Enrollment In for 2011-12
 - Jason Draman, 8th Grade from DM to ADM (continuation)
 - Michael Draman, 10th Grade from DM to ADM (continuation)
 - Nicole Draman, 6th Grade from DM to ADM (continuation)
 - Elise Warner, K, from Panorama to ADM (continuation)
- Open Enrollment Out for 2011-12
 - Emma Bar, 4th Grade from ADM to VM (continuation)
 - Paige Barr, 1st Grade from ADM to VM (continuation)
 - Isabella Grafton, 2nd Grade from ADM to Johnston (continuation)
 - Justin Grafton, 5th Grade from ADM to Johnston (continuation)
 - Danyell Mash, 1st Grade from ADM to Perry (continuation)
- Open Enrollment In for 2012-13
 - Dane Beeler, K, from Waukee to ADM

- Levi Beeler, 2nd Grade from Waukee to ADM
- Liliann Boyd, 1st Grade from WDM to ADM
- Thomas Kinley, 10th Grade from WDM to ADM
- Abigail Kornstad, 8th Grade from Waukee to ADM
- Cole Millsap, 9th Grade from Earlham to ADM
- Gabriel Van Otterloo, K, from Waukee to ADM
- Beau Wahlert, K, from Waukee to ADM
- Open Enrollment Out for 2012-13
 - Lauren Boston, 10th Grade from ADM to VM
 - Adella Delic, K, from ADM to Waukee
 - Matthew Lockard, 10th Grade from ADM to CAM
 - Danielle Pace, 11th Grade from ADM to CAM
 - Brandie Spieker, 10th Grade from ADM to Waukee
 - William Wood III, 7th Grade from ADM to Waukee
- 2012-13 District Calendar – No Action (Tabled Until Next Meeting)
- Certified Staff Settlement
 - 3.97% Total Package
- Budget for 2012-13
 - Approve Publication of Proposed Budget
 - Hearing Set for April 9, 2012
 - Tax Levy 18.41603
- Mediacom Contracts (Leased Fiber Services for Technology)
 - \$3,000 Monthly – Begins 7/1/12 (E Rate Eligible)
- Piper Jaffray Financial Services Agreement for Bond Issue
 - PPEL Loan Notes - \$7,000
 - Refinancing - \$12,500 - \$17,500
- Foreign Language Trip to France - Students
 - March 15 – March 24 to Paris, France

REPORTS/DISCUSSION

Activity Director – Quarterly Report
 Technology Professional Development Update
 Curriculum Professional Development Update
 2011 Graduation & Dropout Rate Report
 4 Year Cohort Graduation Rate over 95%
 Dropout Rate 0.2%
 Classroom Renovation & Outdoor Complex Lighting Project

Important Dates

Mar 13	Dismiss 1:00 – PT Conf
Mar 15	Dismiss 1:00 – PT Conf
Mar 16	No School
Mar 19-23	Spring Break
Mar 28	Dismiss 1:00 - PD

**Adel Desoto Minburn Board of Education
Regular Meeting – Monday, March 12, 2012
6:00 p.m. @ ADM MS/Board Room**

Attendance:

Present:

Absent:

Tim Canney

Bart Banwart

Kelli Book

Rod Collins

Kim Roby

Superintendent Greg Dufoe

Secretary Nancy Gee

Call to Order/Roll Call: President Tim Canney called the meeting to order. Roll call was taken. Present were Bart Banwart, Vice President Kim Roby, Kelli Book, President Tim Canney and Rod Collins.

Agenda: It was moved by Roby, seconded by Book, to adopt the agenda as presented. Motion carried unanimously.

Honoring Excellence: Sondra Hovey, Principal Jodi Banse, and Becky Olson spoke about Carrie Green's dedication and professionalism and for going above and beyond expectations in her profession. Carrie is a para educator at DeSoto Intermediate. She accepted a paperweight with the inscription "ADM Honoring Excellence" noting her honor and spoke a few words.

Consent Agenda: It was moved by Book, seconded by Roby, to approve the items under the consent agenda as presented. Motion carried unanimously. Minutes, bills and claims, and financial reports were reviewed and accepted.

Resignations/terminations were accepted from Josh Barnes, assistant golf coach effective immediately, Renee Farber, associate, effective March 15, Trina Stonehocker, food service worker, effective March 6, Marilyn Smith, associate, effective March 9, Katy Herbold, teacher, effective at end of this school year and Jen Kunde, teacher and middle school volleyball coach effective at the end of this school year. Pending resignations were accepted from Jacque Seidl, marching band flag line coach, and still pending for Brett Watson, assistant football coach and Della Weems, mock trial coach. Pending successful background checks, new contracts were offered to Bart Mueller for middle school gateway to technology/high school science teacher for the 2012-13 school year and John Kotz for the assistant golf coach position for 2012 spring season. The Board had the first reading of Policy 704.2R1, "Post-Issuance Compliance Regulation for Tax-Exempt Obligations". The Board had the first reading of Series 500 Board policies on students. The sports cooperative sharing agreements with Wauke

for bowling and swimming/diving and with Van Meter for soccer were approved. The Board accepted the FY 2011 Audit report. The following open enrollment was approved for 2011-12: Jason, Michael, and Nicole Draman from Des Moines to ADM, Elise Warner, from Panorama to ADM, Emma Barr, from ADM to Van Meter, Paige Barr, from ADM to Van Meter, Isabella Grafton, from ADM to Johnston, Justin Grafton, from ADM to Johnston and Danyell Mash, from ADM to Perry. The following open enrollment was approved for 2012-13: Diane Beeler, from Waukee to ADM, Levi Beeler, from Waukee to ADM, Liliann Boyd, from Waukee to ADM, Thomas Kinley, from West Des Moines to ADM, Abigail Kornstad from Waukee to ADM, Cole Millsap from Earlham to ADM, Gabriel Van Otterloo, from Waukee to ADM, Beau Wahlert from Waukee to ADM, Lauren Boston, from ADM to Van Meter, Adella Delic from ADM to Waukee, Matthew Lockard from ADM to CAM, Danielle Pace from ADM to CAM, Brandie Spieker, from ADM to Waukee, and William Wood III, from ADM to Waukee.

Welcome of Visitors/Open Forum: President Canney welcomed visitors and invited public comments during Open Forum.

2012-13 District Calendar: It was moved by Roby, seconded by Banwart to table the 2012-13 District calendar due to changes needed in September to add one student contact day. Motion carried unanimously.

2012-13 Certified Staff Salary & Benefit Package Settlement: It was moved by Book, seconded by Banwart, to approve the 2012-13 certified staff salary and benefit package of 3.97% pending ratification by the ADMEA. Motion carried unanimously.

2012-13 Budget: Business Manager Gee presented the proposed 2012-13 budget. The cash reserve levy reduction in the General Fund offsets the increase for the voted PPEL levy. The overall tax levy rate proposed is 18.41603, which is a twenty-cent decrease from the current year. It was moved by Collins, seconded by Banwart to approve the proposed budget for publication and to set the public hearing on the 2012-13 budget for April 9, 2012 at 6:00 p.m. Motion carried unanimously.

Mediacom Contract: It was moved by Book, seconded by Roby to approve the Mediacom contract for leased fiber services between the buildings. The contract will begin on July 1, 2012 and the monthly service fee is \$3,000. This lease will be funded through the PPEL Fund as part of our technology infrastructure upgrades. Motion carried unanimously.

Service Agreement with Piper Jaffray: It was moved by Banwart, seconded by Book to approve the financial services agreement with Piper Jaffray to handle the refinancing of the general obligation bonds and issuance of PPEL loan notes. Motion carried unanimously.

Foreign Language Trip to France: It was moved by Roby and seconded by Book to allow 22 students to go to Paris, France from March 15 through March 24. Lori Rezek, French teacher, provided the itinerary. Motion carried unanimously.

Administrative Reports:

Activity Director Quarterly Report: Activity Director Doug Gee reviewed the winter sports and fine arts seasons.

PPEL Technology Professional Development: Technology Director Adam Kurth reviewed the implementation of the PPEL-related equipment for 2012-13 and the plans for professional development.

Curriculum and Professional Development Updates: Superintendent Dufoe gave an update on curriculum and professional development.

Graduation and Dropout Rates for 2011: Superintendent Dufoe reported on the 2011 graduation and dropout rates. ADM's four-year cohort graduation rate is over 96%. The state target is 95%.

Classroom Renovation & Football/Soccer/Track Lighting Project Update: Superintendent Dufoe updated the Board on the meeting held with architects from DLR Group.

Adjournment:

It was moved by Roby, seconded by Book, to adjourn. The motion carried unanimously. President Canney adjourned the meeting at 7:14 p.m.

Minutes approved as

Tim Canney, President

Dated

Nancy Gee, Secretary

Board Meeting Date: March 12, 2012

Time: 6:00 PM

Roll Call: ✓ Bart ✓ Kim ✓ Kelli ✓ Tim ✓ Rod

(Voting Rotation for Meeting)

Adoption of Agenda

M Roby

S Book MP

Honoring Excellence

Carrie Green - (Sandra Huey) (Jodi Banse) (Becky Olson)
Teacher Associate
L: DB - recess -
6:12

Consent Agenda

M Book MP

S Roby

Welcome of Visitors

2012-13 District Calendar - 19 counted days
Sept Aug. 20th
Start same

move 24
24-attendance
day
PD to Feb. 15
move TO to end
day of year
5/28

M Roby

S Banwart MP

Tentative Agreement of Master Contract with ADMEA

M Book

3.97%

S Banwart MP

pending ADMEA
ratification

FY 13 Budget Review - Set Budget Hearing

M Collins April 9.

S Banwart MP

Mediacom Contracts - Fiber Lease Between Buildings

M Book

Links bldgs together
ERate

S Roby MP

other
bids
UPN
windstream

Service Agreement with Piper Jaffray

PPEL Loan Note

M Banwart

& Refinancing

S Book MP

March 26

Sp meeting

Foreign Language Trip to France Lori Rezek

M Roby MP
S Book

Reports/Discussion Items

Activity Director Quarterly Report

4th Season in a Row - 40 kids with
wt. room

Professional Development Update - Technology

PPEL

Tech Cadre Meeting - last Thurs. -
One rep. from each PLL group

31-35 teachers involved early access to one classroom project

Bag of June full
day not so
online
resumes
d outside AEA
servers

Curriculum & Professional Development Update

Supt. - Science - delay implementation 2014

new biology - need a sustainable implementation

2015 - chemistry
required

Math - Jodi & Corrie - developing units for Math, Science,
w/ tech - HS math lab concept

Graduation & Dropout Rate Report

Area of focus at HS, change rate method overtime

Classroom Renovation & Football/Soccer/Track Lighting Project Updates

Kent Lim - DLR - 2 classroom HS science, 6T classroom - stadium lights
topological survey - go survey proposals on Friday

Adjourn: 7:14 (Time)

M Roby
S Book

March 26
4/15

7:00 A.M.

Kahn Academy

10 min video
demonstrates
modules of
practice
experience
20,000

ADM Community School District, in partnership with our communities, is committed to engaging all students in a challenging and supportive learning environment that ensures individual student success as measured by a comprehensive system of assessments.

"Experiencing Success Today, Achieving Dreams Tomorrow"

NOTICE OF PUBLIC MEETING

You are hereby notified that the Board of Directors of the Adel DeSoto Minburn Community School District will meet at 6:00 p.m. on the 12th day of March 2012, for its regular meeting in the Board Room, Adel, Iowa.

The tentative agenda is as follows:

BOARD MEETING AGENDA
DISTRICT BOARD ROOM

March 12, 2012
6:00 P.M.

OPENING:

6:00 P.M.	Call to order Roll call Emergency additions and adoption of agenda Honoring Excellence
6:15	Consent agenda Approval of minutes Approval of bills/claims and transfers Secretary/Treasurer financial reports Personnel contracts First reading policy 704.2R1 "Post-Issuance Compliance Regulation For Tax-Exempt Obligations" First reading of Series 500 Board policies Sports cooperative sharing agreements Approval of audit Open enrollment Welcome of visitors and open forum

ACTION ITEMS:

2012-13 District Calendar
Certified Staff Settlement
FY13 Budget Review
Set Public Hearing on FY13 Budget for April 9, 2012, 6:00 p.m.
Mediacom Contract
Service Agreement with Piper Jaffray
Foreign Language Trip to France

ADMINISTRATIVE REPORTS/DISCUSSION ITEMS:

Activities Director quarterly report
PPEL technology professional development
Curriculum/professional development updates
2011 graduation and dropout rate report
Classroom renovation and football/soccer/track lighting project updates
Adjournment

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT
801 Nile Kinnick Drive S.
Adel, Iowa 50003
(515) 993-4283

Nancy Gee
Secretary
Board of Directors



Adel DeSoto Minburn

801 Nile Kinnick Drive S., Adel, Iowa 50003
515-993-4283

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

TO: Board of Directors
FROM: Greg Dufoe, Superintendent
SUBJECT: Memorandum for March 12, 2012

Honoring Excellence:

Carrie Green, Paraeducator at DeSoto Intermediate is this month's Honoring Excellence recipient. Sondra Hovey and Jodi Banse will be present to introduce Carrie and share the nomination letters.

Personnel contracts:

I recommend the following resignations/terminations:

Josh Barnes, Ass't. HS Golf Coach, effective for the 2012 spring season

Renee Farber, AE Teacher Associate, effective 3/15/12

Jen Kunde, 6th grade Writing Teacher and MS Volleyball coach, effective at the end of the 11-12 school year

Trina Stonehocker, MS Food Service Worker, effective 3/6/12

I recommend the following new contracts effective for the 2012-13 school year unless otherwise noted:

Bart Mueller, MS Gateway to Technology/HS Science teacher, MA+12, Step 11

Pending resignation:

Jacque Seidl, Marching Band Flag Line Coach

Brett Watson, Ass't. HS Football Coach

Della Weems, Mock Trial coach

First reading policy 704.2R1 "Post-Issuance Compliance Regulation for Tax-Exempt Obligations: (Exhibit 1)

The IRS guidance on tax exempt obligations state that issuers should adopt written procedures, applicable to all bond issues, which go beyond reliance on tax certificates included in bond documents provided at closing. The IRS has stepped up its inquiries into whether such procedures have been adopted. Beth Grob, our bond counsel from Ahlers Law Firm recommends we get this in place before we receive the proceeds from the PPEL loan.

First reading of Series 500 Board policies (Exhibit 2):

As part of our on-going Board policy updates, we are reviewing Series 500 – Students. This series was reviewed by an attorney at Ahlers and Cooney due to the importance of having correct student Board policies. I will highlight the pertinent changes during the consent agenda discussion.

Sports cooperative sharing agreements (Exhibit 3):

I recommend approval of the enclosed sports cooperative agreements. There are agreements with Waukee for ADM boys and girls to participate in bowling and swimming/diving for 2012-13 and agreements with Van Meter for Van Meter students to participate in boys and girls soccer at ADM in 2012-13.

Approval of audit (Exhibit 4 and front cover of your binder):

You have received a full audit for FY11. Nancy will discuss further at the meeting. Please remember to bring your copy with you to the meeting.

"Experiencing Success Today, Achieving Dreams Tomorrow"

Open enrollment in for 2011-12

Elise Warner, K, from Panorama to ADM (continuation)

Open enrollment out for 2011-12

Emma Barr, 4th grade, from ADM to VM (continuation)

Paige Barr, 1st grade, from ADM to VM (continuation)

Isabella Grafton, 2nd grade, from ADM to Johnston (continuation)

Justin Grafton, Jr., 5th grade, from ADM to Johnston (continuation)

Open enrollment in for 2012-13

Dane Beeler, K, from Waukee to ADM (met timeline)

Levi Beeler, 2nd grade, from Waukee to ADM (met timeline)

Liliann Boyd, 1st grade, from Waukee to ADM (met timeline)

Thomas Kinley, 10th grade, from WDM to ADM (met timeline)

Abigail Kornstad, 8th grade, from Waukee to ADM (met timeline)

Cole Millsap, 9th grade, from Earlham to ADM (met timeline)

Gabriel Van Otterloo, K, from Waukee to ADM (met timeline)

Beau Wahlert, K, from Waukee to ADM (met timeline)

Open enrollment out for 2012-13

Lauren Boston, 10th grade, from ADM to VM (met timeline)

Adella Delic, K, from ADM to Waukee (met timeline)

Matthew Lockard, 10th grade, from ADM to CAM (met timeline)

Danielle Pace, 11th grade, from ADM to CAM (met timeline)

Brandie Spieker, 10th grade, from ADM to Waukee (met timeline)

William Wood III, 7th grade, from ADM to Waukee (met timeline)

2012-13 DISTRICT CALENDAR (Exhibit 5)

I recommend approval of Calendar 2A. This calendar has a school start date of August 20. This calendar has the support of the administrative team, the majority of the teaching staff, and all comments at our public hearing were in support of this later start.

CERTIFIED STAFF SETTLEMENT (Exhibit 6)

Enclosed in your materials is a summary of our settlement we tentatively agreed to with the ADMEA last week. I recommend Board approval of the 2012-13 settlement pending ratification by the ADMEA. I appreciate the work done by Nancy, Rod, and Kim during this process.

FY13 BUDGET REVIEW (Exhibit 7)

Included in your materials is a FY13 budget review compiled by Nancy. She will discuss in full during the Board meeting. The overall tax rate levy will decrease by about twenty cents from the current year. This will get us back to about 18.42, which is where we were prior to the increase last year. Most of this decrease can be contributed to the low cash reserve levy and the increase in taxable valuations. The other fund levy rates show increases. The increase to the PPEL Fund is the VPPEL amount. The increase to the debt service fund is attributed to the lower amount of SILO funds used to offset the debt service levy for this year. There is also a slight increase to the Management Fund.

SET PUBLIC HEARING ON FY13 BUDGET FOR APRIL 9, 2012, 6:00 PM

I recommend approving the proposed budget for publication and setting the public hearing on the FY13 budget for April 9, 2012 at 6:00 pm. This hearing allows the patrons an opportunity to address the Board regarding the proposed budget.

MEDIACOM CONTRACT (Exhibit 8)

I recommend approving the contract with Mediacom to provide leased fiber connection between buildings. This contract begins on July 1, 2012 and the monthly service fee is \$3,000. The lease will be paid through PPEL Funds, as it is part of our technology infrastructure upgrades. See exhibit 8 for further explanation from Adam as well as a copy of the Mediacom Contract. Adam will be on hand to discuss in detail and to answer any questions from the Board.

SERVICE AGREEMENT WITH PIPER JAFFRAY (Exhibit 9)

I recommend approval of the service agreement with Piper Jaffray to handle the refinancing debt service and PPEL Loan work. You will notice in Section II of the agreement, the fees are outlined. Travis Squires communicated the following regarding the savings by doing both the PPEL loan issuance and the refinancing together. "Yes, our costs are included in issuance costs (along with Bond Counsel, Paying Agent, Rating Agency and various other "bonding" expenses). The District will save approximately \$4,000 from Piper Jaffray's fees for combining the issue vs. doing the two issues separately. This comes from reduced "expenses" and we capped our fee on the PPEL issuance at \$7,000 (previously we had proposed \$9,000 for a competitive sale of the PPEL notes). The District may also realize additional savings from bond counsel (Ahlers & Cooney)."

Ahlers and Cooney have reviewed this financial agreement in full.

FOREIGN LANGUAGE TRIP TO FRANCE (Exhibit 10)

Twenty-two ADM students are set to go on a trip to France with Lori Rezek, French teacher, over spring break. I recommend getting Board approval for this trip prior to their departure. It is an outstanding opportunity for our students and I am very proud of the work Lori has invested to make this possible. I have included some information from Lori regarding the trip.

Administrative Reports/Discussion items:

Activities Director quarterly report

Doug Gee will be on hand to provide a quarterly report to the Board. Doug will review the winter sports and fine arts seasons and preview the spring activities.

PPEL technology professional development

Adam Kurth will review with the Board the professional plan to-date for the implementation of the PPEL-related equipment for 2012-13. I am extremely confident in the plan being developed and remain impressed with the high level of involvement from the principals, technology staff, and the teachers that have opted to be on the cadres for each building.

Curriculum and professional development updates

I will provide the Board with an update on our curriculum revision work in math and science with help from the principals.

2011 graduation and dropout rate report (Exhibit 11)

Enclosed is the report from the DE regarding our 2011 graduation and dropout rate. Our four-year cohort graduation rate is over 96%! This is a critical data set for us and will continue to be as the state target is 95%. Great job by our district in making gains in this area over the past four years.

Classroom renovation and football/soccer/track lighting project updates

I will update the Board on a meeting held with DLR Group concerning our two major projects coming up this spring/summer (lights and room renovation). I am excited for both projects; and although the timeline is tight, we anticipate things going well. I appreciate the board support for both projects.

Important dates:

March 13	Dismiss 1:00 p.m. – PT conferences
March 15	Dismiss 1:00 p.m. – PT conferences
March 16	No School – PT conference allowance day
March 19-23	Spring Break
March 28	Dismiss 1:00 p.m. – PD

**Adel Desoto Minburn Board of Education
Regular Meeting – Monday, February 13, 2012
6:00 p.m. @ ADM MS/Board Room**

Attendance:

Present:

Absent:

Tim Canney

Bart Banwart

Kelli Book

Rod Collins

Kim Roby

Superintendent Greg Dufoe

Secretary Nancy Gee

Call to Order/Roll Call: President Tim Canney called the meeting to order. Roll call was taken. Present were President Tim Canney, Bart Banwart, Vice President Kim Roby, and Kelli Book. Rod Collins arrived at 6:03.

Agenda: It was moved by Roby, seconded by Banwart, to adopt the agenda as presented. Motion carried unanimously. (Collins absent.)

Honoring Excellence: Bob Hall, Jodi Banse, Kim Timmerman and Carole Erickson spoke about Carole Schlapkohl's dedication and professionalism and for going above and beyond expectations in her profession. Carole is the Middle School Principal. She accepted a paperweight with the inscription "ADM Honoring Excellence" noting her honor and spoke a few words.

Consent Agenda: It was moved by Book, seconded by Roby, to approve the items under the consent agenda as presented. Motion carried unanimously. Minutes, bills and claims, and financial reports were reviewed and accepted. Pending resignations were accepted from Brett Watson, assistant football coach and still pending for Della Weems, mock trial coach. Pending successful background checks, contracts were offered to Shanna Anglin, assistant to the central office staff, and Jeff Duffy, bus driver. The Board approved the hiring of Kim Timmerman as the Middle School principal and Adam Plummer as the High School math teacher effective for the 2012-13 school year. The following transfers were announced to the Board: Sarah Boesen from 8th grade science teacher to 9th grade science teacher, Cassidy Noring from middle school choir/5th grade band to middle school band, and Brett Watson from high school math to middle school math. A contract to implement biomedical PLTW was approved. (This does not bind the District to offer Biomedical PLTW as funding is still being investigated.) The Board reviewed the Hazardous Chemical Plan. The grant application to Dallas County for Biomedical PLTW was approved. The contracts with REM for school to work transition were approved. The agreement with the City for SRO services was approved.

Welcome of Visitors/Open Forum: President Canney welcomed visitors and invited public comments during Open Forum.

The Middle School Energy Team students Dylan Barber, Alan Hinds, Emily Pottebaum, Matthew West, and Cameron Wright presented ideas to save energy at school.

2012-13 Early Start Calendar Public Hearing: President Canney opened the public hearing regarding the early start calendar allowing school to begin prior to the date that is allowed in Iowa Code. Dan Taylor, Dan Rutz, Brad Baier, and Terri Tiffany asked the Board to consider starting school after the State Fair. At 6:47p.m. President Canney declared the hearing closed.

2012-13 Early Start Calendar Application: It was moved by Banwart, seconded by Book, to approve the 2012-13 calendar application. This application allows the District to start school before September 1. Motion carried unanimously.

New Teaching Positions for 2012-13: Superintendent recommended the Board approve a new position for the Gateway to Technology Program at the Middle School and to reinstate the Language Arts position at the Middle School for 2012-13. It was moved by Collins, seconded by Banwart to approve the two new teaching positions at the Middle School. Motion carried unanimously.

DLR Group Contracts: It was moved by Roby, seconded by Book to approve the DLR contract for architectural services for the classroom renovations (\$8,500). Motion carried unanimously. It was moved by Collins and seconded by Book to table the contract for outdoor stadium light replacement until the next meeting. Motion carried unanimously.

Administrative Reports:

Voted PPEL Implementation Timeline: Superintendent reported on the successful VPPEL election held on February 7, 2012. Technology Director Adam Kurth presented the timeline for infrastructure upgrades, technology purchases, and professional development.

Professional Development Update: Principal Erickson shared a video of secondary level teachers talking about the impact of the written language program.

Curriculum Revision Update: Superintendent shared a power point that summarized the work done to-date in science and math curriculum.

Partnership in Comprehension Literacy Program: Superintendent shared information on the Partnership in Comprehension Literacy Program. The PCL would allow for in-depth training for Carole Erickson as a "literacy coach" and would provide intensive assistance at all elementary grade levels and possibly through middle school. The application deadline is April 2.

Continuation of regular board meeting held February 13, 2012 Page 3

2012-13 Calendar: The Board reviewed the revised draft 2012-13 calendar. Draft #2 has the first day of school on August 20, which is after the state fair. The last day of school is May 24. The calendar is set to be approved at the next regular Board meeting.

FY 13 Budget Presentation: Business Manager Nancy Gee presented preliminary information on the FY13 Budget. The information focused on the process of calculating the taxing and spending authority for the budget process.

Refinancing Debt Service Information: Superintendent shared information from Travis Squires of Piper Jaffray regarding refinancing existing debt due to lower interest rates.

Minburn Lease Proposal: Superintendent shared the latest draft of the lease proposal from the City of Minburn for the old Minburn Elementary building. Discussion followed.

Open Enrollment for 2012-13: Superintendent announced approval of open enrollment requests for Riley Becker from Des Moines to ADM, Cloey Deitrick from Perry to ADM, Brianne Fields from Perry to ADM, Chad Gray from Perry to ADM, Jamie Gray from Perry to ADM, Noah Hansen from Woodward Granger to ADM, Aidan Lippincott from Johnston to ADM, Lucy Mallory from Earlham to ADM, Sam Mallory from Earlham to ADM, Amirah Olson from Panorama to ADM, Emily Piepmeier from West Central Valley to ADM, Katelyn Priestley from DCG to ADM, Sadie Spencer from Waukee to ADM, Shelby Spencer from Waukee to ADM, Kennedy Stanford from Winterset to ADM, and Carsten Caves from ADM to Urbandale.

Superintendent called the Board's attention to several important calendar dates.

Adjournment:

It was moved by Collins, seconded by Roby, to adjourn. The motion carried unanimously. President Canney adjourned the meeting at 8:30 p.m.

The Board went into exempt session for negotiation strategy following the board meeting.

Minutes approved as

Tim Canney, President

Dated

Nancy Gee, Secretary

**Adel Desoto Minburn Board of Education
Special Meeting – Thursday, March 1, 2012
4:15 p.m. @ ADM MS/Board Room**

Attendance:

Present:

Absent:

Tim Canney

Bart Banwart

Kelli Book

Rod Collins

Kim Roby

Superintendent Greg Dufoe

Secretary Nancy Gee

Call to Order/Roll Call: President Tim Canney called the meeting to order. Roll call was taken. Present Rod Collins, Bart Banwart, Vice President Kim Roby, Kelli Book, and President Tim Canney.

Agenda: It was moved by Book, seconded by Roby to adopt the agenda as presented. Motion carried unanimously.

Personnel Contracts: It was moved by Roby, seconded by Banwart to approve the following personnel changes/contracts. Resignations/terminations from Roxanne Dardano, dance coach, and Mark Dorr, bus driver were approved. Pending a successful background check, a contract was approved for Steph Mehmen for the high school business teacher position for 2012-13 and head high school softball coach position for summer 2012. A transfer was announced for Kate Willems from high school language arts to 8th grade writing for 2012-13. Motion carried unanimously.

Architectural Services - DLR Group: It was moved by Banwart, seconded by Book to approve the DLR contract for architectural services for the athletic complex light project (\$19,000). There was some discussion regarding the need for architectural services. Superintendent Dufoe explained that the cost of this project will be over the new \$125,000 competitive bidding threshold, therefore it is governed by Iowa Code Section 26.3, which states: "A governmental entity shall have an engineer licensed under Chapter 524B . . . or an architect registered under Chapter 544A prepare plans and specifications and calculate the estimated total cost of a proposed public improvement". The funding for the light project will come from the School Infrastructure Local Option Sales Tax (SILO) fund. Motion carried unanimously.

Discussion/Reports:

Debt Service Refinancing Information from Piper Jaffray: Travis Squires from Piper-Jaffray presented updated information on the interest savings if the Board chose to refinance the existing GO Bonds. This was a follow-up from the October 2011 board meeting. The amount of savings on the interest has increased since then and is now approximately \$950,000 based on current interest rates.

PPEL Note Information from Piper-Jaffray: Travis Squires from Piper-Jaffray presented three options for the board to consider for the PPEL Note. The first option was an estimated negotiated PPEL Note Sale with UMB Bank. The second option was an estimated competitive PPEL Note Sale (with Rating – No Refinancing). The third option was an estimated competitive PPEL Note Sale (with Rating and with refinancing).

Adjournment:

It was moved by Book, seconded by Collins, to adjourn. The motion carried unanimously. President Canney adjourned the meeting at 5:06 p.m.

The Board went into exempt session for negotiation strategy following the board meeting.

Minutes approved as

Tim Canney, President

Dated

Nancy Gee, Secretary



Adel DeSoto Minburn

801 Nile Kinnick Drive S., Adel, Iowa 50003
515-993-4283

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

SUMMARY OF MARCH 12, 2012, BOARD OF DIRECTORS SPECIAL MEETING

PERSONNEL CONTRACTS

I recommend the following resignations/terminations:

Josh Barnes, Ass't. HS Golf Coach, effective for the 2012 spring season

Renee Farber, AE Teacher Associate, effective 3/15/12

***Katy Herbold, 1st grade teacher, effective at the end of the 11-12 school year**

Jen Kunde, 6th grade Writing Teacher and MS Volleyball coach, effective at the end of the 11-12 school year

***Marilyn Smith, AE teacher associate, effective 3/9/12**

Trina Stonehocker, MS Food Service Worker, effective 3/6/12

I recommend the following new contracts effective for the 2012-13 school year unless otherwise noted:

***John Kotz, Assistant HS Golf Coach, Step 4, effective for the 2012 spring season**

Bart Mueller, MS Gateway to Technology/HS Science teacher, MA+12, Step 11

Pending resignations:

Jacque Seidl, Marching Band Flag Line Coach

Brett Watson, Ass't. HS Football Coach

Della Weems, Mock Trial coach

Open enrollment in for 2011-12

***Jason Draman, 8th grade, from DM to ADM (continuation)**

***Michael Draman, 10th grade, from DM to ADM (continuation)**

***Nicole Draman, 6th grade, from DM to ADM (continuation)**

Elise Warner, K, from Panorama to ADM (continuation)

Open enrollment out for 2011-12

Emma Barr, 4th grade, from ADM to VM (continuation)

Paige Barr, 1st grade, from ADM to VM (continuation)

Isabella Grafton, 2nd grade, from ADM to Johnston (continuation)

Justin Grafton, Jr., 5th grade, from ADM to Johnston (continuation)

***Danyell Mash, 1st grade, from ADM to Perry (continuation)**

Open enrollment in for 2012-13

Dane Beeler, K, from Waukee to ADM (met timeline)

Levi Beeler, 2nd grade, from Waukee to ADM (met timeline)

Liliann Boyd, 1st grade, from Waukee to ADM (met timeline)

Thomas Kinley, 10th grade, from WDM to ADM (met timeline)

Abigail Kornstad, 8th grade, from Waukee to ADM (met timeline)

Cole Millsap, 9th grade, from Earlham to ADM (met timeline)

Gabriel Van Otterloo, K, from Waukee to ADM (met timeline)

Beau Wahlert, K, from Waukee to ADM (met timeline)

"Experiencing Success Today, Achieving Dreams Tomorrow"

Summary of March 12, 2012 Board Meeting
Page 2

Open enrollment out for 2012-13

Lauren Boston, 10th grade, from ADM to VM (met timeline)

Adella Delic, K, from ADM to Waukee (met timeline)

Matthew Lockard, 10th grade, from ADM to CAM (met timeline)

Danielle Pace, 11th grade, from ADM to CAM (met timeline)

Brandie Spieker, 10th grade, from ADM to Waukee (met timeline)

William Wood III, 7th grade, from ADM to Waukee (met timeline)

POST-ISSUANCE COMPLIANCE REGULATION FOR TAX-EXEMPT OBLIGATIONS

1. Role of Compliance Coordinator/Board Treasurer

The board treasurer shall:

- a) Be responsible for monitoring post-issuance compliance;
- b) Maintain a copy of the transcript of proceedings or minutes in connection with the issuance of any tax-exempt obligations and obtain records that are necessary to meet the requirements of this regulation;
- c) Consult with bond counsel, a rebate consultant, financial advisor, IRS publications and such other resources as are necessary to understand and meet the requirements of this regulation;
- d) Seek out training and education to be implemented upon the occurrence of new developments in the area and upon the hiring of new personnel to implement this regulation.

2. Financing Transcripts' Filing and Retention

The board treasurer shall confirm the proper filing of an IRS 8038 Series return and maintain a transcript of proceedings and minutes for all tax-exempt obligations issued by the school district including, but not limited to, all tax-exempt bonds, notes and lease-purchase contracts. Each transcript shall be maintained until 11 years after the tax-exempt obligation documents have been retired. The transcript shall include, at a minimum:

- a) Form 8038;
- b) Minutes, resolutions and certificates;
- c) Certifications of issue price from the underwriter;
- d) Formal elections required by the IRS;
- e) Trustee statements;
- f) Records of refunded bonds, if applicable;
- g) Correspondence relating to bond financings; and
- h) Reports of any IRS examinations for bond financings.

3. Proper Use of Proceeds

The board treasurer shall review the resolution authorizing issuance for each tax-exempt obligation issued by the school district and the school district shall:

- a) Obtain a computation of the yield on such issue from the school district's financial advisor;
- b) Create a separate Project Fund (with as many sub-funds as shall be necessary to allocate proceeds among the projects being funded by the issue) into which the proceeds of issue shall be deposited;
- c) Review all requisitions, draw schedules, draw requests, invoices and bills requesting payment from the Project Fund;

POST-ISSUANCE COMPLIANCE REGULATION FOR TAX-EXEMPT OBLIGATIONS

- d) Determine whether payment from the Project Fund is appropriate and, if so, make payment from the Project Fund (and appropriate sub-fund, if applicable);
- e) Maintain records of the payment requests and corresponding records showing payment;
- f) Maintain records showing the earnings on, and investment of, the Project Fund;
- g) Ensure that all investments acquired with proceeds are purchased at fair market value;
- h) Identify bond proceeds or applicable debt service allocations that must be invested with a yield-restriction and monitor the investments of any yield-restricted funds to ensure that the yield on such investments do not exceed the yield to which such investments are restricted;
- i) Maintain records related to any investment contracts, credit enhancement transactions and the bidding of financial products related to the proceeds.

4. Timely Expenditure and Arbitrage/Rebate Compliance

The board treasurer shall review the Tax-Exemption Certificate (or equivalent) for each tax-exempt obligation issued by the school district and the expenditure records provided in Section 2 of this regulation, above and shall:

- a) Monitor and ensure that proceeds of each such issue are spent within the temporary period set forth in such certificate;
- b) Monitor and ensure that the proceeds are spent in accordance with one or more of the applicable exceptions to rebate as set forth in such certificate if the school district does not meet the "small issuer" exception for said obligation;
- c) Not less than 60 days prior to a required expenditure date, confer with bond counsel and a rebate consultant, if the school district will fail to meet the applicable temporary period or rebate exception expenditure requirements of the Tax-Exemption Certificate. In the event the school district fails to meet a temporary period or rebate exception:
 - 1. Procure a timely computation of any rebate liability and, if rebate is due, file a Form 8038-T and arrange for payment of such rebate liability;
 - 2. Arrange for timely computation and payment of yield reduction payments (as such term is defined in the Code and Treasury Regulations), if applicable.

5. Proper Use of Bond Financed Assets

The board treasurer shall:

- 6. Maintain appropriate records and a list of all bond financed assets. Such records shall include the actual amount of proceeds (including investment earnings) spent on each of the bond financed assets;
- b) Monitor and confer with bond counsel with respect to all proposed bond financed assets;
 - 1. management contracts;
 - 2. service agreements;

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

POST-ISSUANCE COMPLIANCE REGULATION FOR TAX-EXEMPT OBLIGATIONS

- 3. research contracts;
 - 4. naming rights contracts;
 - 5. leases or sub-leases;
 - 6. joint venture, limited liability or partnership arrangements;
 - 7. sale of property; or
 - 8. any other change in use of such asset.
- c) Maintain a copy of the proposed agreement, contract, lease or arrangement, together with the response by bond counsel with respect to said proposal for at least three years after retirement of all tax-exempt obligations issued to fund all or any portion of bond financed assets; and
 - d) Contact bond counsel and ensure timely remedial action under IRS Regulation Sections 1.141-12 in the event the school district takes an action with respect to a bond financed asset, which causes the private business tests or private loan financing test to be met.
6. General Project Records

For each project financed with tax-exempt obligations, the board treasurer shall maintain, until three years after retirement of the tax-exempt obligations or obligations issued to refund those obligations, the following:

- a) Appraisals, demand surveys or feasibility studies;
- b) Applications, approvals and other documentation of grants;
- c) Depreciation schedules;
- d) Contracts respecting the project.

7. Advance Refundings

The board treasurer shall be responsible for the following current, post issuance and record retention procedures with respect to advance refunding bonds. The board treasurer shall:

- a) Identify and select bonds to be advance refunded with advice from internal financial personnel and a financial advisor;
- b) Identify, with advice from the financial advisor and bond counsel, any possible federal tax compliance issues prior to structuring any advance refunding;
- c) Review the structure with the input of the financial advisor and bond counsel, of advance refunding issues prior to the issuance to ensure;
 - (1) that the proposed refunding is permitted pursuant to applicable federal tax requirements if there has been a prior refunding of the original bond issue;
 - (2) that the proposed issuance complies with federal income tax requirements which might impose restrictions on the redemption date of the refunded bonds;
 - (3) that the proposed issuance complies with federal income tax requirements which allow for the proceeds and replacement proceeds of an issue to be invested temporarily in higher yielding investments without causing the advance refunding bonds to become "arbitrage bonds"; and

POST-ISSUANCE COMPLIANCE REGULATION FOR TAX-EXEMPT OBLIGATIONS

- (4) that the proposed issuance will not result in the issuer's exploitation of the difference between tax exempt and taxable interest rates to obtain an financial advantage nor overburden the tax exempt market in a way that might be considered an abusive transaction for federal tax purposes;
- d) Collect and review data related to arbitrage yield restriction and rebate requirements for advance refunding bonds. To ensure such compliance, the board treasurer shall engage a rebate consultant to prepare a verification report in connection with the advance refunding issuance. Said report shall ensure said requirements are satisfied;
- e) Whenever possible, purchase State and Local Government Series (SLGS) to size each advance refunding escrow. The financial advisor shall be included in the process of subscribing SLGS. To the extent SLGS are not available for purchase, the Board treasurer shall, in consultation with bond counsel and the financial advisor, comply with IRS regulations;
- f) Ensure, after input from bond counsel, compliance with any bidding requirements set forth by the IRS regulations to the extent as issuer elects to the purchase of a guaranteed investment contract;
- g) In determining the issue price for any advance refunding issuance, obtain and retain issue price certification by the purchasing underwriter at closing;
- h) After the issuance of an advance refunding issue, ensure timely identification of violations of any federal tax requirements and engage bond counsel in attempt to remediate same in accordance with IRS regulations.

8. Continuing Disclosure

The board treasurer shall assure compliance with each continuing disclosure certificate and annually, per continuing disclosure agreements, file audited annual financial statements and other information required by each continuing disclosure agreement. The board treasurer will monitor material events as described in each continuing disclosure agreement and assure compliance with material event disclosure. Events to be reported shall be reported promptly, but in no event not later than 10 business days after the day of the occurrence of the event. Currently, such notice shall be given in the event of:

- a) Principal and interest payment delinquencies;
- b) Non-payment related defaults, if material;
- c) Unscheduled draws on debt service reserves reflecting financial difficulties;
- d) Unscheduled draws on credit enhancements relating to the bonds reflecting financial difficulties;
- e) Substitution of credit or liquidity providers, or their failure to perform;
- f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other material notices, or determinations with respect to the tax-exempt status of the bonds, or material events affecting the tax-exempt status of the bonds;
- g) Modifications to rights of Holders of the Bonds, if material;

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

POST-ISSUANCE COMPLIANCE REGULATION FOR TAX-EXEMPT OBLIGATIONS

- h) Bond calls (excluding sinking fund mandatory redemptions), if material and tender offers;
- i) Defeasances of the bonds;
- j) Release, substitution, or sale of property securing repayment of the bonds, if material;
- k) Rating changes on the bonds;
- l) Bankruptcy, insolvency, receivership or similar event of the Issuer;
- m) The consummation of a merger, consolidation, or acquisition involving the Issuer or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
- n) Appointment of a successor or additional trustee or the change of name of a trustee, if material.

Approved 4/9/12

Reviewed 4/9/12

Revised 4/9/12

STUDENTS

SERIES 500

- 501 Student Attendance
 - 501.1 Resident Students
 - 501.2 Nonresident Students
 - 501.3 Compulsory Attendance
 - 501.4 Entrance - Admissions
 - 501.5 Attendance Center Assignment
 - Elementary Attendance Center Assignment Guidelines
 - 501.6 Student Transfers In
 - 501.7 Student Transfers Out or Withdrawals
 - 501.8 Student Attendance Records
 - 501.9 Student Absences - Excused
 - 501.10 Student Absences-Unexcused
 - 501.11 Student Release During School Hours
 - 501.12 Open Enrollment Transfers - Procedures As A Sending District
 - 501.13 Open Enrollment Transfers - Procedures As A Receiving District
 - 501.14 Homeless Children and Youth
 - 501.15 Student Work Permits

- 502 Student Rights and Responsibilities
 - 502.1 Student Appearance
 - 502.2 Care of School Property/Vandalism
 - 502.3 Use of Bicycles
 - 502.4 Use of Motor Vehicles
 - 502.5 Student Expression
 - 502.5R1 Regulations and Procedures for Distribution of Nonschool Publications By Students
 - 502.6 Student Complaint Procedures
 - 502.7 Student Lockers
 - 502.8 Weapons
 - 502.9 Smoking - Drinking - Drugs
 - 502.10 Search and Seizure
 - 502.10R1 Search and Seizure Regulation
 - 502.11 Interviews with Students
 - 502.12 Law Enforcement Investigations
 - 502.13 Equal Educational Opportunities; Prohibition of Harassment and Bullying of Students
 - 502.13R1 Student Harassment Investigation Procedures
 - 502.13E1 Student Harassment Complaint Form
 - 502.13E2 Student Harassment Witness Disclosure Form

STUDENTS

SERIES 500

- 503 Student Discipline
 - 503.1 Student Behavior and Discipline
 - 503.1R1 Procedures for Suspension of a Student
 - 503.2 Expulsion and Long-Term Suspensions
 - 503.3 Fines - Fees - Charges
 - 503.3R1 Student Fee Waiver and Reduction Procedures
 - 503.4 Good Conduct Rule
 - 503.5 Corporal Punishment
- 504 Student Activities
 - 504.1 Student Government
 - 504.2 Student Organizations
 - 504.3 Student Publications
 - 504.3R1 Student Publications Code
 - 504.4 Student Social Events
 - 504.5 Student Performances
 - 504.6 Student Fundraising
 - 504.7 Student Work/Intern Programs
 - 504.8 Student Activity Program
- 505 Student Scholastic Achievement
 - 505.1 Assignment of Courses
 - 505.2 Student Progress Reports and Conferences
 - 505.3 Student Promotion - Retention - Acceleration
 - 505.4 Student Honors and Awards
 - 505.5 Testing program
 - 505.6 Graduation Requirements
 - 505.6R1 Graduation Requirements Issuance
 - 505.7 Early Graduation
 - 505.8 Commencement
 - 505.9 Student Performance Testing for Classroom Credit
 - 505.9R1 Performance Testing Procedure
 - 505.10 ADM Alternative Program Graduation Requirements
 - 505.10R ADM Alternative Program Graduation Requirements Issuance
- 506 Student Records
 - 506.1 Student Records Access
 - 506.1R1 Use of Student Records Regulation
 - 506.1E1 Student Records Checklist
 - 506.1E2 Request of Non-parent for Examination and/or Copies of Student Records
 - 506.1E3 Authorization for Release of Student Records
 - 506.1E4 Request for Hearing on Correction of Student Records

STUDENTS

SERIES 500

506.1E5	Request for Examination of Student Records
506.1E6	Notification of Transfer of Student Records
506.1E7	Letter to Parent Regarding Receipt of a Subpoena
506.1E8	Juvenile Justice Agency Information Sharing Agreement
506.1E9	Annual Notice
506.2	Student Directory Information
506.2R1	Use of Directory Information
506.2E1	Authorization for Releasing Student Directory Information
506.3	Student Photographs
506.4	Student Library Circulation Records
507	Student Health and Well-Being
507.1	Student Health and Immunization Certificates
507.2	Administration of Medication to Students
507.2R1	Procedures for the Administration of Medication
507.2E1	Record of the Administration of Medication
507.2E2	Parental Authorization and Release Form for the Administration of Prescription Medication to Students
507.2E3	Asthma or Airway Constricting Medication Self-Administration – NEW Consent Form
507.3	Communicable Diseases - Students
507.3R1	Attending Students with AIDS/HIV
507.4	Student Injury or Illness at School
507.5	Emergency Plans and Drills
507.6	Student Insurance
507.7	Custody and Parental Rights
507.8	Drug-free Schools and Communities
507.9	Student Special Health Services
507.9R1	Special Health Services Regulation
507.10	Wellness
508	Miscellaneous Student-Related Matters
508.1	Class or Student Group Gifts
508.2	Open Night
508.3	Student Telephone Calls
508.4	Supervision After School Events

RESIDENT STUDENTS

All eligible children are entitled to an education in the public schools of Iowa free of payment of tuition from the age of five until their graduation or until they reach the age of 21, with certain extensions for children requiring special education. Children are restricted in their rights to attend public school free of tuition to the district of residence or pursuant to compliance with the Open Enrollment Act or as otherwise provided by law.

Resident students are those students who reside within the boundaries of the ADM Community School District. Ordinarily, students will be deemed to have the same residence as that of their parents or guardians having legal physical custody. A student may have residency with some other person in the District and attend District schools tuition-free as resident students as long as the primary purpose of residing in the District is not for the sake of attending school in the District tuition-free. A student may establish his/her own residency if the student is an emancipated minor.

The Superintendent may require evidence to support a claim of residency.

| Approved 7/1/93

Reviewed 2/13/12
3/13/12

Revised 2/13/12
3/13/12

Miriam Van Heukelem 2/6/12 7:13 AM

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Miriam Van Heukelem 2/6/12 7:14 AM

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

NONRESIDENT STUDENTS

Students who are eligible to attend an Iowa public school but who are not legal residents of the District and who are not admitted under open enrollment may be admitted to school at the discretion of the superintendent upon application and payment of tuition. The tuition rate shall be the current per-pupil cost of the District as authorized by law. Tuition shall be due and payable in advance of each semester.

A resident student whose family moves out of the ADM District may enroll in the District tuition-free as an open enrollment student. The parent/guardian shall file a letter with the new district of residence and with the ADM District. The parents or guardians shall be responsible for transportation for students who reside outside of the District. Students in grades eleven or twelve who are no longer residents of the ADM District, but who were residents in the preceding school year, may continue to attend school until they graduate without payment of tuition.

Nonresident students who are eligible to attend an Iowa public school and who have evidence they will become legal residents of the District prior to the state headcount day may be allowed to attend without the payment of tuition. The parents or guardians shall be responsible for transportation for students who reside outside of the District.

Miriam Van Heukelem 2/6/12 7:08 AM

Deleted: the State Department of Education

Approved 7/1/93

Reviewed 2/13/12

Revised 2/13/12

Miriam Van Heukelem 2/6/12 7:12 AM

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CUMPULSORY ATTENDANCE

Parents within the school district who have children who are at least six (6) years of age and under sixteen (16) years of age by September 15 shall have the children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar. Students attending competent private instruction shall attend a minimum of thirty-seven (37) days per quarter and a minimum of one hundred and forty-eight (148) days per year. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma; or
- are attending religious services or receiving religious instruction; or
- are attending a private accredited college preparatory school; or
- are attending an accredited nonpublic school, or
- are blind or deaf, and the Superintendent of the State School determines that the child is physically or mentally unable to attend school; or
- are exempted by the Director of the Iowa Department of Education based on religious beliefs and principles of the child's parents or guardians; or
- are receiving competent private instruction in accordance with state law and the rules of the Iowa Department of Education; or
- are excused for sufficient reason by a court of record or judge.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

| Approved 7/1/93Reviewed 2/13/12Revised 2/12/07

Miriam Van Heukelem 2/6/12 7:15 AM
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ENTRANCE - ADMISSIONS

Children in the school district community will be allowed to enroll in the school district's educational program beginning at age five (5). The child must be age five (5) on or prior to September 15 to participate in the school district's kindergarten program. The child must be age six (6) on or prior to September 15 to begin the first grade of the educational program.

The board shall require evidence of age in the form of a birth certificate or other evidence of the student's age before the student may enroll in the school district's educational program. It shall be within the discretion of the superintendent to determine what constitutes satisfactory evidence for proof of age.

Miriam Van Heukelem 2/6/12 7:16 AM
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Prior to enrollment, the child must provide the administration with their health and immunization certificate. No student shall be enrolled in the District without adequate evidence of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola and rubella, and varicella, unless exempted under State law. Students born on or after July 1, 1994, must also have evidence of immunization against Hepatitis B, unless exempted under State law. A student may be provisionally enrolled if the student has begun the required immunizations and continues to receive the necessary immunizations in accordance with State law.

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| Approved 7/1/93

Reviewed 2/13/12

Revised 2/13/12

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ATTENDANCE CENTER ASSIGNMENT

The board shall have complete discretion to determine the boundaries for each attendance center, to assign students to the attendance centers, and to assign students to the classrooms within the attendance center.

It shall be the responsibility of the superintendent to make a recommendation to the board annually, if requested, regarding the assigned attendance center for each pupil. In making the recommendation, the superintendent shall consider class size, the condition and location of the school facilities, the location of student population, possible transportation difficulties, the economic condition of the school district, and any other factors deemed relevant by the superintendent or the board.

| Approved 7/1/93

Reviewed 2/13/12

Revised 2/12/07

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

May delete

ELEMENTARY ATTENDANCE CENTER
ASSIGNMENT GUIDELINES

Administrative guidelines for board policy 501.5:

Elementary students will normally be assigned to the building closest to the student's residence or where the student's bus route terminates, if the appropriate grades are offered there.

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It is important that class size be equitable so students have similar educational opportunities. In order to approximately balance sections, the following steps may be taken:

- (1) Kindergarten students will be assigned to buildings on a first come-first serve basis. Efforts to balance section size will begin as soon as a class size of 17 is reached, and numbers shall not vary more than one.
- (2) New students to the district may be assigned to the smallest section even if it is not the closest location. Section size should not vary more than two students.
- (3) All new open enrollment in students may be assigned to the building that helps balance class size, regardless of where they live.
- (4) All new resident students who live south of Minburn and north of DeSoto may be assigned to the building that helps balance class size.

Students who wish to transfer to a different building will be placed on a waiting list. Transfer requests will be accommodated at the earliest opportunity at the discretion of the Superintendent.

Students, who live in or north of Minburn, or in or south of DeSoto, will not be bussed across the district without parent agreement.

Exceptions to these guidelines may be made if justified by student performance issues. Balancing sections must take into account student performance issues in addition to head count.

If class size becomes too large, as determined by the board, additional class sections or teacher associates may be provided.

STUDENT TRANSFERS IN

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district. The school district reserves the right to deny admission to any nonresident student unless the student is complying with open enrollment procedures or is otherwise eligible to attend school pursuant to law.

The school district shall request the student's cumulative records from the previous school district. A student transferring into the ADM Community School District from another district, from a nonpublic school, or from competent private instruction will be assigned for grade placement according to recommendations from the district or school from which the student has transferred; however, the ADM Community School District reserves the right to evaluate each student individually and make placements accordingly.

The superintendent shall determine the amount of credits to be transferred. If the student has not previously attended an accredited school, it is within the superintendent's discretion to accept or reject credits or grades.

If a student wishing to transfer into the District has been suspended or expelled from the student's prior school, the District may refuse the request to transfer until the student has been reinstated in the former school

The board may deny enrollment if the student's family is not willing to provide the board with the necessary information.

Miriam Van Heukelem 2/6/12 7:30 AM
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Miriam Van Heukelem 2/6/12 7:27 AM
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| Approved 7/1/93

Reviewed 2/13/12

Revised 2/13/12

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

STUDENT TRANSFERS OUT OR WITHDRAWALS

If the student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the educational program, they shall notify the administration in writing as soon as possible of the decision to withdraw or transfer the student from the educational program. The pupil or parent should present this written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc. No clearance slip will be issued or refunds made until all fees or fines have been paid.

The parent's notice shall state the student's final day of attendance. If the student is not enrolling in another school district, the school district shall maintain the student's records in the same manner as the records of students who have graduated from the school district.

If the student wishes to have the student's cumulative record sent to the new school district, the student or the parents shall notify the administration in writing. This notice shall include the name of the school district and the person at the new school district to whom the student's cumulative record should be sent. Student records will be sent to the new district upon receipt of a request signed by the student's parent or guardian if the student is under eighteen (18) years of age, or upon receipt of a request by the student if the student is eighteen (18) years of age or older, or upon receipt of a request from the new district (with or without parent's request).

It shall be the responsibility of the superintendent, when requested by the board, to inform the board of the student's leaving. If the student is of compulsory education age and not transferring to another public school district or an accredited nonpublic school, the administration shall make a determination as to whether the student is receiving competent private instruction.

| Approved 7/1/93Reviewed 2/13/12Revised 2/13/12
~~12/07~~
2/12/07

Miriam Van Heukelem 2/6/12 10:57 AM

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STUDENT ATTENDANCE RECORDS

Code No. 501.8

As part of the school district records of students, the daily attendance of each student shall be recorded and maintained on file with the permanent records of the board secretary.

It shall be the responsibility of the principals to ensure that such reports are filed with the board secretary, the custodian of school records.

| Approved 7/1/93

Reviewed 2/13/12

Revised 4/13/98

Miriam Van Heukelem 2/6/12 10:57 AM

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

STUDENT ABSENCES - EXCUSED

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day, school-sponsored or approved activities, and suspension from school.

Students whose absences are approved shall make up the work missed and will be eligible to earn full credit for the missed schoolwork that is completed within a reasonable amount of time, as determined by the student's teacher. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

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Students who wish to participate in school-sponsored co-curricular activities must attend school the entire day of the activity unless permission has been given by the principal for the student to be absent. To participate in a practice session, the student must be present in the afternoon unless special permission is granted.

It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

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

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| Approved 7/1/93 Reviewed 2/13/12 Revised

2/12/12

STUDENT ABSENCES - UNEXCUSED

Any absence from school or a class, including tardies, which are not approved by the administration, shall be unexcused absences. Unexcused absences are absences that could have been avoided. These absences shall include, but not be limited to: shopping, oversleeping, hair appointments, personal tasks, shopping, hunting, concerts, preparation or participation in parties and other celebrations, and gainful employment.

Students are subject to disciplinary action for unexcused absences. All work missed due to unexcused absences shall be made up with credit. It shall be the responsibility of the student to initiate a procedure with the students' teacher to complete the work missed.

Students not attending a minimum of 175 days without proper excuse shall be referred to the County Attorney (or other plan for attendance shall be agreed to with the student and/or parent).

It shall be the responsibility of the superintendent, in conjunction with the principal, and with input from staff members, students, parents and community members, to develop administrative regulations regarding this policy.

Miriam Van Heukelem 2/6/12 11:08 AM

Comment [1]: Do students get full credit for work that they missed due to an unexcused absence, partial credit, or do the teachers decide? If it's anything other than automatic full credit, the policy should be clarified.

| Approved 7/1/93

Reviewed 2/13/12

Revised 2/12/07

Miriam Van Heukelem 2/6/12 11:08 AM

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

STUDENT RELEASE DURING SCHOOL HOURS

Students will be allowed to leave the school facilities during school hours only with prior authorization from their parents and approval of the principal.

Approved reasons for release of a student during the school day shall include, but not be limited to, illness, family emergencies, medical appointments, religious instruction, classes outside the student's attendance center, employment for which the student has been issued a work permit, and other reasons determined by the superintendent.

Students may also be released under the guidelines of any existing open campus policy, if any, and with prior authorization from their parents.

| Approved 7/1/93

Reviewed 2/13/12

Revised 2/12/07

Miriam Van Heukelem 2/7/12 11:40 AM
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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

- homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies;
- homeless children and youth enroll in school and have a full and equal opportunity to succeed in school;
- homeless families, children and youth receive educational services for which they are eligible, including Head Start administered by the District, and referrals to health, mental health, dental and other appropriate services;
- parents and guardians of homeless children and youth are informed of available educational and related opportunities provided to their children and of the opportunities for the parents and guardians to participate in the education of their children;
- the District disseminates public notices, in places in which homeless children and youth receive services, of their educational rights;
- the District informs parents, guardians, and unaccompanied youth of transportation services, including to and from the school of origin, and provides assistance in accessing the transportation to school;
- enrollment disputes are properly mediated.

The liaison shall also assist parents, guardians and unaccompanied youth in enrolling in school and accessing school services, obtaining student records, arranging for immunizations, and shall help to coordinate transportation services.

No Segregation. Homeless children and youth shall not be separated from the mainstream school environment on the basis of their status as homeless. Homeless children and youth may be segregated from other students only for short periods of time as necessary for health or safety reasons or to provide temporary, special and supplemental services to meet the unique needs of homeless students. Homeless children and youth shall not be stigmatized or isolated on the basis of their status as homeless. Records indicating their status as homeless shall be maintained in accordance with confidentiality requirements.

Immunization Records. A homeless child or youth will not be denied enrollment for lack of immunization records if the child is transferring from another school and the school confirms the presence of the immunization record. The District liaison will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations.

Student Records. Homeless children and youth transferring into the District may provide student records directly to the District. The District will not require that the records be forwarded from another district or school before the child may enroll. The District will then request the student's records from the previous district or school attended by the student. Homeless children and youth transferring out of the District may be provided copies of student records to take with them.

Waiver of School Fees. School fees shall be waived in accordance with the

District's policy on waiver of fees or if necessary for the homeless child or youth to obtain equal access to a free public education. The District liaison shall also assist students in accessing resources for appropriate school clothing.

Free and Reduced-Price Meals. The application process for free and reduced price meals shall be expedited for homeless children and youth. The district may determine if a student is homeless and requires free meals without completing the full application process.

School Placement. School placement determinations for homeless children and youth shall be made on the basis of the best interests of the homeless child or youth. The District will, to the extent feasible, keep a homeless child or youth in the school of origin, unless the parent or guardian or unaccompanied youth requests another school and the District concurs in attendance at the preferred school. If the District sends a homeless child or youth to a school other than the school of origin or a school requested by the parent, guardian, or unaccompanied youth, the District will provide a written explanation of its decision with notice of the right to appeal the decision pursuant to State appeal procedures.

The placement determination shall be a student-centered, individualized determination. Factors to be considered may include the age of the student, the distance of the commute and the impact on the student's education, personal safety issues, the student's need for special education and related services, the length of the anticipated stay in temporary shelter or other temporary location and the time remaining in the school year. Homeless children and youth may be assigned to other schools if necessary to receive a free and appropriate public education in accordance with a special education IEP.

| Approved 6/12/95

Reviewed 2/13/12

Revised 2/13/12

Miriam Van Heukelem 2/6/12 12:48 PM

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OPEN ENROLLMENT TRANSFERS – PROCEDURES AS A SENDING DISTRICT

The school district will participate in open enrollment as a sending district. As a sending district, the board will allow resident students who meet the requirements to open enroll to another public school district.

Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district no later than March 1 in the school year preceding the first year desired for open enrollment. The notice is made on forms provided by the Department of Education. The forms are available at the central administration office.

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Parents of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline. Parents of children who will begin kindergarten will file in the same manner set forth above by September 1 of the current school year. Parents who have good cause as defined by law for failing to meet the respective deadlines or situations which involve harassment or a student's serious health condition may make an open enrollment request in accordance with the open enrollment law

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The receiving district will approve open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the start of the school year. The receiving district's superintendent will notify the parents and sending school district by mail within five (5) days of the school district's action to approve or deny the open enrollment request.

The board may approve a student's request to allow the receiving district to enter the school district for the purposes of transportation.

An open enrollment request out of the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs. The decision of whether an appropriate program is available will be made by the receiving district, in consultation with the resident district and the appropriate area education agency(ies) before approval is granted. The special education student will remain in the school district until the final determination is made.

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It is the responsibility of the superintendent to maintain open enrollment request applications and notice forms. It will also be the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

Approved 9/18/00

Reviewed 2/13/12

Revised 2/13/12

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OPEN ENROLLMENT TRANSFERS – PROCEDURES AS A RECEIVING DISTRICT

The school district will participate in open enrollment as a receiving district. As a receiving district, the board will allow nonresident students, who meet the legal requirements, to open enroll into the school district. The board will have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

The board will take action on the open enrollment request no later than June 1 in the year preceding the first year desired for open enrollment.

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The superintendent will notify the sending school district and parents within five (5) days of the board's action to approve or deny the open enrollment request.

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Open enrollment requests into the school district will not be approved if insufficient classroom space exists. For purposes of this policy, the phrase "insufficient classroom space" shall be determined on a case-by-case basis, a grade level basis and/or a school building basis. "Insufficient class room space" shall be based on one or more of the following factors: nature of the educational program, grade level, available instructional staff, instructional method, physical space, pupil-teacher ratio, equipment and materials, facilities either being planned or under construction, facilities planned to be closed, finances available, sharing agreement in force or planned, bargaining agreement in force, law or rules governing special education class size, or board-adopted district educational goals and objectives. The Board may also consider other factors deemed relevant by the Board.

Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met.

Open enrollment requests into the school district that, if denied, would result in students from the same household being enrolled in different school districts, will be given highest priority. The board, in its discretion, may waive the insufficient classroom space reason for denial for students of the same household to prevent the division of a household between two school districts. Other open enrollment requests into the school district are considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

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Generally, students in grades nine (9) through twelve (12) open enrolling into the school district will not be eligible for participation in interscholastic athletics, at the varsity level, during the first ninety (90) days of open enrollment into the school district. However, such students may be eligible to participate if:

- The student is entering ninth grade for the first time and did not participate in an interscholastic athletic competition for the sending or receiving district during the summer immediately following eighth grade;
- The receiving and sending districts participate jointly in the sport;
- The sport in which the pupil wishes to participate is not offered in the sending district;
- The sending district was dissolved and merged with one or more contiguous school districts for failure to meet the accreditation standards;

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OPEN ENROLLMENT TRANSFERS – PROCEDURES AS A RECEIVING DISTRICT

- The student is open enrolling because the sending district has entered into a whole grade sharing agreement with another school district for the student's grade;
- The student's parent is an active member of the armed forces and resides in permanent housing on government property provided by a branch of the armed services;
- The student paid tuition for one or more years to the school district prior to open enrolling into the school district; or
- The student attended the school district under a sharing or mutual agreement between the receiving and sending districts for one or more years prior to open enrolling into the school district.

Parents are responsible for providing transportation to and from the receiving school district without reimbursement unless the parents qualify for transportation assistance. Upon a parent's request, the board may approve transportation into the sending district. The board's approval is subject to the sending district's approval.

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An open enrollment request into the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The decision of whether an appropriate program is available will be made by the receiving district, in consultation with the resident district and the appropriate area education agency(ies) before approval is granted. The special education student will remain in the sending district until the final determination is made.

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The policies of the school district will apply to students attending the school district under open enrollment.

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It is the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

| Approved 9/18/00

Reviewed 2/13/12

Revised 2/13/12

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HOMELESS CHILDREN AND YOUTH

The board will make reasonable efforts to identify homeless children and youth within the district, encourage their enrollment, eliminate existing barriers to their receiving an education, which may exist in district policies or practices, and shall ensure that homeless children and youth have equal access to the same free public education as provided to other children and youth. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the Superintendent.

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Definitions.

"Homeless children and youth" means individuals from age three through age 21 who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters;
- abandoned in hospitals;
- awaiting foster care placement;
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- migratory children or youth who qualify as homeless because they are living in circumstances described in this definition.

Incarcerated children and youth and children and youth in foster care are not considered homeless.

"School of origin" means the school that the homeless child or youth last attended when permanently housed or the school in which the homeless child or youth was last enrolled.

"Unaccompanied youth" means a youth not in the physical custody of a parent or guardian, including youth living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing, youth denied housing by their families, and school-age unwed mothers, living in homes for unwed mothers, who have no other housing available.

Liaison. The Superintendent shall serve as the District's liaison for homeless children and youth. The liaison shall ensure that:

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

- homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies;
- homeless children and youth enroll in school and have a full and equal opportunity to succeed in school;
- homeless families, children and youth receive educational services for which they are eligible, including Head Start administered by the District, and referrals to health, mental health, dental and other appropriate services;
- parents and guardians of homeless children and youth are informed of available educational and related opportunities provided to their children and of the opportunities for the parents and guardians to participate in the education of their children;
- the District disseminates public notices, in places in which homeless children and youth receive services, of their educational rights;
- the District informs parents, guardians, and unaccompanied youth of transportation services, including to and from the school of origin, and provides assistance in accessing the transportation to school;
- enrollment disputes are properly mediated.

The liaison shall also assist parents, guardians and unaccompanied youth in enrolling in school and accessing school services, obtaining student records, arranging for immunizations, and shall help to coordinate transportation services.

No Segregation. Homeless children and youth shall not be separated from the mainstream school environment on the basis of their status as homeless. Homeless children and youth may be segregated from other students only for short periods of time as necessary for health or safety reasons or to provide temporary, special and supplemental services to meet the unique needs of homeless students. Homeless children and youth shall not be stigmatized or isolated on the basis of their status as homeless. Records indicating their status as homeless shall be maintained in accordance with confidentiality requirements.

Immunization Records. A homeless child or youth will not be denied enrollment for lack of immunization records if the child is transferring from another school and the school confirms the presence of the immunization record. The District liaison will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations.

Student Records. Homeless children and youth transferring into the District may provide student records directly to the District. The District will not require that the records be forwarded from another district or school before the child may enroll. The District will then request the student's records from the previous district or school attended by the student. Homeless children and youth transferring out of the District may be provided copies of student records to take with them.

Waiver of School Fees. School fees shall be waived in accordance with the

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

District's policy on waiver of fees or if necessary for the homeless child or youth to obtain equal access to a free public education. The District liaison shall also assist students in accessing resources for appropriate school clothing.

Free and Reduced-Price Meals. The application process for free and reduced price meals shall be expedited for homeless children and youth. The district may determine if a student is homeless and requires free meals without completing the full application process.

School Placement. School placement determinations for homeless children and youth shall be made on the basis of the best interests of the homeless child or youth. The District will, to the extent feasible, keep a homeless child or youth in the school of origin, unless the parent or guardian or unaccompanied youth requests another school and the District concurs in attendance at the preferred school. If the District sends a homeless child or youth to a school other than the school of origin or a school requested by the parent, guardian, or unaccompanied youth, the District will provide a written explanation of its decision with notice of the right to appeal the decision pursuant to State appeal procedures.

The placement determination shall be a student-centered, individualized determination. Factors to be considered may include the age of the student, the distance of the commute and the impact on the student's education, personal safety issues, the student's need for special education and related services, the length of the anticipated stay in temporary shelter or other temporary location and the time remaining in the school year. Homeless children and youth may be assigned to other schools if necessary to receive a free and appropriate public education in accordance with a special education IEP.

| Approved 6/12/95

Reviewed 2/13/12

Revised 2/13/12

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STUDENT WORK PERMITS

The superintendent may, when requested, issue age and work permits to students in accordance with provisions of the state and federal child labor laws.

| Approved 6/12/95

Reviewed 2/13/12

Revised 4/13/98

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

STUDENT APPEARANCE

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors on school property or on property within the jurisdiction of the school district.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

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

| Approved 6/12/95Reviewed 2/12/13Revised 4/13/98

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

CARE OF SCHOOL PROPERTY/VANDALISM

Students shall treat school district property with care and with the respect they would treat their own property. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be turned over to local law enforcement authorities.

| Approved 7/1/93

Reviewed 2/13/12

Revised 3/14/07

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

USE OF BICYCLES

Riding a bicycle to and parking it at the student's attendance center is a privilege. Students who fail to follow the regulations set by the principal of their attendance center or the school district will be subject to withdrawal of their privilege to ride a bicycle to their attendance center and may also be subject to other disciplinary action.

It shall be the responsibility of the principal to develop and enforce administrative rules for students riding bicycles to and parking them at their attendance center.

| Approved 7/1/93

Reviewed 2/13/12

Revised 4/13/98

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USE OF MOTOR VEHICLES

The board recognizes the convenience to families and students of having students drive to and park at their school attendance center. Driving a motor vehicle to and parking it at the student's attendance center is a privilege.

Students who drive to and park at their school attendance center shall only drive to and park at their designated attendance center. Students may not loiter around or be in their vehicle nor leave the school grounds in their vehicle during the school day without permission from the principal.

Students who wish to drive to and park at their school attendance center shall comply with the rules and regulations established by the principal of their attendance center or by the school district. Those rules may include, but not be limited to, registration, parking restrictions, monetary penalty, towing, impoundment, and loss of parking privilege. Failure to comply with this policy or the school district rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action.

The superintendent is authorized to complete the affidavit of necessity for a minor to obtain a school motor vehicle license. The superintendent, the board members, and the district are not responsible for the actions or omissions of the minor that pertain to the use of the license or the operation of motor vehicles.

| Approved 7/1/93

Reviewed 2/13/12

Revised 3/14/07

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STUDENT EXPRESSION

Students are allowed, indeed encouraged, to express their viewpoints and opinions. However, in order to maintain an appropriate learning environment and to protect the rights of all students, students must express themselves responsibly and appropriately in the school setting. The expression shall not encourage the breaking of laws or school rules, shall not be libelous, or contain obscenity or indecent depictions. Further, the expression must be done at a reasonable time and place, as determined by the administrative staff. Student expressions that cause material disruption to the orderly operation of the school may be suppressed, and the students disciplined.

| Approved 6/12/95

Reviewed 2/13/12

Revised 3/14/07

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REGULATIONS AND PROCEDURES
FOR DISTRIBUTION OF NONSCHOOL
PUBLICATIONS BY STUDENTS

A. Guidelines.

Students of the ADM Community School District have the right, protected by the First Amendment to the United States Constitution, to exercise freedom of speech. This includes the right to distribute to other students and staff, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except expression which:

1. is obscene to minors;
2. is libelous or slanderous
3. encourage students to commit unlawful acts, violate lawful school regulations, or cause the material and substantial disruption of the school;
4. contains indecent, profane, lewd, or vulgar language;
5. advertises any product or service not permitted to minors by law;
6. endangers the health or safety of another person;
7. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
8. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

B. Applicability.

These regulations and procedures apply to the distribution of unofficial materials by ADM Community School District students on District premises or at school activities. Persons not students wishing to distribute unofficial materials shall contact the Superintendent's office. Distribution of student materials in classrooms for classroom activities may be regulated by the classroom teacher to insure compliance with curriculum objectives and District regulations.

C. Procedures.

1. Any student wishing to distribute material must first submit for approval a copy of the material to the building principal at least twenty-four (24) hours in advance of the desired distribution time, together with the following information:

- a. Name, homeroom and telephone number of the student submitting the request;
 - b. Date(s) and time(s) of day of intended display or distribution;
 - c. Location where material will be displayed or distributed; and
 - d. The grade(s) of students to whom the display or distribution is intended.
2. Within twenty-four (24) hours of the submission, the principal (or the principal's designee) will render a decision whether the material violates the Guidelines in section A or the time, place and manner restrictions in section D of the regulation. In the event that permission to distribute the material is denied, the person submitting the request shall be informed in writing of the reasons for the denial.
 3. If the student submitting the request does not receive a response within twenty-four (24) hours of submission, the student shall contact the principal's office to verify that the lack of response was not due to an inability to locate the student. If the student has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in section D.
 4. If the student is dissatisfied with the decision of the principal (or the principal's designee), the student may submit a written request for appeal to the Superintendent of Schools. If the student does not receive a response within three (3) days (not counting Saturdays, Sundays or holidays) of submitting the appeal, the student shall contact the Superintendent's office to verify that the lack of response is not due to an inability to locate the student. If the student has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in section D.
 5. At every level of the procedure, the student submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of material is appropriate.
 6. Permission to distribute material does not imply approval of its contents by the ADM Community School District, the Board of Directors, the administration, or the individual reviewing the material submitted.

D. Time, Place and Manner of Distribution.

The distribution of unofficial material shall be limited to a reasonable time, place, and manner as follows:

1. The material shall be distributed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entranceways, but which shall give reasonable access to students.
2. The material shall be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

E. Definitions.

The following definitions apply to the following terms as used in this regulation.

1. "*Obscene to minors*" is defined as:
 - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole appeals to the prurient interest of minors of the age to whom distribution is requested;
 - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - (c) The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. "*Minor*" means any person under the age of eighteen (18).
3. "*Material and substantial disruption*" of a normal school activity is defined as follows:
 - (a) Where the normal school activity is an educational program of the District for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption that interferes with or impedes the implementation of that program.
 - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts) "material and substantial disruption" is defined as student rioting, fighting or scuffling, unlawful seizures of property, shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walkout, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the District or community, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "*School activities*" means any activity of students sponsored by the school and includes, by way of example, and not by way of limitation, classroom work, library activities, official assemblies and other similar gatherings, school athletic contests, music programs, school plays, and other co-curricular activities.
5. "*Unofficial*" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets,

brochures, flyers, petitions, placards, pins, buttons, and underground newspapers, whether written by students or others.

6. "*Libelous*" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "*Distribution*" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school that are generally frequented by students.

F. Disciplinary Action

Distribution by any student of unofficial written material prohibited in section A or in violation of section D will be halted, the materials seized, and disciplinary action will be taken in accordance with the District's Behavior and Discipline Code.

Any other person violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

G. Notice to Students

A copy of this regulation will be disseminated to students.

| Approved 7/1/93

Reviewed 2/13/12

Revised 2/13/12

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

STUDENT COMPLAINT PROCEDURES

It is the goal of the Board to resolve complaints of students and their parents at the lowest administrative level. An attempt shall be made to resolve any complaint in informal, verbal discussion between the student and/or the parent and the person against whom the complaint is filed and/or the building administrator or supervisor.

If the complaint cannot be resolved informally, the student or parent may file the complaint in writing, and, at an agreeable time, discuss the matter with the building administrator or supervisor. The written complaint shall state the nature of the complaint and shall state the remedy requested. The building administrator or supervisor shall make a decision on the complaint and communicate it in writing to the student or parent and the superintendent with ten (10) school days or as soon as reasonably practicable after receipt of the complaint.

In the event a complaint has not been satisfactorily resolved by the building administrator or supervisor, the student or parent may file a copy of the complaint with the superintendent and request a meeting. The superintendent shall file a written response with the student or parent and the building administrator or supervisor within ten (10) school days or as soon as reasonably practicable.

If the superintendent cannot resolve the complaint satisfactorily, the student or parent, may request a meeting with the Board.

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STUDENT LOCKERS

Student lockers are the property of the school district. The furnishing of a locker, desk, or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect the locker, desk, or other facility.

Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of the students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either the student or another District staff member will be present during the inspection of lockers. Student lockers may also be searched at any time and without advance notice in compliance with board policy regulating search and seizure. The District shall provide written notice of such inspections each year when school begins.

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WEAPONS

The board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Weapons, other dangerous objects and look-alikes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon, dangerous objects, or look-alikes on school property shall be notified of the incident. Confiscation of firearms and the name(s) of student(s) involved shall be reported to the law enforcement officials, and the student(s) will be subject to disciplinary action including suspension or expulsion. For the purposes of this policy, "possession" includes, but is not limited to, storage in a student's locker, desk, book bag, purse, coat, jacket or other clothing, car, bike bag or other container or area of confinement used by the student whether personal or school-owned, or in the student's vehicle if the vehicle is on school property.

Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than twelve (12) months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, any destructive device, or look-alike devices.

Students may not use normally non-destructive objects such as pencils, rulers, compasses or books in a threatening or assaultive manner. The use of any object in a dangerous way will be treated as if the item used were a dangerous weapon.

Students shall not possess toy weapons or look-alike weapons at school except with the knowledge and permission of a teacher, coach or administrator, and then only for school or educational purposes. Violation of this policy shall result in confiscation of the weapon and detention, suspension, or expulsion depending upon the student's disciplinary history.

Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon including, but not limited to, a toy pistol or rifle, squirt gun, cap gun, rubber knife or plastic grenade, or who displays any object in such a manner as reasonably to place another person in fear for his or her safety shall be subject to discipline by the principal or superintendent including possible suspension and recommendation for expulsion.

Students who have knowledge or a belief of the existence of a weapon on school grounds or at a school activity shall promptly report to a school official. Failure to report will be grounds for suspension or expulsion from school.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous

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objects or look-alikes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

| Approved 3/13/95

Reviewed 2/13/12

Revised 2/13/12

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SMOKING – DRINKING – DRUGS

The board prohibits the possession, use, or transmittal of tobacco products. The board also prohibits the possession, use, transmittal or being under the influence of alcohol or other controlled substances or look-alike substances that appear to be tobacco, alcohol, or controlled substances by students on school district property or at any activities sponsored by the school district, on or off school district property.

The board believes such substances cause material and substantial disruption to the school environment and present a threat to the health and safety of others on the school district premises.

Violation of this policy by students will result in disciplinary action including possible suspension or expulsion. Use, purchase, or possession of cigarettes, tobacco or tobacco products for those under the age of eighteen (18) may be reported to the local law enforcement authorities. Possession, use, or transmittal of beer or alcohol and/or of a controlled substance for those under legal age may be reported to the local law enforcement authorities.

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

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SEARCH AND SEIZURE

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities.

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The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities, and while away from school grounds if such possession will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials.

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

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Approved 7/1/93

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SEARCH AND SEIZURE REGULATION

I. Searches in General

Reasonable Suspicion

A search of a student or protected student area will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules or regulations affecting school order.

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

- (1) eyewitness observations by employees;
- (2) information received from a reliable source;
- (3) suspicious behavior by the student; or
- (4) the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion; or
- (5) Articulate circumstantial evidence.

Reasonable Scope

A search of a student or protected student area will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the circumstances which gave rise to the need for a search and the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- (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; and
- (5) the objectives to be accomplished

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II. Types of Searches

A. Personal Searches

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

2. More intrusive searches will require more compelling circumstances to be considered reasonable.

a. Pat-Down Search

If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted by a school official of the same sex as the student and with another adult witness of the same sex present when feasible.

- b. A more intrusive search of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees or visitors visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student with an adult of the same sex present

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unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

- c. Under no circumstances will a school employee conduct a strip search, a body cavity search, or a search of a student's body involving the use of a drug-sniffing animal.

B. Locker and Desk Inspections

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials. The District shall provide written notice of such inspections each year when school begins.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches must be conducted in the presence of another adult witness when feasible.

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C. Automobile Searches

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 the school parking lots. The interior 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.

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INTERVIEWS WITH STUDENTS

School Interviews: District personnel shall have the authority to conduct investigations and to question students pertaining to infractions of school rules and District matters whether or not the alleged conduct is a violation of the criminal law. The student's parents need not be contacted prior to the interview, except as noted below under "Child Abuse Investigations."

Community Resource Personnel. Area Education Agency, community mental health and other community organization personnel should schedule interviews with students through the building principal. Permission must be given by the student's parent or guardian for such outside agencies, other than child abuse investigators, to interview students at school.

Child Abuse Investigations. The District shall cooperate with the Department of Human Services in matters relating to alleged cases of child abuse or neglect. As required by law, the building principal shall allow Department of Human Services personnel to have confidential access to a child named in a child abuse report and to other children alleged to have relevant information. The building principal need not report the investigation or interview to the child's parent or guardian.

In any cases involving allegations of abuse by school personnel, the investigations must be conducted in accordance with policy 281 Iowa Administrative Code chapter 102.

Law Enforcement Personnel. The administration shall determine when the necessity exists for law enforcement officials to be contacted to conduct an investigation of matters which may jeopardize the safety of school personnel or students, which may endanger school property, or which may interfere with the operation of the schools. An administrator or other designated professional District employee or the District's police liaison officer may be present during the questioning, except in Level Two Investigations under Chapter 102. The student's parent or guardian need not be contacted prior to the interview unless law enforcement officials first take the student into custody.

It should not normally be necessary for law enforcement officials to conduct any investigation on school premises pertaining to criminal activities unrelated to the operation of the schools. Only when a demonstrated necessity exists, as determined by the administration, shall law enforcement officials be allowed to conduct such an investigation. A professional District employee, parent, or guardian shall be present during the questioning.

Students shall not be released into the custody of law enforcement personnel unless the student has been placed under arrest, or is being removed for disorderly conduct at school, or unless the student's parent or guardian agrees to the release if the student is a minor or the student agrees to release if not a minor.

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Reviewed 2/13/12

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ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

LAW ENFORCEMENT INVESTIGATIONS

The principal shall determine when the necessity exists that law enforcement officers be contacted to conduct an investigation of alleged criminal behavior which jeopardizes the safety of school personnel or students, endangers school property or which interferes with the operation of the schools.

The principal may request that law enforcement officers conduct an investigation and question students who are potential witnesses of such alleged criminal behavior during school hours. A reasonable attempt shall be made to contact the student's parents or representative prior to questioning by law enforcement officers. In the absence of a student's parents or representative during questioning of such students, the principal or other designated licensed school staff person shall be present.

Although cooperation with law enforcement officers will be maintained, it should not normally be necessary for law enforcement officers to initiate and conduct any investigation and questioning on the school premises during school hours pertaining to criminal activities unrelated to the operation of the school. Only in demonstrated emergency situations when law enforcement officers find it absolutely necessary will they be voluntarily permitted to conduct such an investigation during school hours. They shall be requested to obtain prior approval of the principal or other designated person before beginning such an investigation on school premises.

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EQUAL EDUCATIONAL OPPORTUNITIES; PROHIBITION OF HARASSMENT
AND BULLYING OF STUDENTS

Nondiscrimination. No student in the Adel DeSoto Minburn Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in District programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities and potential.

Harassment and Bullying Prohibited. The District is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of the cultural diversity of our society. The District shall educate students about our cultural diversity and shall promote tolerance of individual differences.

Harassment and bullying of students is against the policy of the State of Iowa as well as of the Adel DeSoto Minburn Community School District. The District shall promote procedures and practices to reduce and eliminate harassment and bullying. The District prohibits harassment and bullying of students by other students, by employees, and by volunteers while in school, on school property, and at any school function or school-sponsored activity. This includes harassment or bullying based on the student's actual or perceived trait or characteristic, including the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee's contract, and/or exclusion of a volunteer from District activities or premises.

Definition. Any electronic (such as emails or instant messages), written, verbal or physical act or conduct toward a student that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile, intimidating, or offensive educational environment is prohibited. An objectively hostile school environment is created if the act or conduct

places the student in reasonable fear of harm to the student's person or property;
or

has a substantially detrimental effect on the student's physical or mental health;
or

has the effect of substantially interfering with the student's academic performance; or

has the effect of substantially interfering with the student's ability to participate in or benefit from District services, activities, or privileges.

Examples of prohibited behavior may include, but are not limited to the following:

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

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- unwelcome touching;
- inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs or posters;
- implied or explicit threats concerning grades, awards, property or opportunities;
- requiring, explicitly or implicitly, that a student submit to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

Sexual Harassment.

General. It is the policy of the District to maintain a learning environment that is free from sexual harassment. All employees, visitors and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It shall be a violation of this policy for any person to harass a student through conduct or communications of a sexual nature as defined in this policy.

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Definition. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of the student's educational opportunities or benefits; or

Submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that student; or

Such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to the following:

- requests or pressure for sexual activity;
- unwelcome touching;
- other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature;
- repeated remarks to or about a person with sexual or demeaning implications.

(Note: any sexual overtures made by a staff member to a student, whether welcomed or unwelcomed, shall be grounds for discipline, including discharge of the staff member.)

Complaint Procedures. Any person alleging a violation of this policy may file a complaint using the Student Complaint Procedure of Policy 502.6. Employees who are aware of harassment or bullying shall file a written complaint or shall report the conduct to a principal or to the compliance officer. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the Superintendent. Policy 402.3, in accordance with the requirements of 281 Iowa Admin. Code chapter 102, shall govern the investigation of alleged cases of physical or sexual abuse, including sexual harassment, of students by staff members.

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

The complainant may be required to complete a written complaint form and to turn over copies of evidence of discrimination, harassment or bullying including, but not limited to, letters, emails, tapes, signs, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. District employees, students and volunteers shall fully and fairly cooperate in the investigation.

A written investigative report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes discrimination or harassment.

Grievance Procedure – Disability. The District has also established a grievance procedure to handle complaints of discrimination based on disability and to handle concerns regarding accommodations of disabled students. A parent, guardian, or student may utilize such grievance procedures.

Compliance Officer. The business manager shall be designated as the District's compliance officer to insure that students are treated in accordance with District policy prohibiting discrimination, harassment and bullying. In the event the business manager is the alleged perpetrator, the Superintendent shall be the alternate compliance officer.

Confidentiality. The District will limit disclosure of information gathered in the course of receiving, investigating, and responding to a complaint filed under this policy, but cannot guarantee confidentiality to any party. Sensitive information will be handled in a manner consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

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No Retaliation. No person shall retaliate against a student or other person because the student or other person has filed discrimination or harassment complaint, assisted or participated in an investigation, or has opposed language or conducts that violates this policy, as long as the participation or action was done in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, exclusion or termination of employment.

Corrective Actions. The District will take action to halt any improper discrimination, harassment or bullying and will take other appropriate corrective actions, including disciplinary measures which may include discharge, suspension, expulsion, or exclusion of a perpetrator to remedy all violations of this policy.

Notification. Notice of this policy shall be communicated to staff, students, and parents of the District and to the District community. It shall be included in handbooks and shall be published in such other manner, as the compliance officer shall determine.

Training. The District shall educate staff, parents and students about harassment and bullying, effective methods of prevention, and what to do in the event of such actions. The District shall participate in assessments of the effectiveness of this policy and education programs and shall make reports as required.

Other Agencies. Students and their parents may also contact the Iowa Civil Rights Commission and the Office of Civil Rights of the United States Department of Education for assistance.