AGENDA

I. Roll Call and Determination of Quorum

II. Recite Pledge of Allegiance

III. Welcome to Visitors and Media Representative and Introduction

IV. Citizens Speak

V. Consent Agenda**

The following items are considered to be routine by the Board of Education and will be enacted by one motion. There will be no separate discussion of these items unless a Director so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence from the agenda.

A. Minutes (VI-A-1-a) p. 7
B. Employment Recommendations (VI-A-1-b) p. 10
C. Student Teaching Agreement (VI-A-1-c) p. 30
D. Policies (VI-A-1-d) p. 34
E. Bills and Claims (VI-A-2-a) p. 149

VI. Board Goals

A. Action/Possible Action

1. Board Goal: Student Achievement

   a) The minutes of the May 9, 2016 Regular Meeting – action ** (p. 7)

   b) Employment Recommendations – action** (p. 10)

   c) Approve the Student Teaching Agreement with St. Ambrose University – action** (p. 30)

   d) Consent Policies (If a policy is revised because of legal change over which the board has no control or a change which is minor, the policy may be approved at one meeting at the discretion of the board) – action**

   401.4 Functions of Personnel (p. 34)
   403.2 Substance Free Workplace (p. 35)
   403.6 Hazardous Chemical Disclosure (p. 36)
   403.8 Professional Organizations (p. 37)
   403.13 Keys to Buildings (p. 38)
403.16 Identification Badges (p. 39)
403.17 Use of School-Owned Vehicle to Pull a School-Owned Trailer (p. 41)
404.5 Student Teachers (p. 42)
405.2 Classification of Non-Certificated Employees (p. 43)
405.9 Drug and Alcohol Testing (p. 44)

e) Approve 28E Agreement with EICC/Muscatine Community College for Concurrent Enrollment Program - action (p. 45)

f) Approve Agreement with Mississippi Bend AEA for two Hearing Interpreters – action (p. 52)

g) Approve the Elementary and Middle School Student Handbooks – action (p. 55-Elementary and p. 79 Middle School)

h) Approve Memorandum of Understanding with EICC/Muscatine Community College and Muscatine High School (East Campus) – action (p. 114)

i) Third and final reading on the following policies:

204.3 Special Board Meetings (p. 117)
204.4 Closed Sessions of the Board (p. 118)
300 Role of School District Administration (NEW) (p. 120)
300.1 Management (NEW) (p. 121)
301.1 Functions (p. 122)
301.2 Evaluation (p. 126)
301.3 Superintendent Qualifications, Recruitment, Appointment (NEW) (p. 128)
301.4 Superintendent Contract and Contract Nonrenewal (NEW) (p. 129)
301.5 Superintendent Salary and Other Compensation (NEW) (p. 130)
301.6 Superintendent Professional Development (NEW) (p. 131)
301.7 Superintendent Civic Activities (NEW) (p. 132)
301.8 Superintendent Consulting/Outside Employment (NEW) (p. 133)
302.1 Classifications (p. 134)
302.2 Evaluation (p. 135)
302.3 Job Descriptions (p. 136)
302.4 Administrator Qualifications, Recruitment, Appointment (NEW) (p. 137)
302.5 Administrator Contract and Contract Nonrenewal (NEW) (p. 138)
302.6 Administrator Salary and Other Compensation (NEW) (p. 139)
302.7 Administrator Duties (NEW) (p. 140)
302.8 Administrator Professional Development (NEW) (p. 141)
302.9 Administrator Civic Activities (NEW) (p. 142)
302.10 Administrator Consulting/Outside Employment (NEW) (p. 144)
400 Guiding Principles – Employees (p. 145)
401.1 Recruitment of Personnel (p. 146)
401.3 Qualifications – Employees (p. 147)

2. Board Goal: Financial Stability

a) Bills and Claims – action** (p. 149)
b) Approve the 28E Agreement with Louisa-Muscatine Community School District for shared agricultural position – action (p. 150)

c) Approve the 28E Agreement with Louisa-Muscatine Community School District for shared industrial technology teaching position – action (p. 154)

d) Approve the 28E Agreement with Louisa-Muscatine Community School District for shared counselor – action (p. 158)

e) Approve the 28E Agreement with Louisa-Muscatine Community School District for Shared Family and Consumer Science Teacher – action (p. 162)

f) Approve the 3-Year Agreement with EICC/Muscatine Community College for Video Services – action (p. 166)

g) Resolution Approving Physical, Plant and Equipment Levy (PPEL) being put on ballot – action (p. 170)

h) Approve the authorization of the Muscatine Community School District to advertise the sale of Washington Elementary – action (p. 173)

i) Approve the release of the retainage for Jefferson Elementary Construction Project (all but $60,000) – action

B. Discussion and Information

1. Board Goal: Student Achievement

   a) 2nd Reading on Policy: 401.8 Physical Examination (DELETE) (p. 176)

   b) First reading on the following policies:

      306.1 Development and Enforcement of Admin Regulations – NEW (p. 177)
      306.2 Monitoring of Admin Regulations – NEW (p. 178)
      401.5 Appointment (p. 179)
      401.6 Evaluation – Employees (p. 180)
      401.7 Suspension (p. 181)
      401.9 Payroll Periods (p. 183)
      401.10 Payroll Deductions (p. 184)
      401.11 Leaves of Absence – DELETE (p. 185)
      402.3 Anti-bullying and Harassment – DELETE (p. 186)
      403.3 Tobacco Free Environment (p. 187)
      403.4 Communicable Diseases – Employees (p. 188)
      403.5 Facilities – Regulatory Issues – DELETE (p. 201)
      403.7 Other Employment (p. 202)
      403.9 Releases to News Media – Internal Unit News – DELETE (p. 203)
      403.10 Public Service – DELETE (p. 204)
      403.11 Solicitations in School Buildings – DELETE (p. 205)
      403.12 Reimbursement for Loss of Personal Property Resulting from Physical Restraint – DELETE (p. 206)
      403.14 Use of School Owned Equipment and Materials – DELETE (p. 207)
      404.1 Definition – Certificated Employees (p. 209)
2. Board Goal: Financial Stability

   a) May Financial Statements / Food Service Update (p. 243)

3. Superintendent Update

   a) Playgrounds – Franklin and Washington
   b) Muscatine Teacher Advisory Team
   c) District Needs Assessment

VII. Announcement/Meetings/Events

    July 11, 2016 Regular Board Meeting at 7 p.m. at City Hall
    August 8, 2016 Regular Board Meeting at 7 p.m. at City Hall

VIII. Adjourn
ACTION/
POSSIBLE ACTION
Board Goal:

Student Achievement
The Board of Education of the Muscatine Community School District, in the County of Muscatine, State of Iowa, met in regular session on Monday, May 9, 2016 at 7p.m. at City Hall in Council Chambers. President Tammi Drawbaugh called the meeting to order. Directors John DaBeet, Aaron Finn, Nathan Mather, Randy Naber, and Mary Wildermuth were present. Director Tim Bower was absent. Also present were Superintendent Jerry Riibe and Director of Finance Jean Garner.

The board recited the Pledge of Allegiance.

President Drawbaugh welcomed visitors and media representatives.

No one spoke during Citizens Speak.

Student Council Representative Saul Ocampo updated the board on recent student council activities including prom and the upcoming end-of-the-year dance.

A motion was made by Director Naber and seconded by Director Mather to approve the consent agenda as follows:

- the minutes of the April 25, 2016 planning and regular meeting.
- the following employment recommendations:
  - Resignations-Certified Staff: Brandi Peterson – At Risk ELA at MHS.
  - New Hires – Certified Staff:
    - Madelyn Deuth – 7th Grade Science and Social Studies at WMS.
    - Joseph Kane – Special Ed Strat II at MHS.
    - Emma McCreary – ELA & Social Studies at CMS.
    - Dustin Miller – Spanish at MHS.
    - Brian Willett – Special Education – BD at WMS.
- the bills and claims against the district dated May 9, 2016.

All ayes; motion carried.

Superintendent Riibe presented the tentative list of graduates for the Class of 2016 for board approval. At this time, 347 students are expected to walk across the stage on May 22, 2016.

A motion was made by Director Dabeet and seconded by Director Finn to approve the tentative list of graduates for the Class of 2016. All ayes; motion carried.

Superintendent Riibe shared that the district will be implementing a new and extensive language arts series at the elementary level next fall. With that in mind and the fact that there was no school missed due to weather this year, the district is requesting that the last day for
students be moved to Thursday, May 26 so that on Friday, May 27, elementary teachers will be able to meet with the publisher of the new language arts series and receive the materials and information on the first unit of study. This will also allow teachers to have the materials over the summer.

A motion was made by Director Naber and seconded by Director Wildermuth to approve changing the last day of school for students from Friday, May 27, 2016 to Thursday, May 26, 2016. All ayes; motion carried.

Technology Supervisor Scott Comstock presented the bids for the Chromebooks for the high school 1:1 re-issue to replace the current Macbook Airs. He shared that five quotes were received and all were very competitive.

A motion was made by Director Dabeet and seconded by Director Mather to award bid to Tierney Brothers in the amount not to exceed $519,200 for the purchase of Chromebooks for MHS. All ayes; motion carried.

Superintendent Riibe shared with the board that the large wooden playground at Franklin Elementary is becoming a safety concern. The playground was first built in 1992. He noted that many students are becoming injured with splinters and other injuries from the wood. The estimated cost to remove the structure is $12-$13,000. He explained that the district will not be replacing the playground this coming budget year as it was not budgeted for, but the intent is to have the new playground in the following budget year. He also noted that the district is moving towards having all playgrounds be the district’s responsibility as opposed to each school’s parent-teacher organizations in order to provide consistency district-wide.

A motion was made by Director Naber and seconded by Director Mather to approve the demolition of the wooden playground structure at Franklin Elementary. All ayes; motion carried.

The board heard a second reading on the following policies:

204.3 Special Board Meetings
204.4 Closed Sessions of the Board
300 Role of School District Administration (NEW)
300.1 Management (NEW)
301.1 Functions
301.2 Evaluation
301.3 Superintendent Qualifications, Recruitment, Appointment (NEW)
301.4 Superintendent Contract and Contract Nonrenewal (NEW)
301.5 Superintendent Salary and Other Compensation (NEW)
301.6 Superintendent Professional Development (NEW)
301.7 Superintendent Civic Activities (NEW)
301.8 Superintendent Consulting/Outside Employment (NEW)
302.1 Classifications
302.2 Evaluation
302.3 Job Descriptions
302.4 Administrator Qualifications, Recruitment, Appointment (NEW)
The board heard a first reading to delete policy 401.8 Physical Examination.

Jefferson Principal Corry Spies and Title One Reading teacher Nancy Reichert provided a preview of the new elementary language arts/reading series. Mr. Spies explained the adoption process and noted that every elementary teacher had the opportunity to review the materials to determine which series would be the best fit for the district. The Journeys series from Houghton-Mifflin/Harcourt overwhelmingly was the teachers’ choice. This series provides a teacher’s manual, ongoing support, a writing curriculum, and a six-year subscription to all consumables. The students will also have access to an online dashboard and online textbook.

Director of Finance Jean Garner presented the April financials for board review.

Superintendent Riibe recognized and thanked each board member, as part of School Board Recognition Month, for their service to the students of Muscatine Schools.

President Drawbaugh provided the following announcements of upcoming meetings and events:

May 15-Excellence in Education Award Ceremony @ 2 p.m. @ MHS Auditorium.
May 19-Washington Community Celebration at 4:30 p.m. – 7:30 p.m.
May 22-Graduation Ceremony for the Class of 2016 at 2 p.m. at MHS Gymnasium.
May 26-Students Last Day; Full Day
May 30-Memorial Day
May 31-Last Day for Teachers

Director Dabeet also thanked the district for their hospitality and talking with five educators from one of Muscatine’s Sister Cities: Ramallah, Palestine. The teachers came to Muscatine to learn about special education and other special services.

A motion was made by Director Naber and seconded by Director Wildermuth to adjourn the meeting. All ayes; motion carried. Time: 7:43 p.m.

Tammi Drawbaugh, President
Lisa Mosier Bunn, Secretary
June 13, 2016

EMPLOYMENT RECOMMENDATIONS

RESIGNATIONS - CERTIFIED STAFF
Kristie Bagwell - 6th Grade Math, Central Middle School
Sonia Baker - 1st Grade, Franklin Elementary
Linda Brecht-Kwirant - ESL, Muscatine High School
Casey Brennan - 1st Grade, McKinley Elementary
Audra Hawkinson - PLTW, Muscatine High School
Katelynn Jacob - 3rd Grade, Franklin Elementary
DeeAnn Murray - School Nurse
Andrew Prinsen - Social Studies, Muscatine High School
Hayli Scheffler - Kindergarten, McKinley Elementary
Andrew Welter-Frost - 4th Grade, Colorado Elementary

RESIGNATIONS - SCHEDULE C
Michael Clancy - Asst. Boys Cross Country, MHS
David Kerr - Asst. Volleyball, MHS
Jenny Furnas - Asst. Girls Basketball, MHS
Andrew Prinsen - Asst. Football Coach, Model UN Advisor

RESIGNATIONS - CLASSIFIED PROFESSIONALS
Jeanne Johnson - Guidance EL, Franklin/Jefferson
Brietta Collier - Accountant, Administration Center
Felix Cólon - Technology Support, MHS

RESIGNATIONS - ADMINISTRATION
John Wesson - Assistant Principal, MHS

HIRES - CERTIFIED STAFF
● Andrew Dobek - Math (7th Grade), West Middle School, $37,011.00 - replaces Marcy Duffe, (transfer to 6th Grade Math) $40,997.00
● Lisa Kesten - Special Education Strategist II, Madison Elementary School, $43,655.00 - replacing Tammi Ales (transfer to Admin Special Ed/Julie Mosher, transfer to WMS) $70,464.00
● Austin Kinsey - Language Arts, Muscatine High School, $37,011.00 - replaces Claire Mueller (transfer to MHS Gifted and Talented) $46,644.00
● Cynthia Machael - 3rd Grade, Franklin Elementary School, $37,011.00 - replaces Katelynn Jacob (resigned) $38,339.00
● Whitney Ruckles - Special Education Level I, Central Middle School $37,011.00 - replaces Alicia Worner (resigned) $40,997.00
● Austin Siefers - Chorus Teacher, West Middle School, $37,011.00 - new position
● Dakotah Sommer - At Risk, West Middle School, $37,011.00, replaces Carlene Keeler (resigned) $38,339.00
● Margaret Stadtwald - ELA & Social Studies, Central Middle School, $37,011.00 - replaces Anna Roorda (resigned) $42,326.00

NEW HIRES - Schedule C
Ron Kiser, Asst. Boys Tennis, MHS
MODEL TEACHERS
Abbott, Rita Grant
Ales, Tammy Madison
Alvidrez, Sara MHS
Axtell, Sarah McKinley
Beale, Kelly Central
Beatty, Stacy WMS
Bezdek, Sarah WMS
Blanchard, Jessica Central/West
Brogly, Marla Jefferson
Chrz, Lisa Jefferson
Clancy, Michael MHS
Clemens, Catherine Franklin
Connor, Monica Madison
Curtis, Angie WMS
Dalbey, Kerry Colorado
Day, Diane Mulberry
Dindinger, Lindsey Grant
Edkin, Ann MHS
Eichelberger, Kathleen Franklin
Eserhaut, Becky Colo/Madison
Eversmeyer, Sandi McKinley/Mulberry
Fallon, Rachel MHS
Goddard, Britt Colorado
Golien, Katie WMS
Guerra, Randy MHS
Hansen, Rachel MHS
Havemann, Matt CMS
Henderson, Melissa Franklin
Hillman, Denise West
Hirschfeld, Betsy MHS
Hull, Holly Grant
Johnson, Aggie WMS
Joslyn, Pam MHS
Keltner, Jennifer MHS
Kroll, Lisa MHS
Kulland, Angela Grant/Franklin
Larson-Walgren, Shawn Central
Lincoln, Sarah Mulberry
McDonald, Gabe MHS
McGill, Marsha Madison
McKee, Lisa Grant
Mergen, Shannon Mulberry
Meyer, Karen Mck/Mul
June 13, 2016  EMPLOYMENT RECOMMENDATIONS

Miller, Jennifer  Grant
Moeller, Lindsay  Central
Mohor, Ashley  Colorado
Moyer, Alexzandra  MHS
Mueller, Claire  MHS
Negus, Elizabeth  Central
Othmer, Jeff  McKinley
Paul, Lisa  Grant
Paul, Sam  MHS
Penzkofer, Penny  McKinley
Poppe, Jillian  Madison
Randleman, Teresa  Central
Reed, Cheryl  Franklin
Reichert, Nancy  Jefferson
Rivera, Matt  West
Ryan, Karin  MHS
Schlawin, Korine  Jefferson
Schliesman, Gina  Grant
Schneider, Kim  WMS
Schneider, Rachelle  Madison
Schroeder, Laurie  West
Schumaker, Melissa  Colorado
Seaba, Lisa  Jefferson
Spratt, Mary  McKinley
Steele, Linda  Mulberry
Stern, Karen  Grant/Mulberry
Stewart, Brenda  Colorado
Strouf, Makenzie  Jefferson
Thorson, Denise  McKinley
Tometich, David  MHS
Tometich, Vicki  MHS
Van Hemert, Nancy  Franklin
Walker, Christina  MHS
Walsh, Sarah  MHS
Wiebe, Ashley  CMS/WMS
Wilford, Andrea  MHS
Youngbauer, Dawn  McKinley
Zitzow, Kathryn  Madison
May 12, 2016

After much consideration, prayers, and tears, my daughters and I have decided that it is time to move home to southeast Missouri. This year has been both a tremendous learning experience and a very difficult journey. Since the death of my husband I have truly seen what it means to say "Central is a family." I am very sad to be leaving the Muscatine school district. I thank you for giving me the chance to teach the subject I love to the greatest students in Iowa. Please consider my resignation to be effective at the end of the 2015-16 school year.

Sincerely,

[Signature]

[Name]
May 17, 2016

Dear Jill Bourquin:

Please accept this letter as notification that I am resigning my position as a first grade teacher at Franklin Elementary at the end of the 2015-2016 school year. I am so appreciative for all the opportunities I have been given both at Franklin and at the district level. I will especially miss being a part of the outstanding Franklin staff and their student first mentality.

Sincerely,

[Signature]

Sonia Baker
5-31-16

Dr. Riibe,
Mr. McGrory, and
Muscatine Community School District School Board:

I wish to notify you that effective at the close of this 2015-2016 contracted school year, I must resign from my current position of High School English as a Second Language Teacher at Muscatine High School. I have been offered a position in another district, and wish to pursue this exciting opportunity, for myself, and my family. Thank you for the opportunities that have been extended to me over my 11 years here. I wish you all the very best.

Sincerely,

[Signature]

Linda C. Brecht-Kwirant

Cc: Jill Bourquin
May 20, 2016

Dear Muscatine Community School District,

I have thoroughly enjoyed my experiences working for MCSD for the past three years. I am very appreciative of everything the district has done for me as an educator and person. However, I will be relocating to Wisconsin at the end of this school year. Therefore, I am resigning from my first grade position at McKinley Elementary for the 2016-2017 school year.

Sincerely,

Casey Brennan
Washington Elementary School
May 20, 2016

Dear Muscatine Community School District,

I have greatly enjoyed working MCSD for the past five year. However, I have decided to relocate from Iowa to Wisconsin at the end of this school year. I am therefore resigning my kindergarten teaching position at McKinley Elementary for the 2016/2017 effective at the end of my current contract.

I appreciate all the opportunities I have been given over these past five years. Muscatine Community School District has truly been a wonderful place to come to work everyday. Thanks for making my first five years better then I could have ever imagined.

Sincerely,

Hayli Scheffler
Washington Elementary School

Hayli Scheffler 5/23/16
To whom it may concern:

Please accept my resignation as a 4th grade teacher at Colorado Elementary at the end of this school year (2015-2016).

I have accepted a position in the Cedar Rapids Community School District for the 2016-2017 school year as a 4th grade teacher at Viola Gibson Elementary School.

Over the last 11 years (paraeducator and teacher) I have gained immeasurable knowledge towards my craft of teaching and working with students, which I will now take with me to Cedar Rapids Schools. Thank you for the incredible opportunity of teaching students in Muscatine as well as teaching at the elementary school I attended as a young student.

Sincerely,

Andrew Welter-Frost
Hank Murray <hank.murray@mcsdonline.org>
To: Dea Murray <dea.murray@mcsdonline.org>

May 20, 2016

Dear Jill Bourquin:

Please accept this letter as my resignation from my position as a school nurse at Jefferson Elementary and Central Middle School, effective at the end of the 2015-2016 school year.

It has been an honor and a privilege to work with the outstanding students and staff of the Muscatine Community School District for the past fifteen years.

Sincerely,

Dea Ann Murray

Dea Murray <dea.murray@mcsdonline.org>
To: Lisa Mosier Bunn <lisa.bunn@mcsdonline.org>, Jill Bourquin <jill.bourquin@mcsdonline.org>

May 20, 2016

Dear Lisa Mosier and Jill Bourquin:

Please accept this letter as my resignation from my position as a school nurse at Jefferson Elementary and Central Middle School, effective at the end of the 2015-2016 school year.

It has been an honor and a privilege to work with the outstanding students and staff of the Muscatine Community School District for the past fifteen years.

Sincerely,
To: Mrs. Bourquin,

I respectfully submit my resignation as a teacher at Muscatine High School.

Best regards,

Ouida B. Hawthorne
Audra Bonhorst Houkinson
Andy Prinsen
1214 Mulberry Avenue
Muscatine, IA 52761

June 13th, 2016

Muscatine Community School District
2900 Mulberry Avenue
Muscatine, IA 52761

Dr. Riibe and whomever else it may concern,

Please accept this letter as my resignation from my roles with the Muscatine Community School District, pending board approval of my hire by the Clinton Community School District on June 13th, 2016. Those roles are High School Social Studies Teacher, Instructional Coach, Assistant Football Coach, and Model UN Advisor.

I am grateful for the experiences and opportunities that the schools and community of Muscatine have provided me. I owe so much to my colleagues and administrators for their support and guidance over the past eight years. Most of all, it’s been an honor to work with amazing kids each and every day.

As my family and I look forward to the journey ahead, there’s no doubt that a part of me will forever be a Muskie.

Thank you for everything.

Sincerely,

Andy Prinsen
June 9th, 2016

To Whom It May Concern:

I would like to inform you that I am resigning from my position as a 3rd grade teacher at Franklin Elementary for the 2016-2017 school year.

I have enjoyed working for the Muscatine Community School District and I will miss the staff and students greatly. I could not have asked for a better first year of teaching and all of the opportunities that were offered to make my passion for teaching continue to grow.

Sincerely,

Katelynn Jacob
Hey Andy,

I wanted to let you know that I have decided to resign from the Assistant Coach position for next year. I have loved working with both Coach Foxen and the team and my decision is completely based on time. My wife and I are expecting a baby in February and with both of us commuting I know that I am going to need to be more available next fall for the two of them. I'm hoping to still be able to help out when time allows, but I believe that the team deserves someone who can commit their full attention to the job.

Thanks for all your help these last two seasons and let me know if there is any paperwork you need me to fill out.

Mike Clancy

Also I have already spoken to Coach Foxen about the matter.

[Quoted text hidden]
From: David Kerr  
To: Andy Werling  

I am resigning my position as Muscatine Sophomore volleyball coach at the conclusion of the 2015 season. I would like to thank you for the opportunity to coach at Muscatine High School. Your professionalism and support has made it an enjoyable experience. Good luck in the future.

Sincerely,

David Kerr
To Whom It May Concern,

I am writing to inform the Muscatine School Board that I am officially stepping down from the Assistant Coaching position for the MHS girls' varsity basketball team. Although I have thoroughly enjoyed mentoring, instructing and encouraging the players over the last seven years, it's time to step aside and focus more of my time to my family. I have appreciated the tremendous amount of support and teamwork the current administration as well as administrations of the past have shown to our program and hope it will continue in the future. Coach Orvis and the rest of the coaching staff have my full support and will continue to hear my family and I cheering from the stands as the Mighty Muskies take on challengers in the years to come. Thanks again for the opportunity to invest in my alma mater program and to help leave a continued legacy of good sportsmanship, dedication and effort within our program.

Regards,

Jenny Noll Furnas
May 17, 2016

Muscatine Community School District
2900 Mulberry Avenue
Muscatine, IA 52761

Dear Dr. Riibe and School Board Members:

At the end of this school year contract (2015-16) I will be retiring. This letter is to serve as notice to the Muscatine Community School District.

I appreciate the opportunities provided during my employment with the District. I have worked with many talented people and have established many friendships.

Respectfully submitted,

Jeanne A. Johnson

cc: Jason Wester, Principal
    Corry Spies, Principal
May 26, 2016

Mrs. Jean Garner
Muscatine Schools
2900 Mulberry Ave.
Muscatine, IA 52761

Mrs. Garner,

Please accept this letter of resignation, effective as of the end of the 2015-16 fiscal year. I have truly enjoyed my time with the Muscatine Schools and have considered very carefully my decision to accept the Business Manager position with another district. I truly believe Muscatine is a wonderful place to work and have enjoyed the opportunities presented during my tenure. I cannot neglect this chance to further enhance my career and knowledge of school finance.

I thank you for the experience, knowledge and friendships I have formed while at Muscatine Schools. I will truly miss the people and the job. I am proud of our district. I will always have a connection to Muscatine and a fondness for the people that work and live in our community.

Sincerely,

Brietta I. Collier, SBO
Accountant

Received with regret

J. K. 5-26-16
May 20 2016

Dear Scott Comstock,

Please accept this letter as formal notification that I am resigning from my position as Technology Support Specialist with Muscatine Community School District. My last day will be Friday, June 10th, 2016.

Felix Colon
May 23, 2016

Mr. Mike McGrory,
I am resigning my position as assistant principal effective July 1, 2016. I regret that I must leave this school that I have grown to love, but I must due to health reasons. I count it as a privilege to have been allowed to serve the students and staff at MHS. Thank you for the opportunity that you gave me to work here.

John L. Wesson
A COOPERATIVE AGREEMENT REGARDING PRE-STUDENT TEACHING
PLACEMENTS AND STUDENT TEACHING

This agreement entered into by and between St. Ambrose University and

Muscataine Comm School District (cooperating school system)
at 2900 Mulberry Ave. Muscataine IA 52761

(address of school system)

for the 2016-2017 academic year, in accordance with the Code of Iowa Rules for Practitioner
Preparation Programs, sets forth the conditions which shall exist and the procedures which shall
be followed in the placement of teacher education students in the classrooms of the
cooperating school system. Authorized university and cooperating school system officials shall
approve this agreement annually.

1.0 Pre-Student Teaching – Placement

1.1 St. Ambrose students, as a part of their assigned work in university courses, shall be
allowed to observe/aid classrooms of the cooperating school system and to perform
such functions as mutually agreed to by the professional staffs of both institutions.

1.2 The assignment of St. Ambrose students to specified buildings and teachers shall be by
mutual agreement of the professional staffs of both institutions.

1.3 St. Ambrose is directed to contact: Deb Ferreira (Principal, coordinator, superintendent, HR director, etc.) when requesting placements.

1.4 No payment shall be made to the cooperating school system for St. Ambrose students
engaged in pre-student teaching observation/aid activities.

2.0 Student Teachers – Placement

2.1 The assignment of St. Ambrose student teachers to specified buildings and teachers
shall be by mutual agreement of the professional staffs of both institutions.

2.2 Placement shall be initiated by the chairperson or his/her designee of the St. Ambrose
Education Department. The Student Teacher Director shall provide the cooperating
school system with a copy of student’s application to student teach setting forth course
work completed and areas of proposed certification/licensure.

2.3 St. Ambrose reserves the right to decline the services of any proposed cooperating
teacher; however, such decision shall not be based on race, creed, color, sex, national
origin or disability.
3.0 **Student Teaching – Time Limits**

3.1 Student teachers shall, except for student teacher seminars, be on duty each day for the length of time that is required of the regular teachers. This includes required pre-service and in-service workshops and after school activities such as parent teacher conferences, faculty meetings, etc. Student teachers shall return to St. Ambrose approximately one afternoon per month to participate in student teacher seminars. Student teachers shall follow the calendar of the cooperating school system, and not the calendar of St. Ambrose.

3.2 Except in the case of split assignments, student teachers shall be assigned to cooperating teachers for the length of one St. Ambrose semester (fifteen weeks). In the case of split assignments, student teachers shall be assigned to teachers for seven-eight weeks.

3.3 Student teaching assignments shall be one student teacher per cooperating teacher for a full school day unless other agreements are mutually agreed upon.

4.0 **Student Teaching – Qualifications of Cooperating Teachers**

4.1 Except in cases of emergency placement, a student teacher shall be assigned to a teacher with at least three years total teaching experience, one year experience in his or her present school system, and certification/licensure in the same area as sought by the student teacher.

4.2 Cooperating teachers are encouraged to attend an orientation/training session conducted at the beginning of each semester by the St. Ambrose Education Department.

5.0 **Student Teachers – Termination or Change of Assignment**

5.1 The chairperson of the St. Ambrose Education Department or designee may terminate the student teaching experience of a student teacher. If St. Ambrose assesses that irresolvable conflicts are developing, the chairperson or designee may request that cooperating teacher – student teacher assignments be changed. Prior to terminating student teaching or requesting an assignment change, the chairperson, designee, or university supervisor shall make reasonable efforts to consult with all parties involved regarding reasons for the termination or change in assignment.

5.2 If the cooperating teacher or principal assesses a student teacher incapable of teaching, he or she shall immediately notify the university supervisor. After a joint conference of the parties involved, the student teaching assignment may be terminated.

6.0 **Student Teachers – Supervision and Evaluation**

6.1 Members of the St. Ambrose faculty shall serve as university supervisors of student teachers in conjunction with the cooperating teachers. Such supervisors will coordinate with cooperating teachers in providing guidance and supervision for student teachers.
6.2 Student teachers shall be subject to the rules and regulations of the cooperating school system and St. Ambrose University.

6.3 St. Ambrose Education Department shall schedule a cooperating teacher orientation each semester.

6.4 Cooperating teachers shall conference with student teachers as often as reasonably necessary for advising and evaluation.

6.5 The university supervisor shall make a minimum of eight visits to the student teacher's classroom during the semester. If the student teacher is experiencing difficulties, the cooperating teacher may request additional observations.

6.6 The cooperating teacher shall complete mid-term and final evaluation forms. These forms will be discussed with the student teacher and university supervisor, then forwarded to the St. Ambrose Education Department.

6.7 The St. Ambrose supervisor, after consultation with the cooperating teacher, shall assign the final student teaching grade.

7.0 **Student Teachers – Attendance**

7.1 Each cooperating teacher shall maintain a record of attendance of the assigned student teacher.

7.2 The student teacher shall be responsible to notify the cooperating teacher in advance of any absence.

7.3 The cooperating teacher or principal shall notify the university supervisor if a student teacher is absent without notification to the cooperating teacher.

8.0 **Student Teachers – Status and Legal Protection**

8.1 Student teachers shall have status and authority in accordance with the Code of Iowa.

8.2 Regarding tort liability coverage, St. Ambrose students engaged under the terms of this agreement shall be entitled to the same protection under provisions of the Code of Iowa as is afforded to officers and employees of the cooperating school system. Such protection shall be for the time they are assigned to the cooperating school system. (Code of Iowa Sections 272.27 and 670.8)

9.0 **Student Teachers – Remuneration to Cooperating School System**

9.1 St. Ambrose shall pay each cooperating teacher $300 per student teacher assigned to the cooperating teacher.

9.2 In split assignments, each cooperating teacher will receive a pro-rated share of the usual $300.

9.3 Payment shall be made to the cooperating school system in accordance with cooperating school system's policy. *
The signatures below indicate acceptance of this agreement.

St. Ambrose University

Dr. Daters
Director of Student Teaching

May 1st, 2016
Date

Muscatine Comm. Schools
Cooperating School System

2900 Mulberry Ave.
Cooperating School System Address

Muscatine IA 52761
City, State, Zip

Administrator/Superintendent or other Authorized Official

*Payment should be remitted as follows:

____________ One check to the cooperating school system to cover all payments

✓ Separate checks sent directly to each cooperating teacher

____________ Other (please specify) ______________________________

Please keep one copy for your files and return one completed copy in the enclosed self-addressed envelope or to the following:

Catherine M. Daters, Ph.D.
Director of Student Teaching
Teacher Education Department
St. Ambrose University
518 W. Locust Street
Davenport, IA 52803

Fax: 563/333-6028
Email: DatersCatherineM@sau.edu
401.4 FUNCTIONS OF PERSONNEL

Personnel shall serve in the position for which they were hired and shall implement policies as may be established by the Board. Personnel shall implement all administrative procedures that may be required to operate the district in an orderly manner.

LEG REF:
- 42 U.S.C. §§ 12101 et seq.
- Iowa Code §§ 20; 35C; 216; 279.8; 279.13; 294.1.
- 281 I.A.C. 12.
403.2 SUBSTANCE FREE WORKPLACE

The Board expects the school district and its employees to remain substance free. No employee shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicles. "Workplace" also includes non-school property if the employee is at any school sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee shall notify his/her supervisor of the conviction within five days of the conviction.

The superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination. An employee who violates this policy may be required to successfully participate in a substance abuse treatment program approved by the Board. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

The superintendent shall be responsible for publication and dissemination of this policy to each employee. In addition, the superintendent shall oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs.

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

403.6 HAZARDOUS CHEMICAL DISCLOSURE

The Board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

Each school district employee shall review this information about hazardous substances annually. Further, when a new school district employee is hired, the information and training, if necessary, shall be included in the orientation of the employee. When an additional hazardous substance enters the workplace, information about it shall be distributed and training shall be conducted for the appropriate employees. The superintendent shall maintain a file indicating when training and informing takes place.

School district personnel who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals they will be working with as part of the instructional program. School district personnel are required to disseminate the information when the materials are used in the instructional program.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this program. The superintendent shall report annually to the Board about the program.

Legal Ref: 29 C.F.R. 1910; 1200 et seq. Iowa Code 88, 89B. 347 I.A.C. 120.
403.8 PROFESSIONAL ORGANIZATIONS

It is recognized that professional organizations are important to the development of any staff member. National, state, and local level organizations with their meetings, publications and mutual exchange of information are a worthwhile part of the employee's professional life. Individual members of the staff are encouraged to participate in such activities.

LEG REF: Iowa Code § 279.8.
403.13 KEYS TO BUILDINGS

Keys to the buildings will be given only to those individuals who must consistently use the facilities. These staff members are responsible for loss of said key as well as supervision of the building and of any other people who are with them. Checking all exits to make sure that the building is secure is the responsibility of the employee holding a key or otherwise using the facilities.

Employees who need to enter the building at times other than during the regular school day shall make arrangements with the principal and shall assume proper responsibility.

LEG REF: Iowa Code § 279.8.
403.16 IDENTIFICATION BADGES

For the safety and security of all students and staff, all district employees, full and part-time, are required to wear a district provided photo identification badge during their contracted work day.

All grant employees, school board members and school resource officers and service providers who are in the buildings are also required to wear identification that at a minimum includes name and place of employment.

Guidelines include:

• The badge must be worn unaltered at all times while on duty
• The badge must be worn clearly visible above the waist
• In the event that your badge is lost or stolen, it must be reported immediately to the Human Resources Office

There will be a $2.00 replacement fee for lost or stolen badges.

Other examples of when employees are encouraged to wear the identification badge:

• On field trips
• While supervising school events
• Taking tickets at events
• Timekeepers, score keepers
• At speaking engagements where you represent the school district.
• Other times as deemed appropriate.

Guests and other visitors to school district attendance centers shall report to the school office and will be provided a visitor’s identification badge that shall be worn while they are in the building.

LEG REF: Iowa Code § 279.8.
403.16R Employee Identification Badges – Administrative Regulations

1. The school district shall purchase the camera, computer, scanner, and related consumable supplies to implement the use of employee identification badges by July 1, 1999. The district shall purchase consumable supplies to implement, facilitate and maintain the Board policy.

2. Each employee shall have at least two opportunities for a photo to be taken before the implementation date. At least one of these times shall be on paid time. New employees shall be provided with the opportunity to get their photo taken prior to their start date.

3. Employees shall be issued two (2) identification cards and their choice of two (2) attachment devices from the three (3) available (magnet, alligator clip, or shoelace style for wearing around the neck). Extra attachment devices shall be available for purchase by the employee at the district’s cost.

4. The district issued badge shall also serve as the district activity pass (see appropriate employment contract for language regarding activity passes).

5. It is the employee’s personal choice as to whether or not this identification badge is also the employee’s health card and/or cafeteria SNAP card. Those who want only the badge/activity pass have that right and shall be issued suitable substitutes for the other purposes.

6. Badges typically last two to three years before they need to be replaced. The district will therefore exchange old badges for new badges periodically at no cost to the employee.

7. If the badge(s) is lost or stolen, the cost of replacement (currently $2.00) shall be charged for the actual consumable supplies used. A new photo will not be taken.

8. If an employee wishes a new photo outside of the free replacement cycle, it shall be provided for a $5 fee for the new photo and supplies.

9. The identification badge shall be worn at all times as per Board policy, except when it creates an unsafe work environment.

10. Failure to wear the identification badge as required will be treated as any other violation of the “rules of work” and subject the employee to discipline.
403.17 USE OF SCHOOL-OWNED VEHICLE TO PULL A SCHOOL-OWNED TRAILER

School-owned vehicles shall be restricted to pulling only school-owned trailers in connection with the classroom or extra-curricular programs, unless otherwise approved by the superintendent or his/her designee.

School-owned vehicles used to pull school-owned trailers will only be driven by authorized school district personnel, unless otherwise approved by the superintendent or his/her designee.

The Supervisor of Transportation must give prior approval before any vehicle is used to pull a district-owned trailer.
404.5 STUDENT TEACHERS

College students completing student teaching are welcome in the Muscatine Schools subject to the approval and assignment of the administration and the cooperating teacher.

Any payment made by the college to the school as a result of having student teachers in the system shall be given to the teacher supervising said student.

LEG REF:
405.2 CLASSIFICATIONS

The following positions have been established as non-certificated personnel by virtue of local Board review.

- Secretarial/clerical/aides
- Custodial/maintenance/mechanics
- Food service workers
- Bus drivers

Approved: 12/9/91          Reviewed: 2/13/12          Revised: _______
Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver’s license is required to operate the school vehicle and the school vehicle weighs twenty-six thousand one pounds or more, or the school vehicle transports sixteen or more persons including the driver. For purposes of the drug and alcohol testing program, the term “employees” includes applicants who have been offered a position to operate a school vehicle.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion, post-accident, return-to-duty and follow-up drug and alcohol testing. Employees operating school vehicles shall not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the district contact person, the Director of Human Resources.

Employees who violate the terms of this policy may be subject to discipline up to and including discharge. Employees who violate this policy may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. Employees required to participate in, and who fail to or refuse to successfully participate in, a substance evaluation or a recommended substance abuse treatment program may be subject to progressive discipline up to and including discharge. A second violation of this policy will result in termination.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy. Applicants will be informed of the requirement for drug and alcohol testing in notices or advertisements for employment, in the application form, and personally at the first interview with the applicant.

The superintendent shall be responsible for publication and dissemination of this policy and its supporting administrative regulations to employees operating school vehicles. The superintendent shall also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

Memorandum of Agreement for College Credit Courses for High School Students

Statement of Agreement
The purpose of this agreement is to provide college credit courses to eligible high school students at high schools within the boundaries of the Eastern Iowa Community Colleges (Scott, Clinton, and Muscatine).

Concurrent Enrollment Program
The concurrent enrollment program promotes rigorous academic or career and technical pursuits by providing opportunities for high school students to enroll part-time in eligible community college courses.

Responsibilities of College
Eastern Iowa Community Colleges will:
- Arrange for an instructor for the courses offered who meets accreditation standards set for faculty.
- Provide the course development model and curriculum.
- Provide a college faculty liaison to assist high school faculty who are teaching concurrent enrollment courses in the high school.
- Serve as the registrar to establish and maintain student college credit records and transcripts.
- Make required textbooks and supplies available for purchase through the college bookstore.
- Provide orientation information for the students and parents of those enrolled.
- Ensure adherence to National Accreditation for Concurrent Enrollment Partnerships (NACEP) standards for academic quality and rigor.
- Abide by the Principles of Best Practice for Concurrent Enrollment outlined in Appendix A of this agreement.
- Will provide billing for each term.
- The college will provide appropriate orientation and training (e.g. curriculum, learning outcomes, assessment, college and department policies and procedures) to teach in the college department.
- All concurrent students will have an EICC Advisor assigned to them. The advisor and student will work together to create an individualized academic plan.

Responsibilities of School District
The School District will:
- Limit enrollment of students attending the course to students enrolled in the class for college credit.
- Comply with EICC’s course withdrawal policy.
- Assure all students enrolled have completed an EICC application, a college assessment as appropriate and registration materials.
The School District accepts full financial responsibility for their students who are enrolled in concurrent enrollment courses seven days after the start of the course. For students that withdraw during the first 7 days there will be no charge. Fees are set forth as follows:

- Class taught in the high school by a qualified high school faculty member: 22.5% of tuition per student plus books, materials and fees
- Class taught in the high school by a college faculty member: 22.5% of tuition per student plus instructor cost, books, materials and fees
- Class taught at the community college by a college faculty member: 22.5% of tuition per student plus instructor cost, books, materials and fees
- Class taught at the Blong Technology Center: 22.5% of tuition per student plus direct costs, books, materials and fees
- Career Academy courses taught on the college campus or center location: full program tuition per student plus books and supplies.

Financial Responsibilities
The School District accepts full financial responsibility for their students who are enrolled in concurrent enrollment courses seven days after the start of the course. For students that withdraw during the first 7 days there will be no charge. Fees are set forth as follows:

PSEO Program
The Postsecondary Enrollment Options (PSEO) program is intended to promote rigorous academic pursuits and to provide a wider variety of options to high school students. PSEO allows individual students to enroll in a college course if the course is not offered in their school. Each student must satisfy all of the following requirements:

- Is a junior or senior in good standing at his/her high school, or is a 9th or 10th grade student who has been identified as gifted and talented.
- Has satisfied all of the course prerequisites.
- Has a college application on file.
- Has an appropriate assessment score on file (COMPASS, ACT) and meets program admission standards.

Students may not register for class after the class has begun (no late registration).

The following EICC programs are excluded from eligibility for PSEO: CNC Machining, Emergency Medical Technician, Engineering Technology, Logistics, Mechanical Design, Truck Driving, Welding, and e-Learning (online) classes.
Financial Responsibilities

- The School District accepts full financial responsibility for their students who are enrolled in PSEO courses seven days after the start of the course. A fee of $250 per student will be assessed to the high school for each student enrolled.
- All PSEO books will be purchased by the college and books will be returned to the college at the completion of the course.

E-Learning Program

Eastern Iowa Community Colleges provide online classes and programs via the Iowa Community College Online Consortium (ICCOC), which grants college credit to a student who satisfies all of the following requirements:

- Is a junior or senior in good standing at his/her high school, or is a 9th or 10th grade student who has been identified as gifted and talented.
- Has satisfied all of the course prerequisites.
- Has a college application on file.
- Has an appropriate assessment score on file (COMPASS, ACT) and meets program admission standards.

Students may not register for an online class after the class has begun (no late registration). Summer session online courses are not included in this agreement.

Financial Responsibilities

The School District accepts full financial responsibility for their students who are enrolled in online courses under this agreement seven days after the start of the course. Cost for each student enrolled in an online course is 57.5% of the current online tuition rate, plus books, materials and electronic content.

Terms

This agreement is effective for the 2016-17 academic year. The course schedule will normally follow the same calendar as the participating high school.

The agreement will be reviewed, at a minimum, on a yearly basis and formally renewed at that time.

Either party may terminate this contract with 30 days written notice.

Signatures

Eastern Iowa Community Colleges

Date
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<tr>
<th>School District</th>
<th>Date</th>
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<tbody>
<tr>
<td>Bellevue Community School District</td>
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Muscotine Community School District

North Scott Community School District

Northeast Community School District

Pleasant Valley Community School District

West Liberty Community School District

Wilton Community School District
Appendix A – Principles of Best Practice for Concurrent Enrollment

Principles of Best Practice
Both the College and the School District agree to follow the principles of best practice for concurrent enrollment programming.

Students
- Eligibility is determined by participating high school and college officials. Students must meet course prerequisites or demonstrate the ability to achieve success, and must take required academic assessments.
- Students are admitted and registered with approval of the local high school and the college. All students enrolled in a concurrent enrollment course are registered for college credit.
- Concurrently enrolled students receive appropriate college orientation materials that cover college policies and procedures, including how to establish a permanent transcript, course withdrawal procedures, and have access to a college student handbook.
- Students receive information clearly describing student responsibilities and institutional procedures for academic credit transfer.
- Students have access to college student support services (tutoring, advising, library, writing and math labs, computer labs, etc.) and student activities (athletic events, performing arts, etc.).
- Parents/guardians receive appropriate information regarding college policies and procedures, including how to establish a permanent transcript, course withdrawal procedures, and procedures for academic credit transfer.

Faculty teaching college credit courses for high school students
- Faculty teaching in the high school meet the same standards and requirements as other college faculty teaching within an academic department and are approved by appropriate college personnel.
- These teachers receive appropriate orientation and training (e.g. curriculum, learning outcomes, assessment, college and department policies and procedures) to teach in the college department.
- Concurrent enrollment faculty collaborate with other college faculty within the academic department and are required to participate in faculty development activities that can include related to curriculum, pedagogy, assessment, college policies, technology, and discipline-specific issues.
- Faculty receive on-going communication, have access to instructional resources, are invited to participate in department initiatives and receive department support.

Curriculum
- Concurrent enrollment courses reflect the highest quality and are intended to challenge eligible students. These courses provide college rigor and learning experiences.
- Courses achieve the same learning outcomes as traditional college courses by using an approved course syllabus, the same instructional materials, resources, and equipment. Textbooks are of the same quality and approved by the college.
- Course delivery is evaluated through strategies such as classroom observations and student evaluations.
- Courses are aligned to Career Pathways where possible.
Assessment
- Assessment policies, procedures, and instruments are consistent with college practice.
- Valid assessment measures are used to assure academic course rigor for which college credit will be awarded.

Evaluation/Research
- The college reviews each course/program on an annual basis for continuous improvement.
- Colleges are encouraged to conduct research regarding the performance of high school students in comparison to traditional college students and to report their findings.
- Colleges are encouraged to follow up on students and their continued success at the college after high school graduation and report their findings.
- Data sharing with participating high schools is consistent with the policies of the college.

Books
- All concurrent courses should utilize the appropriate subject matter book as assigned by the college department coordinator in that subject. The books will be purchased by the high schools and all students will be provided one.
- All PSEO books will be purchased by the college and books should be returned to the college at the completion of the course.

Technical Requirements
- Please make sure student computers meet all the requirements for their online classes. Please go to http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/ to verify your computer meets the minimum requirements for your online class.

Unauthorized Collaboration
- "Unauthorized Collaboration" means working with others without the specific permission of the instructor on assignments that will be submitted for a grade. This rule applies to online classes utilizing take-home tests, papers, labs, or homework assignments. Students may not collaborate without faculty authorization. This is a form of plagiarism.
Hearing Interpreter Services

THIS AGREEMENT is entered into by the Mississippi Bend Area Education Agency (“Agency”) and the Muscatine Community School District (“District”). WE, the undersigned hereby consent and agree:

1. Recitals.
   a. District is responsible for:
      i. Providing instructional services to students who have been identified as children requiring special education.
      ii. Providing students with the interpretation of communication who are hearing impaired.
          This service is provided in part, by interpreters for students who are hearing impaired.
   b. Agency is responsible for:
      i. Recruiting, selecting, ongoing development, and retaining high quality interpreters from a limited pool of qualified interpreters.
      ii. Delivering interpreter services to the District according to the District and student schedules which includes services beyond the school day.
      iii. Creating efficiencies in the education system to meet the needs of diverse learners.

2. Purpose. The purpose of the agreement is to provide interpretation services to hearing impaired students in the District.

3. Duration. This agreement will be of indefinite duration.

4. Governance. No separate legal or administrative entity will be created for the governance or administration of the terms or subject matter of this agreement. This agreement will be jointly administered by the Agency’s Assistant Director of Integrated Services and the District’s Director of Exceptional Education.

5. Financing. The District will establish an interpreter service need and identify the anticipated interpreter time needed for the fiscal school year. The Agency will establish an annual per interpreter cost and construct a budget for the services. The budget will be based on the District’s estimated number of interpreters and anticipated interpreter time. The Agency will operate these services at 100% cost recovery through the budgeting process each school year.

6. Allocation of Duties of the Parties.
   a. District will:
      i. Provide daily management support for the interpreters.
      ii. Provide timely information to schedule interpreter duties.
      iii. Provide interpreters with access to students.
      iv. Provide input to the Agency for the evaluation of the interpreters.
   b. Agency will:
      i. Provide specific services according to a job descriptions for the position of interpreter of students who are hearing impaired.
      ii. Assign interpreters to other non-interpreting functions if needed to ensure a full workday of educational program support.
      iii. Manage the interpreters and services provided to the District according to the Agency policies, regulations, and contracts.
iv. Employ interpreters according to the Agency’s wages, benefits, and working conditions according to the Agency policies, regulations, and contracts.

v. Evaluate the interpreters according to Agency employment contracts.

vi. Provide professional development and/or training for the interpreters as mutually agreed on by the Agency and the District. The support will also assist interpreters with maintaining licensure.

vii. Terminate the employment of the interpreters according to policy, regulation, contracts, and financial sustainability projections.

7. Payment. Two payments per school year, the District will pay the actual program costs incurred according to the established interpreter program budget. The Agency will provide statements so the District may appropriately invoice external users of the interpreter services. The District also agrees to reimburse the actual interpreter unemployment compensation claim costs incurred by the Agency if the interpreter services are no longer needed.

8. Amendments. This agreement may be amended by the parties at any time by mutual agreement between the District and the Agency.

9. Termination. This agreement may be terminated by mutual agreement of the Agency and the District. In the absence of mutual agreement, either the Agency or the District may terminate this agreement effective at the end of any school year by giving forty-five (45) days written notice to the other party prior to the end of the school year. Notice of termination will be sent by certified mail to the other party at the address listed below.

   a. If notice is given to the District:
      Superintendent of Schools
      Muscatine Community School District
      2900 Mulberry Ave.,
      Muscatine, IA 52761

   b. If notice is given to the Agency:
      Dr. Edward Gronlund
      Mississippi Bend Area Education Agency
      729 21st Street
      Bettendorf, IA 52722

**THIS AGREEMENT** has been signed by:

---

FOR: Muscatine Community School District
By: Board President
Date: _______________________

FOR: Mississippi Bend Area Education Agency
By: Rex Masterson
Board President
Date: _______________________

FOR: Mississippi Bend Area Education Agency
By: Edward Gronlund, Ph.D.
Executive Director
Date: _______________________

**<<53>>**
## INTERPRETERS BUDGET 2016-2017

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<td>TOTAL COST PER 1 INTERPRETER</td>
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<td>$62,865.34</td>
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Projected Muscatine School District Interpreter cost for 2016-17 $188,596.02
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PRINCIPAL’S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to the Muscatine Community School District. We are extremely proud of the programs we offer our students and we encourage you to make the most of your time with us.

This information has been developed by our faculty and administrators to help you and your parents learn as much as possible about school policies and procedures and the services we offer students. It is a quick reference guide you will find extremely useful throughout the school year.

Whether you are joining us for the first time or have been with us for a number of years, we encourage you to become an active member of your school. In addition to an excellent academic foundation, we offer many educational programs to help students become well-rounded, mature young adults. Our Mission Statement is our promise to you and our expectation of every student.

We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year. Once again, welcome!

Muscatine Elementary School Principals

SCHOOL TELEPHONE NUMBERS

Colorado Elementary
149 Colorado Road
563-263-4998
Madison Elementary
1820 First Avenue
563-263-6062
Administration Office
2900 Mulberry Avenue
563-263-7223

Franklin Elementary
210 Taylor St.
563-263-5040
McKinley Elementary
621 Kindler Avenue
563-263-9049
Transportation Department
2714 N. Isett
563-263-7288

Grant Elementary
705 Barry Avenue
563-263-7005
Mulberry Elementary
3211 Mulberry Avenue
563-263-8143
District webpage:
www.muscatine.k12.ia.us

Jefferson Elementary
403 E. 9th St.
563-263-8800

NON-DISCRIMINATION POLICY:
It is the policy of the Muscatine Community School District not to discriminate on the basis of race, creed, color, gender, gender identity, marital status, sexual orientation, national origin, religion, age, veteran status or disability in its educational programs, activities or employment practices. The Board of Education and district staff will make every effort to provide comparable opportunities for students to participate in school-sponsored activities and programs. Applicable state and federal statutes are to be followed in providing education opportunity. Refer to District Compliance Offices for the name and contact information of Compliance Officers.

BOARD POLICIES:

All board policies referenced in the district and school section of the student handbook can be accessed on the district website, www.muscatine.k12.ia.us, at the Administrative Center at 2900 Mulberry, or at the student's school.
ADMISSION OF HOMELESS STUDENTS

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving education which may exist in district policies or practices. The designed coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the Director of Special Services. A homeless child or youth is defined as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or awaiting foster care placement;

2. A child or youth who has 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;

3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or

4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above. So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas shall be modified as follows:

Enrollment Requirements: Homeless students including unaccompanied youth will be enrolled immediately even if they are missing records and documents normally required for enrollment.

School Selection & Placement: Homeless students may attend either the school of origin or the school in the attendance area where he/she is actually residing. According to the McKinney Vento Act a child’s district of origin is the district or school where the child was last enrolled or school where the child last attended while permanently housed. The deciding factor shall be the welfare of the child. As much as feasible, the child will not be required to change attendance centers within the district every time the child changes residences.

Waiver of Fees & Charges: Fees and charges which may present a barrier to the enrollment or transfer of a homeless child or youth may be waived at the discretion of the superintendent or designee.

Transportation: When students enroll in a new school, they must be provided with any transportation services that are offered to non-homeless students. In addition, homeless students may be provided transportation to their school of origin as required by the McKinney Vento Act.

Special Services: All services which are available to resident students are made available to homeless children or youths enrolled in the school district. Services include special education, talented and gifted, Title 1 programs, vocational education, English as a second language programs, health services and food and nutrition programs.

Dispute Resolution Process: If a dispute arises over Enrollment or School Selection, the child or youth in transition will be admitted immediately to the school in which enrollment is sought, pending resolution of the dispute. The student will also have the right as a student in transition to all appropriate educational services, transportation, and free school meals while the dispute is pending.

The school homeless education liaison will provide the parent or unaccompanied youth with a written explanation of the district’s decision on the disputed issue and the right of the parent or unaccompanied youth to appeal that decision. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute. The parent, guardian, or unaccompanied youth may appeal the school district’s decision as provided in the state’s dispute resolution process 281-1AC 33.9(256).

APPEARANCE OF STUDENTS

The Board believes inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors.

The following guidelines will be used to determine appropriate student appearance during regular school hours:
1. No midriffs may be exposed. The student’s hem of the upper garment must touch the waistband of their pants/shorts/skirt while the student is standing.
2. Shorts/skirts must be at least half the distance between the top of the knee and the groin.
3. No outdoor/winter coats are allowed in the classroom. Jackets and team apparel are acceptable.
4. Headwear (bandanas, hats, sweatbands or hoods) may not be worn at any time in the building. Headphones may be used only during assigned area time. No headphones are to be used in the hallways or the classrooms.
5. Undergarments must be worn, not shown.
6. Spaghetti straps, tube tops, halter-tops, backless tops, off-the-shoulder tops and one-shoulder tops are acceptable only if they are underneath another upper garment.
7. Upper garments must expose no cleavage.
8. Slippers of any type are not allowed. Shoes must be worn at all times. These include all hard sole shoes. Flip-flops are acceptable.
9. Coaches or after school activity sponsors are to decide the dress code during practice and competition hours.
10. No clothing or apparel is to promote products illegal for minors, display obscene material, profanity, or make reference to prohibited conduct.
11. Shirts must cover all areas of skin and/or undergarments when wearing low rider pants.
12. Chains hanging from clothing must not be longer than three inches.
13. Gloves are to be left in the locker or backpack and not worn in the classroom, study hall or assigned areas.

The following procedures will be followed regarding enforcement of the Student Appearance policy:

1. A record of student dress code violations must be kept.
2. Offenders of the dress code must be told that they have violated the dress code and what area of the code they have violated.
3. Students may not leave the building until a parent/guardian or emergency person has been informed of the policy violation by the student.
   a. 1st offense: The student is notified that they have violated the dress code; the student must change clothing.
   b. 2nd offense: A parent/guardian is contacted; the student must go home and change (if needed).

   c. 3rd offense: A parent/guardian is contacted; the student must go home and change (if needed), and a lunch time detention is given.
   d. 4th offense: A parent/guardian is contacted and is asked to meet with the reporting teacher and/or administrator for a parental conference; the student must go home and change (if needed).
   e. 5th offense: This would be an administrative decision as to further consequences.

ATTENDANCE

School hours for grades K-5 are 8:10 AM to 3:05 PM. Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well-prepared for class helps students in school as well as prepares students for adulthood.

Students’ parents who know their child will be absent must notify the office prior to the absence. If advance notification is not possible, parents or guardians must notify the office on the day of the absence prior to 9:00 AM. If the school is not notified, the office may call to verify the student’s absence. A reason must be provided to the office to explain a student absence. The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, family emergency, recognized religious observances, and school activities. Unexcused absences include, but are not limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties or other celebrations and employment. Students are expected to be in class on time. Being tardy for class is considered an unexcused absence unless approved by the principal.

Students who arrive after 8:10 AM will be counted tardy. Students who arrive after the school day has begun must provide a reason to the office. Students who need to leave school during the school day will be counted absent if leaving before 2:00 PM. Students who leave after 2:00 PM will be marked as leaving early.
Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity. The remaining half-day must be an excused absence. Only in extraordinary circumstances, may this rule be waived by the principal.

**BICYCLES**

Due to safety concerns for younger children, only students in grade 3 and older may ride bicycles to school. A bicycle lock is highly recommended. The school is not responsible for damages and/or theft.

**BUSING**

Busing is primarily used to transport students to and from school. Students living beyond the two mile limit are provided busing at no cost. Students living closer than two miles may ride at a cost. The fee is $120 for the first child; $170 for two children; $200 for three children; and $230 for four or more children. Students whose families meet the income guidelines for free and reduced lunch price, the Family Investment Program (FIP), transportation assistance under open enrollment, students that are in foster care, or students that are considered homeless under the McKinney-Vento Act are eligible to have their student fees waived or partially waived. Students riding the bus receive a copy of the bus disciplinary policies. Please contact the Supervisor of Transportation for additional copies.

Students who ride the bus and other school district vehicles to and from school, extracurricular activities, or any other destination must comply with school district policies, rules, and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Persons riding in school district vehicles shall adhere to the rules. The driver, sponsor, and chaperones are to follow the school district policies, rules, and regulations for student violations.

**BUSINESS PARTNERSHIPS**

Business partnerships with schools exist to promote and recognize good citizenship, good attendance and student achievement. Business partnerships help the schools reinforce these important values.

**CHILD ACCESS PROCEDURES**

No student is to be removed from school classes or facilities without official clearance by the building principal, office secretary, or acting principal.

Office personnel are to keep notes on the emergency card of each child as to who can pick the child up. Anytime someone requests to contact a student during school, or to have the student leave with the individual, such record is to be checked, state issued or equivalent ID presented by the individual in question, and official permission issued. (This applies to requests in other than normal dismissal routine or a note from a parent.)

All such procedures are to be spelled out in a communiqué provided all parents/guardians at the time of registration or first entrance into the building program by any elementary student.

Teachers are to keep a copy of these procedures visible on their plan books for substitute teachers.

Any individual who attempts to access or pick up a child in violation of this procedure, or by force or threat of force, will be denied access in so far as possible, and they shall be immediately reported to the police for apprehension efforts.

If any adult is not of record and the office personnel is unable to reach a parent or guardian for verification, that adult will be denied access to the child.

In cases of divorce where one parent instructs that the other cannot have access to the child, a file copy of the court ordered restriction must be submitted to the school before such request will be honored.

A log of requests is to be kept by office personnel to include: date, student’s name, child’s teacher, person making the request, verification of ID and name of the office official granting such request.

**COMMUNICATIONS TO AND FROM SCHOOL**

When sending a note or money to school, the students should receive clear instruction from the parents about who the appropriate person is to receive the note or money. Also, the school regularly sends notes and papers home with students. Parents need to remind their students to notify them of notes or papers from
school for the parents. Parents are responsible for knowing the contents of papers sent home.

**COMPUTER ACCESS**

Some district computers are linked to the Internet and some utilize local area networks. Access to the electronic network and its resources is a privilege. A district electronic resources policy has been established. As a user of the Muscatine Community School District computer network, each student must agree to comply with the rules stated on the Network and Internet Usage Agreement for Students form.

**CURRICULUM**

The elementary curriculum is designed to meet the district objectives by providing instruction in basic skills and a general knowledge base. It also provides for opportunities to explore the arts and leisure activities.

The curriculum includes language arts, math, science, social studies, art, music and physical education. Language arts covers reading, writing, language, speaking, and listening.

Students receive most of their instruction in their own classroom. Students are sometimes regrouped for special classes and activities that respond to individual needs and interests.

Copies of the curriculum guides are available at the district office and on the district’s web page.

**ELEMENTARY ASSEMBLY GUIDELINES**

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion, be attentive and respectful, remain seated throughout the assembly, and observe body basics.

**EMERGENCY DRILLS**

Periodically, the school holds emergency fire, tornado, and evacuation drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

**ENGLISH AS A SECOND LANGUAGE PROGRAM**

English as a Second Language (ESL) is an instructional support service available to non-English-speaking students or to students who speak some English but have a language other than English spoken at home. The goals of the Muscatine Community School District’s ESL Program include: 1) Implementation of programs and services necessary to increase English language proficiency; 2) Promotion of parental and community participation and; 3) Implementation of programs and support services necessary to increase academic achievement. Students for whom English is not their first language will be tested using the Tennessee English Language Placement Assessment (TELPA). Students who score as non-English or limited-English proficient on this test qualify for services. Parents will be notified of placement in the ESL Program. Parents who do not wish for their child to receive ESL Service must sign a waiver.

**ENROLLMENT/EMERGENCY FORMS**

At the beginning of each school year, parents must file an enrollment/emergency form with the office. It is essential that the school has been provided with emergency telephone numbers of the parents as well as alternate persons to contact in the event of student illness or injury.

**ENTRANCE REQUIREMENTS**

* (Board Policy 501.4)

A birth certificate or other satisfactory evidence of age is required of each student entering school in this district. Health and immunization certificates are also required, and provided by law and Board policy. The principal shall determine the grade in which the student shall be classified.

**FIELD TRIPS**

Field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.

Parents are notified before the trip concerning the destination, times, and lunch arrangements. Parents accompanying students on a field trip must have an Application for Temporary Assignment Working with
Elementary Students filled out in the office, as well as having signed the Chaperone Guidelines.

**FOOD SERVICE**

Breakfast and/or lunch may be purchased at school. Free and reduced meals are available to eligible students. Milk is available for purchase for students who bring lunch from home.

Breakfasts are $1.65 per day. Lunches are $2.75 per day.

**GRADE REPORTS**

Elementary students receive progress reports at the end of each nine week period. Midterm reports will be sent to parents when students are not making satisfactory progress. Students and/or parents who have concerns about student grades should talk to the student's teacher to determine how improvements can be made. If a teacher or parent has concerns about a student’s academic or behavioral progress, they are asked to contact the building principal. MCSD utilizes a solution-focused process to address these concerns through classroom interventions. For more information, please contact your building principal.

**GUIDANCE**

The purpose of the guidance program is to assist each student with their personal, educational, and career development and in becoming well-rounded, productive adults. Confidentiality is maintained by the employees involved in the guidance program.

Guidance counselors conduct classroom sessions to aid students in decision-making, to teach coping strategies, and to help build a strong, positive self-concept.

Small groups may be conducted to deal with specific problems that interfere with the student's academic/social progress.

Individual conferences with students may be needed to promote academic/social/emotional growth.

**HEALTH – COMMUNICABLE DISEASES (Board Policy 505.3)**

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

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

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

A student shall notify the superintendent or the school nurse when the student learns the student has a communicable disease. It shall be the responsibility of the superintendent, when the superintendent or school nurse, upon investigation, has knowledge that a reportable communicable disease is present, to notify the Iowa Department of Public Health. Health data of a student is confidential and it shall not be disclosed to third parties.

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

**HEALTH SCREENINGS**

Health screenings are sponsored by the school district. These screenings may include vision, dental, and hearing.

**HEALTH SERVICES**

Nurses are assigned to each elementary school for at least one-half day per week. Nurses are on call for emergencies when they are out of the building.

Parents are responsible for informing the school of existing medical problems. A student’s medical concerns should be listed on the enrollment/emergency form.
HOMEWORK
A reasonable amount of homework for students provides opportunities for enrichment, builds study skills, and allows parents to become actively involved in the student’s education.

If parents have questions concerning homework, the student’s teacher should be contacted.

HUMAN GROWTH AND DEVELOPMENT
The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their student from human growth and development instruction.

IMMUNIZATIONS
Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without a complete certificate may not be allowed to attend school until they receive the required immunizations or the student makes arrangements with the principal, school nurse, and health care provider. Only for specific medical or religious purposes are students exempted from the immunization requirements.

INJURY OR ILLNESS AT SCHOOL
Students who become ill or are injured at school are given first aid. In the case of a serious illness or injury, the school shall attempt to notify parents according to the information on the enrollment/emergency form. If the student is too ill to remain in school, the student will be released to the student’s parents or, with parental permission according to the enrollment/emergency form, to another person directed by the parents.

In cases of emergency, the school will contact emergency personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment. The school assumes no responsibility for medical treatment of students.

INSTRUMENTAL MUSIC AND STRINGS
Instrumental music and string instruction is available to fifth grade students who express an interest. Band and string students participate in weekly lessons and/or large group performances. There is a $50 fee for instrumental rental.

INVITATIONS TO PARTIES
Since children’s feelings can be hurt if they are excluded, any invitations for social events must include all children in the classroom. Only invitations to parties that include all children (or all girls/all boys) in the room may be given out at school.

JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT
This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees, and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity, nor obscene gestures or language.

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules, and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation, or student handbook may result in disciplinary action.

Students are expected to comply with and abide by the school district’s policies, rules, regulations, and student handbook. Students who fail to abide by the school district’s policies, rules, regulations, or student
handbook may be disciplined for conduct that disrupts or interferes with the education program; conduct that disrupts the orderly and efficient operation of the school district or school activity; conduct that disrupts the rights of other students to obtain their education or to participate in school activities; or conduct that interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations, and student handbook provisions as circumstances warrant, including those contained in the handbook. Students or parents with questions or concerns may contact the school office for information about the current enforcement of the policies, rules, regulations, or student handbook for the school district.

LEADER IN ME

The Leader In Me is a framework for creating a positive school culture with the twin pillars of leadership and personal responsibility as its focal points. At its root it is based on teaching the timeless principles of success from Steven Covey’s Seven Habits of Highly Effective People to children. There are common features that unite truly successful people and that set them apart from people who are not successful. By teaching children from an early age to be leaders of their own lives and that they are responsible for determining their effectiveness as students and people, children are provided with the mindset and skill set needed to be successful in a dynamic, ever-changing society. Through the use of The Leader In Me at the elementary level, students will develop a district-wide common vocabulary and set of expectations that will set them on the path to success.

MEDIA CENTER

All schools have the services of a teacher-librarian and a media clerk who staff the media centers. Students are encouraged to check out printed materials and to make use of all media materials.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are a very important part of the reporting system and are scheduled during the first and second semesters. Teachers can give parents more information during a conference than is possible by remarks on a report card. Teachers gain a better understanding of the student by visiting with the parents. The parent/teacher conference provides the means whereby the home and school can plan together for the further development and education of the student.

PARENTAL NOTIFICATION UNDER TITLE 1/NCLB ACT

The No Child Left Behind Act requires school districts that receive Title I funds to notify parents that they may request and receive additional information that includes the following:

- Professional qualifications of staff
- Student academic achievement level
- ESL education program
- School in Need of Assistance notification
- Annual Yearly Progress notice
- Title I parent involvement policy
- Safe and Drug-Free education program
- Parental access to student assessment data
- Military recruiter access to secondary students
- Homeless school choice
- Third party survey rights for parents
- Notice of screenings/surveys of student information

Schools identified as SINA 1 and beyond must notify parents of the following:

- Meaning of identification
- How the school compares in terms of academic achievement to other schools
- Reasons for identification
- What the school is doing to address the problem
- What the local education agency(LEA)/district or state educational agency is doing to help the school
- How the parents can become involved
- Option to transfer to another school and the names of those schools (at least two schools must be identified, except for single-building districts)

The LEA must notify parents of eligible students of the availability of public school choice no later than 14 calendar days before the first day of the school year once they have been identified at SINA.

PERSONAL PROPERTY

Personal property, including electronic devices, video games, toys, and money, shall not be brought to school. Money for lunch or school functions should be
put in an envelope and properly labeled. Inappropriate articles will be held by the principal.

PETS

Bringing pets to school is discouraged, but units of study may provide an exception. For further information, parents can contact the teacher or principal.

PHOTOGRAPHS

Individual photographs are taken of all Muscatine students in the fall. The purchase of these pictures is optional, with payment required in advance. Parents are notified of the date for student photographs. Absent students are provided with a make-up date.

PLAYGROUND SUPERVISION/RECESS

Teachers and/or paraeducators supervise the playgrounds during recess time and during lunch times. Playground supervision is not provided before or after school.

Parents requesting that students be excused from going outside at recess for longer than three days are required to provide a statement from their family physician.

Indoor recess will be held when the temperature, including wind chill, is 10 degrees or below. The current temperature/wind chill reading can be determined by internet at www.weather.com or by accessing the Muscatine Community School District’s webpage at http://www.muscatine.k12.ia.us.

PRESIDENTIAL ACADEMIC ACHIEVEMENT AWARDS

The Presidential Academic Achievement Award recognizes fifth grade students who are making an outstanding effort to learn and improve in their academic subjects. Criteria for selection of eligible students includes maintaining a 3.5 grade point average in the fourth and fifth grades and a standardized achievement score at the 90th percentile or higher in math or reading.

PROMOTION – RETENTION – ACCELERATION

The At-Risk sub-committee dealing with district promotion practices recommends the following considerations in weighing decisions pertaining to grade promotion:

Purely social promotion as a general practice is to be discouraged.

Retention of an elementary or middle school student should be based on more events than a grade or score on a report card or standardized exam. The reasons a child is failing to learn adequately must be accurately identified and addressed. For students functioning unsatisfactorily, an individualized plan needs to be developed that incorporates educational changes that are likely to make a difference. This "plan" should be developed with input from a building team consisting of faculty, staff, parents, and administration serving the student. This plan should have a progress-monitoring component that provides feedback to the student's building team.

In the event a student is retained, programming the following year should represent a significant change in the educational approach being used. Continuing to do what has not worked in the past is not an acceptable practice.

In the event of retention, unless there are overriding reasons, the student should be placed with a different teacher(s) for the following year. Students at risk of retention in reading and/or math should attend summer school when available. Failure to take advantage of summer school should constitute a major consideration for retention.

The building team will make recommendations to retain. The final decision rests with the building principal in collaboration with the parent(s). Parental appeal is available to the Directors of Curriculum/Instruction and Special Programs. Appeal beyond this level is to the Superintendent of Schools who has final authority.

SCHOOL FEES

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced lunch price, the Family Investment Program (FIP), transportation assistance under open enrollment, students who are in foster care, or students who are considered homeless under the McKinney-Vento Act are eligible to have their student fees waived or partially waived.

The fees for the current school year are:

<table>
<thead>
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<th>Grade</th>
<th>Fee</th>
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<tbody>
<tr>
<td>K-5</td>
<td>$55.00</td>
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</table>

SEASONAL CELEBRATIONS
The school observes holidays throughout the school year including, but not limited to, Halloween, Thanksgiving, Christmas, Valentine’s Day, and Easter.

To celebrate these holidays, seasonal celebrations may be held during a small portion of the day. Room parents may be asked to help with such activities.

Students who do not wish to participate in these holiday celebrations or activities may be excused by the principal.

**SPECIAL EDUCATION**

Students with special education needs are provided services by the Mississippi Bend Area Education Agency in such areas as speech therapy, hearing testing, psychological testing, and physical therapy. Classes are available for children who qualify for learning disabilities, mental disabilities, physical disabilities, and behavioral disabilities.

**STANDARDIZED TESTING**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district, and to comply with state law.

The Cognitive Abilities Test (CAT) is administered to all third and fifth grade students.

The Iowa Tests are administered in grades two, three, four, and five.

**STUDENT INSURANCE**

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents may wish to apply for low- or no-cost insurance for their children through the state’s Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. For more information, parents may call 1-800-257-8563 or go to the website at [http://www.hawk-i.org/](http://www.hawk-i.org/).

**TALENTED AND GIFTED PROGRAMS**

Expanded and enriched study is available to students who are identified as needing a challenge beyond the basic curriculum. Eligibility for participation includes standardized test scores, academic achievement, and teacher recommendation.

**TELEPHONE USE DURING THE SCHOOL DAY**

Phones are available to students on a limited basis with permission to use the phone granted either by the classroom teacher or the school office.

Arrangements for after-school activities are to be made before the child comes to school.

**TITLE I**

Title I is a federally funded program that exists in buildings that meet certain guidelines. This program provides supplemental reading instruction to students in need of additional assistance.

**TRANSFERS AMONG BUILDINGS IN MUSCATINE (Board Policy 501.5) AND CLASS SIZE (Board Policy 600.6)**

Students are expected to attend their assigned schools. The superintendent may find it necessary to involuntarily transfer students to schools for programs, i.e., special education, which are not available at the assigned schools. Students who are involuntarily transferred shall be provided with transportation, subject to the normal rules.

When a parent or guardian requests that an exception be made to this policy, the following rules shall be enforced on a student-by-student basis case annually. All requests for an exception to this policy shall be considered "voluntary transfer requests." As such, students do not have access to school transportation.

All requests for voluntary transfer must be submitted in writing using the district form and meeting the published deadlines.

Requests that would in and of themselves impair racial balance (the percent of district-wide minority enrollment) at both the assigned school and the requested school cannot be approved except when there is a legitimate medical justification. A written statement from a medical doctor stating the specific medical reason(s) is required with the request for the exception.
Requests that in and of themselves improve racial balance at both the assigned school and the requested school may be approved, if and only if, the transfer request in and of itself would contribute to an improvement in the class sizes at both the assigned school and the requested school. Requests that do not fit into either of the above situations are considered on a case-by-case basis on a year-by-year basis. None of these require the district to approve, but may serve as grounds for consideration:

- Requests where there is a legitimate medical justification. A written statement from a medical doctor stating the specific medical reasons for the request is submitted with the request.

- Requests where a sibling or household member has been involuntarily transferred and would require the parents/guardians to have students at more than one elementary school.

- Requests where a change of residence from one area to another within the district occurs and the request is to finish the school year.

- Requests that improve class sizes. The district transfer committee will meet at least twice annually to review the elementary and middle school voluntary transfer requests.

Class Size (Board Policy 600.6)

Elementary class size standards and boundary lines for attendance purposes shall be reviewed annually in March by the Board of Directors upon recommendation of the Superintendent.

Boundary lines for attendance purposes may be changed due to class size standard, enrollment patterns, educational programs, district resources and other factors.

The Superintendent may select a committee representative of the community schools to study boundaries prior to making a recommendation to the Board.

An effort will be made to keep class size at the lowest level possible.

VISITORS

To ensure a safe school environment, all visitors must report to the school office upon entering the building and obtain a visitor’s badge to be worn while in the building.

Parents are invited to visit their child’s room. Teachers or the principal should be contacted to arrange an appropriate time for such visits. Children who are not enrolled in the building are not allowed to visit the classrooms.

VOLUNTEERS

Volunteers are a valuable part of the education process. Parents are encouraged to be a participant at the school. For the safety of the students, all volunteers are required to complete the Application for Temporary Assignment Working with Elementary Students.

DISTRICT SECTION

NEXT PAGE
DISTRICT SECTION

Board policies:

All board policies referenced in the district and school section of the student handbook can be accessed on the district website, the Administrative Center at 2900 Mulberry, or at the student's school.

MISSION STATEMENT

The mission of the Muscatine Community School District is to ensure excellence in education for every student.

VISION STATEMENT

The Muscatine Community School District will provide a safe, nurturing environment where academic excellence is expected and diversity is recognized as a strength. We will meet individual needs while developing independent learners who are also successful team players.

We will embrace innovative practices that are scientifically research-based and promote high levels of student learning. Technology rich classrooms will enhance active learning and excitement. Interior and exterior walls will become seamless as learners and the community collaborate.

Our students will achieve positive social skills, which promote respect and responsibility to self, family and community, resulting in positive self-esteem. School community partnerships will prepare and challenge each individual to become a goal-oriented, lifelong learner in an ever-changing global society.

MCSD IOWA CORE VISION

The vision for the Iowa Core is to ensure the success of each and every student by providing a world-class education through identification of the essential content, instruction and assessment necessary to improve achievement for all students, preparing them for post-secondary success.

ANTI-BULLYING/HARASSMENT

(Board Policy 503.2)

Harassment and bullying of students and employees are against federal, state and local policy (503.2), and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee’s age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include, exclusion from school grounds. “Volunteer” means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- 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 the services, activities, or privileges provided by a school.
“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one’s grades, achievements, property, etc.
- Demeaning jokes, stories, or activities directed at the student and/or
- Unreasonable interference with a student’s performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student’s education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student’s academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student’s education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person’s participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Director of Human Resources or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Director of Human Resources or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent, or designee, will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook,
- Inclusion in the registration materials,
- Inclusion on the school or school district’s website,

And a copy shall be made to any person at the central administrative office at 2900 Mulberry Avenue, Muscatine, Iowa.

**ASBESTOS PROGRAM**

Asbestos is a naturally occurring mineral that, due to its excellent heat resistive, friction resistive and acoustical properties, has been used extensively as a building material in countless commercial, industrial and educational buildings. Asbestos was used primarily as a boiler and pipe insulating material; however, because it is such a versatile mineral, it can also be found in acoustical and flame retardant wall and ceiling finishes, in vinyl asbestos floor tile, ceiling tile, and sheet goods used both on the interiors and exteriors of buildings. Asbestos has over 2000 different uses. However, studies have shown asbestos may cause debilitating and fatal diseases. Because of this fact, the federal government has enacted laws regarding the use and care of asbestos products. On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act, or AHERA. AHERA requires school districts to inspect and
identify the forms and locations of asbestos containing building materials in all of their school buildings. Upon completion of the inspection, an asbestos management plan must have been developed and sent to the Governor of the State of Iowa by October 12, 1988. Implementation of the management plan must have begun no later than July 9, 1989.

The Muscatine Community School District has taken a very firm stand to protect the health of all faculty, staff, students and visitors who use our buildings, and to protect the environment. The initial inspection process and the process for the development of the management plan are complete. The implementation of the management plan has already begun. Copies of the management plan for each individual building are available for review at each building.

The ongoing evaluation of the condition of in-building asbestos has been performed by having bi-annual periodic surveillance conducted by an inspector from the Mississippi Bend Area Education Agency. Samples are taken in our continuing efforts to identify asbestos containing materials.

“Response Actions” (projects for the care, maintenance or removal of asbestos containing building materials) are performed as dictated by the Asbestos Management Plan. The Muscatine Community School District is intent on meeting the requirements set forth by AHERA regulations. All questions concerning asbestos in schools, AHERA or the Muscatine Community School District’s Asbestos Management Plan should be forwarded to:

Director of Maintenance,  
Asbestos Program  
2900 Mulberry Avenue  
Muscatine IA 52761  
563-263-4740 or 563-263-7223

CHILD ABUSE BY DISTRICT EMPLOYEES (Board Policy 403.1)

It is the policy of the Muscatine Community School District (403.1) that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, towards students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

The Muscatine Community School District requires all employees to report to a designated investigator of the school district when they reasonably suspect an incident of physical or sexual abuse committed by a school employee against a student.

It is the policy of the Muscatine Community School District to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegations, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

The Muscatine Community School District has appointed a "Level One" investigator(s) and alternate(s) and has arranged for or contracted with a trained, experienced professional to serve as the "Level Two" investigator. The Level One investigator(s) and alternate(s) will be provided training in the conducting of an investigation, at the expense of the Muscatine Community School District. The superintendent or designee shall prescribe rules in accordance with the rules adopted by the State Board of Education to carry out this policy.

CULTURE OF RESPECT

The Board expects all buildings to establish strategies within their building school improvement plans to promote and encourage a culture of respect for all individuals. This may include anti-bullying efforts, promotion of living healthier lifestyles, encouraging a greater level of participation in co-curricular activities, mentoring, and goal setting.

DISABILITIES

Parents who suspect their child has a disability requiring accommodations or special education are urged to contact their child’s school or the Mississippi Bend Area Education Agency (1-800-947-2329) for additional information and a copy of the booklet entitled Parental Rights in Special Education.

DISCIPLINE POLICIES AND PROCEDURES

Statement of Purpose

Basic to the educational process is an environment that is conducive to learning. The community, through the Board of Education, has the responsibility to protect the rights of the students to learn and to insure the proper operation of the school.

Student Behavior

The behavior of the student is the joint responsibility of the student, parent, and school. It is the belief of the Muscatine Community School District that students should be guided into being responsible for their own acts and to recognize the importance and implications of their acts. The majority of the students and parents in this district recognize the necessity for having rules and regulations governing the operation of a school and are perfectly willing to accept the need for it. Unfortunately, however, there are a few students who, on occasion, feel that such rules and regulations do not apply to them. Therefore, the Board of Education, its administration, and staff accept the responsibility to provide a safe school environment where learning can take place and to protect the rights and privileges of all members of the school community.
Corporal Punishment, restraining, confining and detaining students
Chapter 103 of the Iowa Administrative Code regulates what school district employees may and may not do when restraining, confining, and detaining students. Chapter 103 was amended in 2008 and applies to all students.

Board Policies on Discipline
For more information on Discipline refer to the following board policies:

502.1 Discipline
502.2 In-School Suspension, Out-of-School Suspension, Expulsion
502.3 Suspension and Expulsion of Special Education Students
502.4 Student Activity Program/Good Conduct
502.5 Weapons
502.6 Student Drug and Alcohol Offenses
502.7 Search and Seizure
502.8 Transportation Discipline

Board policies:

All board policies referenced in the district and school section of the student handbook can be accessed on the district website, at the Administrative Center at 2900 Mulberry, or at the student's school.

DISTRICT COMPLIANCE OFFICERS

<table>
<thead>
<tr>
<th>Affirmative Action</th>
<th>Jill Bourquin</th>
<th>563-263-7223</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos Program</td>
<td>Jeff Miller</td>
<td>563-263-4740</td>
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<tr>
<td>Child Abuse Investigator, Level I</td>
<td>Family Resources, Inc.</td>
<td>563-263-0067</td>
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<td>Civil Rights</td>
<td>Edwin Colon</td>
<td>563-263-0411</td>
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<tr>
<td>Equity Coordinators</td>
<td>Jill Bourquin</td>
<td>563-263-7223</td>
</tr>
<tr>
<td>504 Coordinator</td>
<td>Becky Wichers</td>
<td>563-263-7223</td>
</tr>
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</table>

ELECTRONIC RESOURCES AND WEB PAGE

The Muscatine Community School District is linked to the Internet and utilizes local area networks. Access to the electronic network and a resource with the district is a privilege, not a right. For more information, visit Board Policy 601.15 located on the district website www.muscatine.k12.ia.us.
Cold Weather Closing Guidelines

The district is implementing a new protocol for wind chill advisories/warnings. It is our hope that this will provide consistency when deciding whether to have late starts and/or no school days.

If the National Weather Service issues a wind chill ADVISORY that would be in effect at the start of the school day, there will be a two-hour late start.

If the National Weather Service issues a wind chill WARNING in effect at the start of the day, there will be a 2-hour late start. However, if the wind chill warning will not be lifted by 10:30 a.m., there will be no school that day.

Broadcast Information

Official announcements of school closings during inclement weather will be broadcast on:

Radio
KWPC 860 AM    KWCC 93.1 FM
WMT 600 AM      KCQQ 106.5 FM
KGYM 1600 AM    KMXG 96.1 FM
WOC 1420 AM     KZIA 102.9 FM
                 WLLR 103.7 FM
                 KUUL 101.3 FM

Television
WHBF, Channel 4
KWQC, Channel 6
WQAD, Channel 8
KLJB, Channel 18

Social Media
Facebook: www.facebook.com/MuscatineSchools
Twitter: https://twitter.com/MuscatineCSD

The Muscatine Police Department, Sheriff’s Department and Iowa Highway Patrol will assist the district in making the decision.

School Messenger
The district or building may use School Messenger to call, text, or email families when special circumstances arise.

Iowa School Alerts
The Muscatine Community School District is a participant in the Iowa School Alerts program, which means you can sign up to receive free e-mail notifications when the Muscatine Schools are to be closed, dismissed early or started late due to weather or other circumstances. Sign-up instructions can be found at https://schoolalerts.iowa.gov. Follow the on-screen instructions to register for these alerts.

Information can also be found on the Muscatine Community School District website homepage at www.muscatine.k12.ia.us under the School Closings and Alerts button.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Board has stated that it declines to designate student records as directory information under FERPA. The school district will not provide access to directory information to the general public. However, the school district will provide such information for traditional uses, such as the yearbook, honor rolls, athletic programs and other school publications. In addition, the school district has also provided student’s names and addresses to post-secondary educational institutions that desire to notify students of educational scholarship opportunities, and also to the armed forces for recruitment purposes. The school district intends to continue to disclose student information for these and other similar educational purposes. If you desire to withhold the use of information from the educational records of your child for even these limited educational purposes, please notify your child’s school prior to September 15.

If you have no objection to the use of student information for the educational purposes described here, you do not need to take any action.

FEES WAIVED

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact their building principal. This waiver does not carry over from year to year and must be completed annually.

HOMELESS CHILDREN AND YOUTH
(Board Policy 501.1)

The Board shall make reasonable efforts to identify homeless children and youth within the district, encourage their enrollment and eliminate existing barriers to the education that may exist in district policies or practices. A designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children will be assigned.

IOWA "RIGHT TO KNOW" LAW

The Muscatine Community School District will develop procedures to comply with standards as set forth in OSHA Title 29, 1910. 1200. The purpose of the standards is to establish procedures for employees to follow to insure their safety in the work place concerning
their health and physical well being. The procedures include a list of hazardous chemicals used in the workplace, training in the use of the chemicals, and emergency response actions.

Information concerning hazardous chemicals used or stored on the Muscatine Community School District property or in the buildings or structures thereof can be obtained by writing the Director of Facilities.

**LEAD CONTAMINATION CONTROL ACT OF 1988**

The Muscatine Community School District has completed testing for lead in the district's building water systems. The tests were conducted according to the EPA procedures outlined in the manual Lead in School's Drinking Water. All student drinking sources, i.e., bubbler water fountains and electric water coolers, tested below the allowable .50 mg/liter. The results of the lead testing program are available in the district's administrative office and the principal's office in each school.

**LOCKERS**

Students are responsible for items in their locker and should not divulge combination numbers to others. The lockers may be inspected by school officials. The Safe Schools Bill HF528 eliminates the 24 hour notice before locker searches.

**MULTI-CULTURAL / NON-SEXIST POLICY (Board Policy 601.28)**

The Muscatine Community School District shall provide a program of activities, a curriculum and instructional resources that will reflect the racial and cultural diversity present in the United States and the variety of careers and roles open to both men and women in our society.

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

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

Inquiries or grievances related to this policy may be directed to the Affirmative Action Officer, 2900 Mulberry Avenue, Muscatine, Iowa, 52761 or to the Director of the Iowa Civil Rights Commission in Des Moines.

**NON-DISCRIMINATION (STUDENTS) (Board Policy 503.1)**

It is the policy of the Muscatine Community School District not to discriminate on the basis of race, creed, color, gender, gender identity, marital status, sexual orientation, national origin, religion, age, veteran status or disability in its educational programs, activities or employment practices. The Board of Education and district staff will make every effort to provide comparable opportunities to students to participate in school-sponsored activities and programs.

Applicable state and federal statutes are to be followed in providing education opportunity.

**OPEN ENROLLMENT TRANSFERS (Between School Districts)**

Please look at Board Policy 501.8 or contact the Administrative Center at 263-7223 for information and forms.

**PARENT/GUARDIAN'S RIGHTS NOTIFICATION**

Parents/guardians in the Muscatine Community School District have the right to learn about the following qualifications of their child’s teachers: state licensure, requirements for the grade level and content areas taught, the current licensing status of their child’s teacher, and baccalaureate/graduate certification/degree(s). Parents/guardians may also request the qualifications of an instructional paraprofessional who serves their student in a Title I program or if their school operates a school-wide Title I program.

This information may be requested from the Superintendent’s Office at 263-7223 or by sending a letter of request to 2900 Mulberry Avenue, Muscatine, Iowa.
PRESCRIPTION MEDICATION

No medication shall be dispensed to any student unless the following rules are observed:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
3. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
4. The medicine shall be maintained in the original prescription container which shall be labeled with: (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
5. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
6. In each building that houses a full-time registered nurse, access to the medication shall be under the authority of the nurse.
7. In each building housing a less than full-time nurse, access to the medication shall be under authority of the building principal or a person designated by the principal.
8. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
9. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. If medication is destroyed, this should be noted on the pupil's health record.

Although these are the rules required by law as to the administration of medication, because of legislation passed in 1992, there are restrictions as far as which individuals may be required by the school district to administer any medications. There are specific rules governing self-administration of medications for asthma or airway constrictions. You can request a copy of those rules from your building principal.

No over-the-counter medications will be dispensed at school unless a written permission note from the parent is on file in the school office. These over-the-counter medications must be in the original container as school staff cannot administer any medication that is not properly labeled. The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. All prescriptions must be renewed at the beginning of each school year. Please use the medication form at the end of this handbook if your child needs to take medicine at school. Additional forms will be available at your child's school.

RADON MEASUREMENTS IN SCHOOL

The Muscatine Community School District has begun a voluntary testing program for radon in the district's school buildings. The tests were administered by trained personnel according to the EPA procedures outlined in the interim report Radon Measurements in Schools. Of the tests completed, no tests were noted above the targeted concern 4.0 pCi/l level. The results of the voluntary radon testing program are available in the district's administrative office and the principal's office in each of the district's schools.

REHABILITATION ACT OF 1973/ AMERICANS WITH DISABILITIES ACT OF 1990/ SECTION 504

The Muscatine Community School District shall attempt to be in compliance with the above regulation that provides, "No otherwise qualified individual shall, solely by reason of their handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activities receiving Federal financial assistance." The district shall make reasonable accommodations for persons with disabilities.

The district shall review, make a file of, and make available for public inspection, the physical barriers existing in district-owned facilities for the disabled. The written review and report shall be available in the Office of the Director of Facilities.

Becky Wichers
Jan Collinson, 504 Coordinator
563-263-7223

STUDENT APPEARANCE
(Board Policy 503.6)

The Board believes inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to a standard 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 students' personal appearance lies with the students and the 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.

STUDENT CIVIL RIGHTS GRIEVANCE PROCEDURE (Board Policy 503.3)

Students and/or parents of students of the Muscatine Community School shall have the right to file a formal complaint alleging non-compliance with applicable federal and state laws and regulations.

LEVEL ONE -- Teacher, Counselor, Principal or District Personnel Officer

A student or parent with a complaint of discrimination or harassment on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status may discuss it with the teacher, counselor, appropriate building administrator, or the district personnel officer.

LEVEL TWO -- Compliance Officer

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, (s)he may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaints at level two must be within fifteen (15) working days from date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint. Copies will be sent to the parents, or to the student if said student is 18, in compliance with the student records laws.

LEVEL THREE – Superintendent

If the complaint is not resolved at level two, the grievant may process it to level three by presenting a written appeal to the superintendent within ten (10) working days after the grievant receives the report from the Compliance Officer. The grievant may request a meeting with the superintendent or designee. The superintendent or designee has the option of meeting with the grievant to discuss the appeal. A written decision will be rendered by the superintendent or designee within ten (10) working days after receipt of the written appeal. Copies will be sent to the parents or student, as noted above.

LEVEL FOUR – Third Party

If the complaint is not resolved at the third level, the grievant may process it with the Iowa Civil Rights Commission, the Federal Office of Civil Rights, the Equal Employment Opportunity Commission, or the Iowa Department of Education, or seek private counsel.

The Board of Directors shall:

a. Annually identify the District Civil Rights Compliance Officer at an open public meeting.

b. Annually publish the name and telephone number of the Compliance Officer to all students:
   1) *In the student handbook,
   2) In a local newspaper of general circulation, and
   3) In all buildings by prominent posting.

*Refer to District Compliance Offices for the name and telephone number of the Compliance Officer

<table>
<thead>
<tr>
<th>Civil Rights Compliance Officer</th>
<th>Edwin Colon</th>
<th>563-263-0411</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Abuse Investigator, Level I</td>
<td>Family Resources, Inc.</td>
<td>563-263-0067</td>
</tr>
<tr>
<td></td>
<td></td>
<td>563-263-6577</td>
</tr>
<tr>
<td>Equity Coordinators</td>
<td>Jill Bourquin</td>
<td>563-263-7223</td>
</tr>
</tbody>
</table>

STUDENT HEALTH

Communicable Diseases (Board Policy 505.3)

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

Prevention and control of communicable diseases shall be included in the school district’s blood-borne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions,
vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and recordkeeping. This plan shall be reviewed annually by the superintendent and school nurse. The health risk to immuno-depressed students shall be determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by the student’s personal physician, a physician chosen by the school district or public health officials.

A student shall notify the superintendent or the school nurse when the student learns the student has a communicable disease. It shall be the responsibility of the superintendent, when the superintendent or school nurse, upon investigation, has knowledge that a reportable communicable disease is present, to notify the Iowa Department of Public Health. Health data of a student is confidential and it shall not be disclosed to third parties.

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

Infectious Control Program / Blood Borne Pathogens
The Muscatine Community School District has initiated procedures to develop and implement an Infectious Control Program relating to the control of infectious disease hazards where employees may be exposed to direct contact with body fluids. The Infectious Control Program will be available to all district employees.

STUDENT RECORDS
(Board Policy 506.1)

The Board recognizes the importance of maintaining student records and preserving their confidentiality. All student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. Student records shall be maintained by the principal and housed in the school building.

Parents, eligible students or their representatives shall have access to the student's records. An eligible student is a student who has reached the age of majority or is attending an institution of post-secondary education. If the student is an eligible student, the parent shall not be provided access without the written permission of the student. If the eligible student is still a dependent student, as defined by the Internal Revenue Code, the parents may be provided access without the written permission of the student. Except as otherwise provided in this policy, no one else shall have access to a student's records without the written permission of the parent or eligible student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student’s student records. A parent cannot be denied access to a student's records without a court order. Annually, the school district shall notify parents and eligible students of their rights to view the student's records. The notice shall be given in a parent's or eligible student's native language. A student record may contain information on more than one student. Parents shall have the right to access the information relating to their student or to be informed of the information.

Parents and eligible students shall have the right to view the student's records upon request without unnecessary delay and in no instance more than forty-five days after the request is made. Parents, an eligible student, or an authorized representative shall have the right to access the students' records prior to an Individual Education Program (IEP) meeting or hearing. The parents or eligible student may request an explanation and interpretation of the records, copies of the records for a reasonable fee, and a list of the type and locations of education records collected or used. The fee shall be waived if it would prevent the parents or student from viewing the records.

If the parent or eligible student believes the records are inaccurate, misleading or violate the privacy or other rights of the pupil, the parent or eligible student may request the school district to amend the records. If the school district refuses to amend the records, the parents or eligible student shall have a right to appeal the decision and shall have an administrative hearing before the Iowa Department of Education.

If the DE determines an amendment shall be made to the student's records, the school district shall make the amendment. If the parent's request to amend the records is denied, the parents shall have the opportunity to place an explanatory letter in the student's records commenting on the DE's decision and setting forth any reasoning for disagreeing with the DE.

Students Rights and Responsibilities
(Board Policy 500)

Each student has the opportunity and the right to use school as a means for self-improvement and individual growth. In so doing, he or she is expected to conduct his or her affairs in such a way as to assure other students the same opportunities without serving to restrict or otherwise inhibit their individual and collective rights.

Enrolled children in the school district community shall have an equal opportunity for a quality public education without discrimination regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
Of equal importance is the right of school authorities to prescribe and control, consistent with fundamental and constitutional safeguards, student conduct in the schools. In exercising this right, each building principal, working with his/her staff and with the students, will attempt to achieve the objectives and follow the procedures set forth by Board policies and administrative regulations pertaining to the various aspects of student rights, student conduct, and student discipline.

**Objectives to be Achieved**

The primary objective is the proper recognition and preservation of a student's constitutional rights and allowance for such rights:

**Freedom of Expression**

Students may freely express points of view within the limits of the law provided they do not seek to coerce others to join in their mode of expression and provided also that they do not otherwise intrude upon the rights of others during school hours or the school's educational mission.

**Personal Appearance**

Restrictions on a student's hair style or his/her manner of dress will be determined where there is a "clear and present danger to the student's health and safety causes an interference with work, or creates classroom or school disorder" as a result of hair style or manner of dress. Participation in voluntary activities may necessitate specific requirements for approved grooming and dress due to the nature of the activity.

*Please refer to Appearance of Student for additional information.*

**The Right to Petition**

Students are allowed to present petitions to the administration at any time. Collection of signatures on petitions is limited to before and after school hours. No student will be subjected to disciplinary measures of any nature for signing a petition addressed to the administration, assuming that the petition is free of obscenities, libelous statements, personal attack, avocation of disruption which poses a probable threat of disruption to the regular school program, and is within the bounds of reasonable conduct.

**Student Due Process Rights**

Students are to have clearly established means by which "administrative due process" is available to see that the individual's rights are protected. Students are to be involved singly and collectively as citizens of the school with the attendant rights of such citizenship and corresponding responsibilities for the proper conduct of their own affairs and those of other students.

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**VISITATIONS BY STUDENTS, ADULTS, GROUPS, OR AGENCIES TO THE MUSCATINE COMMUNITY SCHOOLS**  
*(Board Policy 900.5)*

Parents and guardians are encouraged to visit schools for observations and conferences regarding their children. No student or adult will be permitted access to the Muscatine Community School District classroom buildings while school is in session unless permission is granted by the building principal. The reason for the visit should be in keeping with the role of the school as an educational institution. Groups, agencies, or individuals will not be permitted access to the schools while school is in session unless they qualify in one or more of the following ways:

1. The visit constitutes educational business with the Muscatine School System.
2. The visit is required by law.
3. The visit involves the representation of post secondary career agencies. The visitation of post secondary career agencies will be limited to not more than one visit per month per agency.

Admission to school buildings by groups, agencies, or individuals meeting the above criteria will be allowed after approval by the building principal at his or her discretion.

**WEAPONS**  
*(Board policy 502.5)*

The board believes weapons and other dangerous objects and "look-a-likes" 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.

School district facilities are not an appropriate place for weapons or dangerous objects and "look-a-likes". Weapons and other dangerous objects and "look-a-likes" 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 or dangerous objects or "look-a-likes" on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than one year. However, the superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. Students bringing to school or possessing dangerous weapons, including firearms, will be referred
to law enforcement authorities. For purposes of this 
portion of the 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, or any 
explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials 
shall be exempt from this policy. The principal may allow 
authorized persons to display weapons or other 
dangerous objects or "look-a-likes" for educational or 
extra-curricular 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.
DISTRICT NON-DISCRIMINATION POLICY

It is the policy of the Muscatine Community School District not to discriminate on the basis of race, creed, color, gender, sexual orientation, national origin, religion, age, marital status, veteran status or disability in its educational programs, activities or employment practices. If you believe you have (or your child has) been discriminated against or treated unjustly, please contact Equity Director, 2900 Mulberry, 263-7223 Civil Rights Compliance Officer, 2900 Mulberry, Affirmative Action Coordinator, 2900 Mulberry, 263-7223, or the 504 Coordinator, 2900 Mulberry, 263-7223. They will discuss the situation with you and if you wish, help you file a grievance.

HANDBOOK INFORMATION

Policies/procedures within this handbook are subject to change.
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MIDDLE SCHOOL SECTION

APPEARANCE OF STUDENTS

(Board Policy 503.6)

The Board believes inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors.

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 student’s personal 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 modification.

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

Guidelines:

1. No midriffs exposed. The student’s hem of the upper garment must touch the waistband of their pants/shorts/skirt while the student is standing. Shirts must cover any/all area of skin and/or undergarments when wearing low rider pants.
2. Shorts/skirts must be at least ½ the distance between the top of the knee and the groin.
3. No outdoor/winter coats are allowed in the classroom. Jackets and team apparel are acceptable.
4. Headwear (bandanas, hats, sweatbands, or hoods) may not be worn at any time in the building. Headphones may be used only during assigned area time. No headphones are to be used in the hallways or the classrooms.
5. Undergarments must be worn, not shown.
6. Spaghetti straps, tube tops, halter-tops, backless tops, and one shoulder tops are acceptable only if they are underneath another garment. Shirts must cover any/all areas of skin and/or undergarments when wearing low rider jeans.
7. Upper garments must expose no cleavage. Off shoulder shirts are not allowed.
8. Slippers of any type are not allowed. Shoes must be worn at all times. These include all hard sole shoes. Flip-flops are acceptable.
9. Coaches or after school activity sponsors are to decide the dress code during practice and for competition.
10. No clothing or apparel is to promote products illegal for minors, display obscene material, profanity, or make reference to prohibited conduct.
11. Chains hanging from clothing must not be longer than 3 inches.
12. Gloves are to be left in students’ lockers/backpacks and not worn in the classrooms, study halls, or assigned areas.
13. Any attire determined by administration to have a gang affiliation will not be allowed.
14. Shoes with wheels are prohibited.
The following procedures will be followed regarding enforcement of the Student Appearance policy:

- A record of student dress code violations must be kept.
- Offenders of the dress code must be told that they have violated the dress code and what area of the code they have violated.
- Students may not leave the building until a parent/guardian/emergency contact person has been informed of the policy violation by the school or the student.
  - 1st offense: The student is notified that they have violated the dress code.
  - 2nd offense: A parent/guardian is contacted; the student must go home and change (if needed).
  - 3rd offense: A parent/guardian is contacted; the student must go home and change (if needed), and a lunchtime detention is given.
  - 4th offense: A parent/guardian is contacted and is asked to meet with the reporting teacher and/or administrator for a parental conference; the student must go home and change (if needed).
  - 5th offense: This would be an administrative decision as to further consequences.

ASSEMBLY/SCHOOL FUNCTION GUIDELINES

Students are to follow all school rules when attending an assembly. This includes arriving at, participating in, and returning to classrooms. Students are to walk quietly to the assembly/school function and sit in the area that is designated by a supervising staff member. They are to participate appropriately and not make noises, gestures, or act in a way that is disrespectful to the presenter, their peers, or any staff member. If a staff member asks a student to leave or move, they are to do so without argument or complaint. When the assembly/school function is over, students are to sit quietly and wait for the supervising staff member to indicate that it is their time to leave. Students are to walk quietly back to their classroom, following all school rules. Students may not leave directly with their parents after an assembly/school function. Parents must go to the office to sign them out. Students will then be called to the office to be released to their parents/guardians.

ATHLETICS

All seventh and eighth students are encouraged to participate in our co-curricular activities that include: football, volleyball, cross country, basketball, wrestling, swimming and track.

ATHLETIC POLICIES

All students taking part in athletics at middle school shall observe the following policies:

1. Attendance: Students in school shall attend every practice unless excused by the coach or by notification from the office.
1. ** A student must be present by 12:00 noon on the day of the game or activity to be eligible for participation that evening/night. Building administration may waive this policy based on special situations.

2. Training Rules: Athletes are required to follow training rules to remain a squad member. Use of drugs, alcohol or smoking will result in at least:
   a. 1st offense - Parent contact and suspension from one contest with attendance at practice required.
   a. 2nd offense - Parent contact and dismissal from the team for the remainder of the season.

3. After School Detention: Athletes will be expected to serve detention the same as any other student. Serving a detention will not excuse the student from practice. The athlete should report to practice immediately after serving a detention. How and when the detention will be served is left to the discretion of the teacher or administrator.

4. Truancy: Could result in suspension from events or removal from the team. Parent contact will be made.

5. School equipment: Equipment issued to athletes will be their responsibility. Students may have to pay for equipment they lose. School equipment is to be used or worn by athletes at school practices or contests only.

6. Signed Statements: Before dressing for any practices, a physical statement, concussion statement, and a parent consent statement must be signed and on file with school officials before dressing for any practice.

7. Eligibility: Students may be withheld from events due to academic grades, unexcused absences, and misbehavior. The administration and teachers will make this determination.

### ATTENDANCE POLICIES (MIDDLE SCHOOL)

Board Policy 501.02 (6/7) Revised 4/22/13

It is the responsibility of the parent/guardian to contact the school as soon as possible when a student is absent. A note from the parent/guardian is acceptable if they have not or cannot contact the school by phone.

In the event that the principal or designee determines that it is advisable to verify an excuse given for an absence, the principal or designee may take appropriate steps to do so. When it is determined that an excuse is forged or misrepresents the facts, the principal or designee may take disciplinary action.

Whenever a student is absent on more than six (6) occasions from school or from a class in one semester, the principal or designee shall begin proceedings to convene an attendance review core team consisting of the principal or the principal’s designee, a counselor, and a teacher or team of teachers of the student, as well as any other personnel deemed pertinent to the situation. This committee shall meet to review the student’s attendance and make recommendations toward its improvement. These recommendations may include such things as parent conference, further counseling, probationary status, individualized attendance contract, or disciplinary action. The following factors must be considered by counselor(s) and the principal in deciding what types of action to take:

What stage of the year is it? While it may be serious to miss 6 days in the first six week period, it may not be serious to reach that point in the last month of school.
• Reasons for the absences.
• Unexcused vrs. excused absences.
• Grades and achievement.
• Effort and ability to make-up work.
• Teacher concerns.

Guidelines for Action

After six (6) absences, the parent/guardian will be notified of the school’s concern.

After twelve (12) absences, a letter will be sent home to arrange a conference with the parent/guardian, the child, and his or her counselor.

After eighteen (18) absences, the parent will be notified that the superintendent and county attorney will be notified.

Iowa law mandates school attendance. If a student does not attend school on a regular basis, the parent/guardian is in violation of Iowa law and may be prosecuted. Where a student demonstrates chronic attendance problems, the county attorney and/or outside agencies may be notified.

The school does not support, nor generally approve, students being absent from school for a vacation and encourages parents to arrange vacations to coincide with school vacation time. When it is necessary for a student to miss school because of a family vacation, the parent/guardian must notify school at least five days before the absence. Arrangements should be made for the completion of make-up work to the satisfaction of the teachers involved.

When an absence is not anticipated, all schoolwork must be made up within twice the number of school days missed or within a longer period of time to the satisfaction of the individual teacher(s) involved. Students shall receive credit, with no late penalty, for schoolwork made up due to absences.

If a student will be absent for an extended period of time, the parent/guardian should contact the school counselor.

BEHAVIOR EXPECTATION STATEMENT

Our schools will emphasize a school-wide system of expectations that will support student learning and social growth. Strategies for defining, teaching and supporting appropriate student behaviors to create positive school environments will be based on concepts from the Positive Behavior Supports program (PBIS). School developed management plans that span the continuum of positive behavior supports for all students within the school will be implemented in areas including classroom and non-classroom settings. PBIS is a research-validated practice and can create environments in which teaching and learning occurs. Attention is focused on creating and sustaining systems of support that improve lifestyle results for all students by making problem behavior less effective, efficient and relevant, and desired behavior more functional.
Our Schools, building wide expectations will focus on three expectations for our students and staff.

1. Be Ready 
2. Be Respectful 
3. Be Responsible

Our school has identified the following areas of student behavior that will be the focus of our building implementation:

- Anti-bullying behaviors
- Digital citizenship
- Hallway behavior
- Cafeteria behavior
- Classroom expectations
- Restroom behavior
- Before and after school outside behavior

BOARD OF EDUCATION GOALS

Board Goal: Increase Student Achievement

Middle School Goals

- 90% of student’s algebra ready by the time they enter MHS.
- 90% of students reading at grade level by the end of 8th grade.
- Add rigor back into our system through advanced curricular offerings of higher level courses.
- Improve attendance.

BICYCLES

Riding a bicycle to and from school is a privilege, not a right. Bicycles are not to be ridden on the sidewalks. The school isn’t responsible for damage done to student bicycles.

CAFETERIA RULES

School Wide Breakfast/Lunch/Cafeteria Behavior Expectations our based on our PBIS expectations of being ready, respectful and responsible.

CELL PHONE / TELEPHONE USE

Students may bring cell phones to school and can use them appropriately before or after school. Students should not be using cell phones in the classroom, unless given permission by the classroom teacher. If students are using cell phones in the class [without permission] they will be first warned to put it away. The second time the teacher may take it for the remainder of
the class. If the student continues to use their cell phone in class the phone may will be given to the teacher who will give it to the office to pick up at the end of the day. Additional consequences will be considered for students who have been given multiple opportunities and continue to use their phone in the classroom.

Messages for students will be taken only from a parent or guardian listed on their emergency card. Students will not be called from class to the telephone except in the case of emergency at the request of a parent or guardian. In case of an emergency during school hours, school authorities will make the appropriate telephone calls.

A telephone for student usage is located in the main office. Students may use the school office phone for emergency calls after first obtaining permission from school personnel. Phone use is to be kept to a minimum. The phone should not be used for things that can be taken care of at home. Telephones in classrooms are not for student use.

Student mobile device use must follow district policies. Abuse of these devices will result in them being taken and returned to the parent/guardian at the end of the day.

CHANGE OF STUDENT INFORMATION

Please notify the main office of any changes of address and/or telephone numbers/ cell phone numbers, or other emergency information as soon as possible. This also includes the change of guardianship.

CO-CURRICULAR ACTIVITIES – ATTENDING EVENTS

Students attending events are expected to remain in their seats and watch the event. Absolutely no food or drinks are allowed in the gymnasium or auditorium. As an event is considered an extension of the regular school day, all school rules and regulations apply. If students cannot behave, they will be asked to leave the event.

CO-CURRICULAR POLICIES

The co-curricular activities at West Middle School will follow the same guidelines governing Athletic Policies.

COMPUTER USE POLICY

(Board Policy 601.15 and 601.15-2)

The Muscatine Community School District is linked to the Internet and utilizes local area networks. Access to the electronic network and a resource with the district is a privilege, not a
right. District Policy 601.15 has been established describing the user’s responsibility for accessing network services.

Additional rules may apply for use of individual laptops, per district policy or District Technology Handbook. Students/Families using district issued laptops will be notified of those rules. More information may be found on the district web page located at www.muscatine.k12.ia.us/mhs/index.htm.

Any inappropriate activity on any school computer will result in loss of computer privileges and possible disciplinary action.

CRISIS PLAN/EMERGENCY PROCEDURES

The district has a District Crisis Plan to give buildings guidance on how to respond to emergencies. The training for these procedures will be ongoing and include staff and students. Each year this building will practice multiple emergency drills to include: fire, tornado, lockdown and building evacuation drills.

Emergency procedures and drills for fire, weather, and other disasters will be posted in rooms near the door and will be periodically reviewed. Students are expected to follow posted guidelines. Random drills will occur throughout the school year and may include a building lockdown. During this lockdown, police will go through the building searching for contraband. No one will be allowed in or out of the building at that time.

In case of a true emergency, please arrange a “secondary safe contact”, which would be somewhere for your child to go and make direct contact with you.

The procedures for picking up your children during an emergency are:

a. Students will only be released directly to a parent or to someone on their emergency list.

b. Students must be CHECKED OUT by office personnel prior to student leaving the building.

c. Students will not be released to anyone per a phone call, as we need to be sure that we are releasing the student to an appropriately designated person.

COUNSELING

Each Middle School has a counseling department available for students with questions or concerns. The counselors welcome students and parents to visit with them. Stop in or call for an appointment. The counselors are available to help a student develop socially, emotionally and academically.
**DISCIPLINE POLICY**

The discipline infractions listed below shall range from conferences, detention(s), in school suspension, out of school suspension, referrals to outside agencies, restitution, and/or recommendation for expulsion. Consequences will be assigned to accommodate individual circumstances and severity at the discretion of the administrator. School District Policies will supersede building level consequences.

**DISCIPLINE - STAFF MANAGED/OFFICE MANAGED**

Infractions include but are not limited to:

<table>
<thead>
<tr>
<th>STAFF MANAGED (minor violations)</th>
<th>OFFICE MANAGED (major violations)</th>
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<tr>
<td>• Tardy to class</td>
<td>• Tardy to school</td>
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<td>• Unprepared for class – materials/homework</td>
<td>• Repeated minor violations</td>
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<td>• Violations of classroom expectations (rules)</td>
<td>• Insubordination</td>
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<td>• Inappropriate language</td>
<td>• Abusive/Inappropriate language</td>
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<td>• Classroom Disruption</td>
<td>• Blatant disrespect</td>
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<td>• Minor safety violations</td>
<td>• Safety violations that are potentially harmful</td>
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<tr>
<td>• Cheating/Dishonesty</td>
<td>• Harassment/Bullying/Intimiditation</td>
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<tr>
<td>Consequences determined by staff</td>
<td>• Fighting/Physical Aggression</td>
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<tr>
<td>TDA---Teacher Disciplinary Action/ Teacher Detention.</td>
<td>• Vandalism/Property damage</td>
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<td>A teacher may assign a student, time after school, as a result of</td>
<td>• Plagiarism</td>
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<td>minor student infractions that occurs during the day. This time will</td>
<td>• Theft</td>
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<td>be served after school not to exceed 30 minutes with the teacher.</td>
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<td>o Gang Activity</td>
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<td>o Weapons</td>
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<td>Consequences determined by building administration, board policies</td>
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<td>and procedures</td>
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**DISMISSAL (AFTER SCHOOL)**

When leaving the building after school, students are expected to do the following:

- Leave the building in an orderly fashion.
- DO NOT LOITER near school property or across the street.
- Respect neighbors' property and do not cut through their yard.
• Students should be off the school grounds within 10 minutes after the school day ends, unless they are being picked up by a parent or waiting for a school bus. If waiting for a ride, students should be waiting in the front of the building or inside the front door area. If parents are picking children up, parents should wait for them out of the way of the bus pick up areas. It should be noted that staff supervision ends shortly after the school day, meaning that students, which loiter after this time, are unsupervised.
• Students that violate the conditions stated above, may receive school consequences.

FEES AND FINES FOR STUDENTS

The school district establishes all fee structures. Students may be assessed fines for overdue school materials or for misuse of school property.

FIELD TRIPS

The principal must give prior authorization for all field trips and/or excursions. At registration, parents are asked to sign on the emergency form stating that their student may attend all school district field trips within the school year. Additional written parental permission may be requested prior to the student's participation in any special field trip or excursion outside of the school district.

FUND-RAISING

Students may raise funds for school-sponsored events. Fund-raising by students for events other than school-sponsored activities must be approved by the Board Office.

GANG RELATED ACTIVITY

The Muscatine School District does not accept gangs or gang related activity in our schools.

Any gang-related dress or activity within the building will be dealt with through discipline and police intervention.

GRADING - PLAGIARISM/CHEATING/ACADEMIC DISHONESTY

Plagiarism is the use of another writer’s words or ideas without acknowledgement. It is literary theft. Academic dishonesty is the use of cheating by using other’s work and claiming it as your own. Both are considered a severe violation of academic integrity and apply to all phases of the learning process (homework, assignments, projects and assessments). If a teacher or administrator concludes that a student has plagiarized, or has cheated, the consequences will consist of the student taking a “zero” on the assignment or assessment in which the student violated academic
integrity. Cheating can be any activity where a student unfairly gains an advantage in their work by using another student’s information and work as their own.

GRADING - PROGRESS REPORTS

Grades A, B, C, and D are passing. An "A" indicates beyond proficient; "B" represents proficient work; "C" indicates close to proficient work; and "D" indicates not proficient work. A grade of "F" indicates unsatisfactory work. Under special circumstances and with approval through the principal or guidance office, an S, U, G or H may be given as a grade.

S (satisfactory) U (unsatisfactory) G (no grade given) H (withdrawal)

Students receiving Special Education services or that have a 504 Plan may receive, by Administrative approval, modified grades. An asterisk will mark these grades.

Electronic progress reports may be sent at four (4) and seven (7) week junctures. If your family does not have email, they will be mailed home. These progress reports indicate your student’s academic status at that point in time. The four-week report is sent to everyone. The seven-week report is sent only to students that are receiving a letter grade of a D or F, or performing significantly below their academic abilities.

Report cards are provided to report a student’s academic progress in the classroom. Grade reports will be distributed to students to take home or mailed following the close of each of the nine week grading periods. Grades may also be accessed electronically through PowerSchool. Parents, teachers, or counselors may request a conference for students at any time if they feel the circumstances so warrant. Report cards are mailed at the end of the school year. Final grades for each course are recorded on the permanent records of each student.

ILLNESS/INJURY-NURSE

Every year parents will be asked to complete or update an emergency medical form providing necessary information to be used in the case of an illness or injury.

Any student who becomes ill or sustains an injury at school should report to the nurse's office for first aid treatment or request assistance from the nearest teacher. Parents will be notified when further medical treatment may be needed. In case of an emergency, the school will contact the appropriate authorities. All students must have an emergency card on file, so the school will be able to reach someone when needed. All phone calls need to come from the nurse’s office. Disciplinary action will result when a student does not use the phone in the nurse’s office to notify the parent. Injuries shall be reported within 24 hours and an "Accident Report" will be filed in the principal's office.

Any student suffering from a minor illness or injury should report to class and ask the teacher for permission and a pass to go the nurse’s office. Students will not be sent home unless school personnel have contacted a parent, guardian, or his/her designee.
All medications need to be checked in with the school nurse at the beginning of the day. Any medication sent to school with a student should be sent in the original or prescription container, along with a note written by the parent or guardian giving specific instructions as to the directions for administering the medication. No medication is provided by the school, and no medication will be administered to a student without the above information and parental consent. This includes cough drops. A parent must provide the school with a note allowing the student to have these in school.

A student bringing a doctor’s or parent’s excuse from physical education class should bring the excuse to the nurse at the beginning of the school day so that the nurse can make arrangements for the student and notify the physical education instructor.

LOST AND FOUND/STOLEN ITEMS

As a service to students, a lost and found center is maintained in the school attendance office. Persons who find lost materials in the building are asked to bring them to that office. Students who lose something are encouraged to check in the attendance office. Students should also check with that office after lockers have been cleared at the end of the school year. Any items not claimed will be given to charity organizations.

The Muscatine Community School District is not responsible for lost or stolen articles. Stolen items or lost items should be reported immediately to school personnel.

LIBRARY/MEDIA CENTER

The Media Center functions as the information center of the school.

Every student is scheduled into the Media Center once a week through ELA classes for book check-out and/or free reading. Students may come from class with permission from an instructor anytime during the day to work independently. Students may come during Homeroom Period with passes.

All students are given an introductory tour and orientation in order to become familiar with the materials and resources available through the media center.

Fines will be assessed for any books or materials that are not returned to the media center.

LUNCH PROGRAM

Lunch period is closed, which means that no one may leave the designated areas during the twenty-five minute period. Students may bring in sack lunches to eat, but bringing in restaurant food in non-discreet packaging is discouraged.
MISSISSIPPI BEND AEA (MBAEA)

The Mississippi Bend Area Education Agency (MBAEA) provides the following services to the Muscatine Community School District: Hearing/Speech Therapy, Physical and Occupational Therapy, Child Psychologist, Special Education Consultant, Parent Advocate, and other specialized services. The MBAEA can be reached at 563-263-8476.

PHYSICAL EDUCATION

Iowa Educational Law requires Physical Education. A complete handout of rules and regulations is given to each student at the beginning of the year. Students must bring their own gym clothes. Not dressing for gym class will lower their grade.

A student bringing parent’s excuse from physical education class should bring the excuse to the nurse at the beginning of the school day. The parent excuse is valid for one day.

A student bringing a doctor’s excuse from physical education class should bring the excuse to the nurse at the beginning of the school day. The note should state the duration of the excuse, so that the nurse may make arrangements for the student and notify the physical education instructor.

PHYSICAL RESTRAINT

Iowa Administrator’s Code 102.4 (1)

The following do not constitute physical abuse, and no school employee is prohibited from using reasonable and necessary force, not designed or intended to cause pain:

1. To quell a disturbance or prevent an act that threatens physical harm to any person.
2. To obtain possession of a weapon or other dangerous object within a pupil’s control.
3. For the purposes of self defense or defense of others as provided for in Iowa Code.
4. For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
5. To remove a disruptive student from class, any area of school premises or from school sponsored activities off school premises.
6. To prevent a student from the self-infliction of harm.
7. To protect the safety of others by using incidental/minor or reasonable physical contact to maintain order and control.

PROFESSIONAL LEARNING COMMUNITIES

Professional Learning Communities will be utilized to enhance student performance. Staff will meet to discuss student progress. Data will be used to make decisions to enhance instruction and learning. We focus on four key questions:

1. What do we want students to learn?
2. How will we know if they learned it?
3. What will we do if they don’t know it?
4. What do we do if they already know it?
RELEASE DURING SCHOOL HOURS

Students will be allowed to leave school grounds during school hours only with prior authorization from their parents. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, employment for which the student has been issued a work permit, and other reasons approved by the administration.

Parents/Guardians will be allowed to pick up their child directly after an assembly or field trip. For security and safety reasons, the student must be signed out in the attendance area for dismissal. For all other student dismissals, parents/guardians will need to go to the attendance office and sign out their child/student. That student will then be notified by the office to report to the attendance office for dismissal.

RETENTION-ACCELERATION

Students will be promoted to the next grade if they pass 3 of their 5 core subject areas. (Math, Science, Reading, Language Arts, Social Studies.) If students don’t pass three of their five core areas, parents will be informed of the possibility that their child will not be promoted, and a conference will be scheduled to discuss the situation before a final decision is made. Attendance in summer school may be required.

Students with exceptional talents may be considered for acceleration. The process for acceleration is outlined and defined through the district Extended Learning Program (ELP).

SCHOOL MESSENGER SYSTEM

The School Messenger System is used to disperse essential building and district information. You may receive this information in the form of a text message, email, or voicemail. If there is a district or building level emergency, you will be notified through this system and provided important school related information.

SKATEBOARDS

Skateboards and roller blades are not allowed at school. Students may have these items confiscated if they bring them to school.

STUDENT COUNCIL / STUDENT LEADERSHIP

The purpose of this organization shall be to develop attitudes of, and practices in, good citizenship; promote harmonious relationships throughout the entire school; improve school morale; improve the student-teacher relationship; provide a forum for student expression; provide
orderly direction of school activities, and promote the general welfare of the school. The student council is determined annually and consists of representatives of all three-grade levels.

STUDENT PUBLICATIONS

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

1. Students shall not publish or distribute materials, which are obscene, libelous, or slanderous.
2. Students shall not publish or distribute materials that encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school. Within these guidelines, advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications.
3. School administration reserves the right to review appropriateness of content.

TARDIES

Students who are not within their assigned instructional areas when the bell rings will be tardy unless properly excused. Excessive tardies will be handled through disciplinary action and parent involvement.

Students who are tardy to school will not be admitted to class without the written permission of the principal or designee.

SUBSTITUTE TEACHER

It is a general expectation that substitutes will be treated with respect. If a disciplinary problem arises with a student in a class with a substitute teacher, the penalty for misbehavior could be more severe.

TIME-OUT ROOM / ISS (Room 212 at CMS and AEC at WMS)

Students in Time Out (ISS/AEC) may be assigned for a short period of time – one period – or for a full day of in-school-suspension. Students assigned may be given a variety of assignments to complete in addition to completing homework. They will be given basic skills work, teachers will send their class assignments for the day, and the students may be given a packet containing reading and questions concerning the particular behavior which caused them to be assigned an ISS. We do not restrict curriculum from our students. Every effort will be made by the supervisor to contact a parent when a student has been assigned to for more than one period in a day.

If students misbehave during their assigned time in time-out/ISS the day may have to be repeated. This will be determined by administrative discretion.
TRANSPORTATION

School bus transportation is available for students according to school board policy. The Muscatine Community School Board of Education sets fees for bus transportation.

Students who ride the school buses are expected to demonstrate good behavior. Bus problems may result in school disciplinary action or loss of riding privileges. Students are required to show a school identification if requested to do so by the bus driver.

Any and all concerns regarding bus discipline and or problems must be directed to the Bus Transportation Office. Please call 263-7288.

VANDALISM

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district. In addition, students may be subject to further disciplinary action and/or referral to proper legal authorities.

VISITORS

All visitors report directly to the main office and will be provided with a “visitor badge”. Students are not to bring visitors to school. Parents are always welcome. High school students are not allowed during the school day without administrative approval.

We typically don’t allow students that are visiting in our community to shadow another student at school. We typically don’t allow parents to shadow a student’s day. If you have questions about this procedure, please call your building administrator for an explanation.
DISTRICT SECTION

Board policies:
All board policies referenced in the district and school section of the student handbook can be accessed on the district website, the Administrative Center at 2900 Mulberry, or at the student’s school.

MISSION STATEMENT

The mission of the Muscatine Community School District is to ensure excellence in education for every student.

VISION STATEMENT

The Muscatine Community School District will provide a safe, nurturing environment where academic excellence is expected and diversity is recognized as a strength. We will meet individual needs while developing independent learners who are also successful team players. We will embrace innovative practices that are scientifically research-based and promote high levels of student learning. Technology rich classrooms will enhance active learning and excitement. Interior and exterior walls will become seamless as learners and the community collaborate.

Our students will achieve positive social skills, which promote respect and responsibility to self, family and community, resulting in positive self-esteem. School community partnerships will prepare and challenge each individual to become a goal-oriented, lifelong learner in an ever-changing global society.

MCSD IOWA CORE VISION

The vision for the Iowa Core is to ensure the success of each and every student by providing a world-class education through identification of the essential content, instruction and assessment necessary to improve achievement for all students, preparing them for post-secondary success.

ANTI-BULLYING/HARASSMENT

(Board Policy 503.2)

Harassment and bullying of students and employees are against federal, state and local policy (503.2), and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of
students by other students, by school employees, and by volunteers who have direct contact with
students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students, based on
any of the following actual or perceived traits or characteristics, including but not limited to age,
color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity,
physical attributes, physical or mental ability or disability, ancestry, political party preference,
political belief, socioeconomic status, or familial status. Harassment against employees based
upon the employee’s age, color, creed, national origin, race, religion, marital status, sex, sexual
orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry,
political party preference, political belief, socioeconomic status, or familial status is also
prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the
board; while on school-owned or school-operated vehicles; while attending or engaged in school-
sponsored activities; and while away from school grounds if the misconduct directly affects the
good order, efficient management and welfare of the school or school district.
If, after an investigation, a student is found to be in violation of this policy, the student shall be
disciplined by appropriate measures which may include suspension or expulsion. If, after an
investigation, a school employee is found to be in violation of this policy, the employee shall be
disciplined by appropriate measures which may include termination. If, after an investigation, a
school volunteer is found to be in violation of this policy, the volunteer shall be subject to
appropriate measures which may include, exclusion from school grounds. “Volunteer” means an
individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic,
written, verbal, or physical act or conduct toward a student which is based on any actual or
perceived trait or characteristic of the student and which creates an objectively hostile school
environment that meets one or more of the following conditions:
Places the student in reasonable fear of harm to the student’s person or property;
• Has a substantially detrimental effect on the student’s physical or mental health;
• 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 the services, activities, or privileges provided by a school.
“Electronic” means any communication involving the transmission of information by wire, radio,
optical cable, electromagnetic, or other similar means. “Electronic” includes, but is not limited
to, communication via electronic mail, internet-based communications, pager service, cell
phones, electronic text messaging or similar technologies.
Harassment and bullying may include, but are not limited to, the following behaviors and
circumstances:
• Repeated remarks of a demeaning nature
• Implied or explicit threats concerning one’s grades, achievements, property, etc.
• Demeaning jokes, stories, or activities directed at the student and/or
• Unreasonable interference with a student’s performance.
Sexual harassment of a student by an employee means unwelcome sexual advances, requests for
sexual favors, or other verbal or physical conduct of a sexual nature when:
• Submission to the conduct is made either implicitly or explicitly a term or condition of
  the student’s education or benefits;
• Submission to or rejection of the conduct is used as the basis for academic decisions
  affecting that student; or
• The conduct has the purpose or effect of substantially interfering with the student’s academic performance by creating an intimidating, hostile, or offensive education environment.
• In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:
  • Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student’s education or participation in school programs or activities; and/or
  • Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person’s participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Director of Human Resources or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Director of Human Resources or designee will be responsible for handling all complaints by employees alleging harassment. It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent, or designee, will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board.

The board will annually publish this policy. The policy may be publicized by the following means:
  • Inclusion in the student handbook,
  • Inclusion in the employee handbook,
  • Inclusion in the registration materials,
  • Inclusion on the school or school district’s website,

And a copy shall be made to any person at the central administrative office at 2900 Mulberry Avenue, Muscatine, Iowa.
ASBESTOS PROGRAM

Asbestos is a naturally occurring mineral that, due to its excellent heat resistive, friction resistive and acoustical properties, has been used extensively as a building material in countless commercial, industrial and educational buildings. Asbestos was used primarily as a boiler and pipe insulating material; however, because it is such a versatile mineral, it can also be found in acoustical and flame retardant wall and ceiling finishes, in vinyl asbestos floor tile, ceiling tile, and sheet goods used both on the interiors and exteriors of buildings. Asbestos has over 2000 different uses. However, studies have shown asbestos may cause debilitating and fatal diseases. Because of this fact, the federal government has enacted laws regarding the use and care of asbestos products. On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act, or AHERA. AHERA requires school districts to inspect and identify the forms and locations of asbestos containing building materials in all of their school buildings. Upon completion of the inspection, an asbestos management plan must have been developed and sent to the Governor of the State of Iowa by October 12, 1988. Implementation of the management plan must have begun no later than July 9, 1989.

The Muscatine Community School District has taken a very firm stand to protect the health of all faculty, staff, students and visitors who use our buildings, and to protect the environment. The initial inspection process and the process for the development of the management plan are complete. The implementation of the management plan has already begun. Copies of the management plan for each individual building are available for review at each building. The ongoing evaluation of the condition of in-building asbestos has been performed by having bi-annual periodic surveillance conducted by an inspector from the Mississippi Bend Area Education Agency. Samples are taken in our continuing efforts to identify asbestos containing materials.

“Response Actions” (projects for the care, maintenance or removal of asbestos containing building materials) are performed as dictated by the Asbestos Management Plan. The Muscatine Community School District is intent on meeting the requirements set forth by AHERA regulations. All questions concerning asbestos in schools, AHERA or the Muscatine Community School District's Asbestos Management Plan should be forwarded to:

Director of Maintenance,
Asbestos Program
2900 Mulberry Avenue
Muscatine IA 52761
563-263-4740 or 563-263-7223

CHILD ABUSE BY DISTRICT EMPLOYEES

(Board Policy 403.1)
It is the policy of the Muscatine Community School District (403.1) that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, towards students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

The Muscatine Community School District requires all employees to report to a designated investigator of the school district when they reasonably suspect an incident of physical or sexual abuse committed by a school employee against a student.

It is the policy of the Muscatine Community School District to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any
allegations, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process. The Muscatine Community School District has appointed a "Level One" investigator(s) and alternate(s) and has arranged for or contracted with a trained, experienced professional to serve as the “Level Two” investigator. The Level One investigator(s) and alternate(s) will be provided training in the conducting of an investigation, at the expense of the Muscatine Community School District.

The superintendent or designee shall prescribe rules in accordance with the rules adopted by the State Board of Education to carry out this policy.

CULTURE OF RESPECT

The Board expects all buildings to establish strategies within their building school improvement plans to promote and encourage a culture of respect for all individuals. This may include anti-bullying efforts, promotion of living healthier lifestyles, encouraging a greater level of participation in co-curricular activities, mentoring, and goal setting.

DISABILITIES

Parents who suspect their child has a disability requiring accommodations or special education are urged to contact their child’s school or the Mississippi Bend Area Education Agency (1-800-947-2329) for additional information and a copy of the booklet entitled Parental Rights in Special Education.

DISCIPLINE POLICIES AND PROCEDURES

Statement of Purpose

Basic to the educational process is an environment that is conducive to learning. The community, through the Board of Education, has the responsibility to protect the rights of the students to learn and to insure the proper operation of the school.

Student Behavior

The behavior of the student is the joint responsibility of the student, parent, and school. It is the belief of the Muscatine Community School District that students should be guided into being responsible for their own acts and to recognize the importance and implications of their acts. The majority of the students and parents in this district recognize the necessity for having rules and regulations governing the operation of a school and are perfectly willing to accept the need for it. Unfortunately, however, there are a few students who, on occasion, feel that such rules and regulations do not apply to them. Therefore, the Board of Education, its administration, and staff accept the responsibility to provide a safe school environment where learning can take place and to protect the rights and privileges of all members of the school community.

Corporal Punishment, restraining, confining and detaining students

<<101>>
Chapter 103 of the Iowa Administrative Code regulates what school district employees may and may not do when restraining, confining, and detaining students. Chapter 103 was amended in 2008 and applies to all students.

**Board Policies on Discipline**

For more information on Discipline refer to the following board policies:

- 502.1 Discipline
- 502.2 In-School Suspension, Out-of-School Suspension, Expulsion
- 502.3 Suspension and Expulsion of Special Education Students
- 502.4 Student Activity Program/Good Conduct
- 502.5 Weapons
- 502.6 Student Drug and Alcohol Offenses
- 502.7 Search and Seizure
- 502.8 Transportation Discipline

**Board policies:**

All board policies referenced in the district and school section of the student handbook can be accessed on the district website, at the Administrative Center at 2900 Mulberry, or at the student’s school.

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**DISTRICT COMPLIANCE OFFICERS**

<table>
<thead>
<tr>
<th>Service</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affirmative Action</td>
<td>Jill Bourguin</td>
<td>563-263-7223</td>
</tr>
<tr>
<td>Asbestos Program</td>
<td>Jeff Miller</td>
<td>563-263-4740</td>
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<tr>
<td>504 Coordinator</td>
<td>Jan Collinson</td>
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**ELECTRONIC RESOURCES AND WEB PAGE**

The Muscatine Community School District is linked to the Internet and utilizes local area networks. Access to the electronic network and a resource with the district is a privilege, not a right. For more information, visit Board Policy 601.15 located on the district website [www.muscatine.k12.ia.us](http://www.muscatine.k12.ia.us).
EMERGENCY REGULATIONS

School Closing due to Weather or Emergency Conditions (Board Policy 506.12)
The superintendent is responsible for closing schools, delaying starting times, dismissing early, or keeping school open beyond the regular school day in the case of extreme weather or emergency conditions.
The final decision in determining "unsafe" conditions necessitating an emergency school closing or late start will be made by the superintendent or designee, using the best judgment that is possible with the information available.
All decisions regarding this policy will be announced to local and regional media for broadcast to district patrons.
All buildings will be included when school is delayed in starting, dismissed early, or closed (canceled) because of severe weather conditions, which cause travel to be unsafe.

General information on School Closing due to Weather or Emergency Conditions

On late start days, there will be no breakfast programs.
If a storm develops after the school day has started, regular school hours will be maintained, including regular dismissal time, unless the weather is severe enough to warrant an early dismissal (see “Special Provisions” in Policy 506.12). However, one or more of the following options may apply:
a. Students not already at school may be asked to stay home.
b. Parents may pick up students at the school at any time.
c. Extra-curricular activities may be canceled.
When weather is severe it may be necessary to shorten some bus routes due to specific road conditions. Hard surface routes may be used when road conditions create unsafe driving on county roads. If stops are eliminated, efforts will be made to notify parents and students of such change. In the event a bus is stalled, students will stay on the bus until another bus arrives to take them to school or home.
The decision may be made to keep students in the buildings until such time as the weather is safe. Buses may be held or may not be sent out at all. In all cases, the safety of children will be the major consideration in making this decision.

Cold Weather Closing Guidelines
The district is implementing a new protocol for wind chill advisories/warnings. It is our hope that this will provide consistency when deciding whether to have late starts and/or no school days.
If the National Weather Service issues a wind chill ADVISORY that would be in effect at the start of the school day, there will be a two-hour late start.
If the National Weather Service issues a wind chill WARNING in effect at the start of the day, there will be a 2-hour late start. However, if the wind chill warning will not be lifted by 10:30 a.m., there will be no school that day.

Broadcast Information
Official announcements of school closings during inclement weather will be broadcast on:
Radio
KWPC  860 AM         KWCC  93.1 FM
WMT   600 AM          KCQQ  106.5 FM
KGYM 1600 AM          KMXG 96.1 FM
WOC 1420 AM           KZIA 102.9 FM
WLLR 103.7 FM
KUUL 101.3 FM

Television
WHBF, Channel 4
KWQC, Channel 6
WQAD, Channel 8
KLJB, Channel 18

Social Media
Facebook: www.facebook.com/MuscatineSchools
Twitter: https://twitter.com/MuscatineCSD

The Muscatine Police Department, Sheriff’s Department and Iowa Highway Patrol will assist the district in making the decision.

School Messenger
The district or building may use School Messenger to call, text, or email families when special circumstances arise.

Iowa School Alerts
The Muscatine Community School District is a participant in the Iowa School Alerts program, which means you can sign up to receive free e-mail notifications when the Muscatine Schools are to be closed, dismissed early or started late due to weather or other circumstances. Sign-up instructions can be found at https://schoolalerts.iowa.gov. Follow the on-screen instructions to register for these alerts.

Information can also be found on the Muscatine Community School District website homepage at www.muscatine.k12.ia.us under the School Closings and Alerts button.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Board has stated that it declines to designate student records as directory information under FERPA. The school district will not provide access to directory information to the general public. However, the school district will provide such information for traditional uses, such as the yearbook, honor rolls, athletic programs and other school publications. In addition, the school district has also provided student’s names and addresses to post-secondary educational institutions that desire to notify students of educational scholarship opportunities, and also to the armed forces for recruitment purposes. The school district intends to continue to disclose student information for these and other similar educational purposes. If you desire to withhold the use of information from the educational records of your child for even these limited educational purposes, please notify your child’s school prior to September 15. If you have no objection to the use of student information for the educational purposes described here, you do not need to take any action.

FEES WAIVED

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under
open enrollment, or who are in foster care are eligible to have student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact their building principal. This waiver does not carry over from year to year and must be completed annually.

**HOMELESS CHILDREN AND YOUTH**

(Board Policy 501.1)
The Board shall make reasonable efforts to identify homeless children and youth within the district, encourage their enrollment and eliminate existing barriers to the education that may exist in district policies or practices. A designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children will be assigned.

**IOWA "RIGHT TO KNOW" LAW**

The Muscatine Community School District will develop procedures to comply with standards as set forth in OSHA Title 29, 1910. 1200. The purpose of the standards is to establish procedures for employees to follow to insure their safety in the work place concerning their health and physical well being. The procedures include a list of hazardous chemicals used in the work place, training in the use of the chemicals, and emergency response actions. Information concerning hazardous chemicals used or stored on the Muscatine Community School District property or in the buildings or structures thereof can be obtained by writing the Director of Facilities.

**LEAD CONTAMINATION CONTROL ACT OF 1988**

The Muscatine Community School District has completed testing for lead in the district's building water systems. The tests were conducted according to the EPA procedures outlined in the manual Lead in School's Drinking Water. All student drinking sources, i.e., bubbler water fountains and electric water coolers, tested below the allowable .50 mg/liter. The results of the lead testing program are available in the district's administrative office and the principal's office in each school.

**LOCKERS**

Students are responsible for items in their locker and should not divulge combination numbers to others. The lockers may be inspected by school officials. The Safe Schools Bill HF528 eliminates the 24 hour notice before locker searches.
MULTI-CULTURAL / NON-SEXIST POLICY

(Board Policy 601.28)
The Muscatine Community School District shall provide a program of activities, a curriculum and instructional resources that will reflect the racial and cultural diversity present in the United States and the variety of careers and roles open to both men and women in our society. Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, color, sex, marital status, national origin, sexual orientation, gender identity or disability.
The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European-Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.
Inquiries or grievances related to this policy may be directed to the Affirmative Action Officer, 2900 Mulberry Avenue, Muscatine, Iowa, 52761 or to the Director of the Iowa Civil Rights Commission in Des Moines. Inquiries may also be directed to the Director of the Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa, 50319.

NON-DISCRIMINATION (STUDENTS)

(Board Policy 503.1)
It is the policy of the Muscatine Community School District not to discriminate on the basis of race, creed, color, gender, gender identity, marital status, sexual orientation, national origin, religion, age, veteran status or disability in its educational programs, activities or employment practices.
The Board of Education and district staff will make every effort to provide comparable opportunities to students to participate in school-sponsored activities and programs. Applicable state and federal statutes are to be followed in providing education opportunity.

<table>
<thead>
<tr>
<th>Civil Rights</th>
<th>Edwin Colon</th>
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<td>Jill Bourguin</td>
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OPEN ENROLLMENT TRANSFERS (Between School Districts)

Please look at Board Policy 501.8 or contact the Administrative Center at 263-7223 for information and forms.
PARENT/GUARDIAN’S RIGHTS NOTIFICATION

Parents/guardians in the Muscatine Community School District have the right to learn about the following qualifications of their child’s teachers: state licensure, requirements for the grade level and content areas taught, the current licensing status of their child’s teacher, and baccalaureate/graduate certification/degree(s). Parents/guardians may also request the qualifications of an instructional paraprofessional who serves their student in a Title I program or if their school operates a school-wide Title I program.

This information may be requested from the Superintendent’s Office at 263-7223 or by sending a letter of request to 2900 Mulberry Avenue, Muscatine, Iowa.

PRESCRIPTION MEDICATION

No medication shall be dispensed to any student unless the following rules are observed:
1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
3. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
4. The medicine shall be maintained in the original prescription container which shall be labeled with: (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
5. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
6. In each building that houses a full-time registered nurse, access to the medication shall be under the authority of the nurse.
7. In each building housing a less than full-time nurse, access to the medication shall be under authority of the building principal or a person designated by the principal.
8. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
9. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. If medication is destroyed, this should be noted on the pupil's health record.

Although these are the rules required by law as to the administration of medication, because of legislation passed in 1992, there are restrictions as far as which individuals may be required by the school district to administer any medications. There are specific rules governing self-administration of medications for asthma or airway constrictions. You can request a copy of those rules from your building principal.

No over-the-counter medications will be dispensed at school unless a written permission note from the parent is on file in the school office. These over-the-counter medications must be in the original container as school staff cannot administer any medication that is not properly labeled. The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. All prescriptions must be renewed at the beginning of each school year. Please use the medication form at the end of this handbook if your child needs to take medicine at school. Additional forms will be available at your child's school.
RADON MEASUREMENTS IN SCHOOL

The Muscatine Community School District has begun a voluntary testing program for radon in the district's school buildings. The tests were administered by trained personnel according to the EPA procedures outlined in the interim report Radon Measurements in Schools. Of the tests completed, no tests were noted above the targeted concern 4.0 pCi/l level. The results of the voluntary radon testing program are available in the district's administrative office and the principal's office in each of the district's schools.

REHABILITATION ACT OF 1973/AMERICANS WITH DISABILITIES ACT OF 1990/ SECTION 504

The Muscatine Community School District shall attempt to be in compliance with the above regulation that provides, "No otherwise qualified individual shall, solely by reason of their handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activities receiving Federal financial assistance." The district shall make reasonable accommodations for persons with disabilities. The district shall review, make a file of, and make available for public inspection, the physical barriers existing in district-owned facilities for the disabled. The written review and report shall be available in the Office of the Director of Facilities.

Jan Collinson, 504 Coordinator
563-263-7223

STUDENT APPEARANCE

(Board Policy 503.6)

The Board believes inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to a standard 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 students’ personal appearance lies with the students and the 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.
STUDENT CIVIL RIGHTS GRIEVANCE PROCEDURE

(Board Policy 503.3)

Students and/or parents of students of the Muscatine Community School shall have the right to file a formal complaint alleging non-compliance with applicable federal and state laws and regulations.

LEVEL ONE -- Teacher, Counselor, Principal or District Personnel Officer

A student or parent with a complaint of discrimination or harassment on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status may discuss it with the teacher, counselor, appropriate building administrator, or the district personnel officer.

LEVEL TWO -- Compliance Officer

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, (s)he may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaints at level two must be within fifteen (15) working days from date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint. Copies will be sent to the parents, or to the student if said student is 18, in compliance with the student records laws.

LEVEL THREE -- Superintendent

If the complaint is not resolved at level two, the grievant may process it to level three by presenting a written appeal to the superintendent within ten (10) working days after the grievant receives the report from the Compliance Officer. The grievant may request a meeting with the superintendent or designee. The superintendent or designee has the option of meeting with the grievant to discuss the appeal. A written decision will be rendered by the superintendent or designee within ten (10) working days after receipt of the written appeal. Copies will be sent to the parents or student, as noted above.

LEVEL FOUR -- Third Party

If the complaint is not resolved at the third level, the grievant may process it with the Iowa Civil Rights Commission, the Federal Office of Civil Rights, the Equal Employment Opportunity Commission, or the Iowa Department of Education, or seek private counsel.

The Board of Directors shall:

a.   Annually identify the District Civil Rights Compliance Officer at an open public meeting.
b.   Annually publish the name and telephone number of the Compliance Officer to all students:

1)   *In the student handbook,

2)   In a local newspaper of general circulation, and

3)   In all buildings by prominent posting.
*Refer to District Compliance Offices for the name and telephone number of the Compliance Officer

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**STUDENT HEALTH**

**Communicable Diseases (Board Policy 505.3)**
Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term “communicable disease” shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law. Prevention and control of communicable diseases shall be included in the school district’s blood-borne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and recordkeeping. This plan shall be reviewed annually by the superintendent and school nurse. The health risk to immuno-depressed students shall be determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by the student’s personal physician, a physician chosen by the school district or public health officials. A student shall notify the superintendent or the school nurse when the student learns the student has a communicable disease. It shall be the responsibility of the superintendent, when the superintendent or school nurse, upon investigation, has knowledge that a reportable communicable disease is present, to notify the Iowa Department of Public Health. Health data of a student is confidential and it shall not be disclosed to third parties. It shall be the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

**Infectious Control Program / Blood Borne Pathogens**
The Muscatine Community School District has initiated procedures to develop and implement an Infectious Control Program relating to the control of infectious disease hazards where employees may be exposed to direct contact with body fluids. The Infectious Control Program will be available to all district employees.
STUDENT RECORDS

(Board Policy 506.1)
The Board recognizes the importance of maintaining student records and preserving their confidentiality. All student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. Student records shall be maintained by the principal and housed in the school building.

Parents, eligible students or their representatives shall have access to the student's records. An eligible student is a student who has reached the age of majority or is attending an institution of post-secondary education. If the student is an eligible student, the parent shall not be provided access without the written permission of the student. If the eligible student is still a dependent student, as defined by the Internal Revenue Code, the parents may be provided access without the written permission of the student. Except as otherwise provided in this policy, no one else shall have access to a student's records without the written permission of the parent or eligible student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's student records. A parent cannot be denied access to a student's records without a court order. Annually, the school district shall notify parents and eligible students of their rights to view the student's records. The notice shall be given in a parent's or eligible student's native language.

A student record may contain information on more than one student. Parents shall have the right to access the information relating to their student or to be informed of the information.

Parents and eligible students shall have the right to view the student's records upon request without unnecessary delay and in no instance more than forty-five days after the request is made. Parents, an eligible student, or an authorized representative shall have the right to access the students' records prior to an Individual Education Program (IEP) meeting or hearing. The parents or eligible student may request an explanation and interpretation of the records, copies of the records for a reasonable fee, and a list of the type and locations of education records collected or used. The fee shall be waived if it would prevent the parents or student from viewing the records.

If the parent or eligible student believes the records are inaccurate, misleading or violate the privacy or other rights of the pupil, the parent or eligible student may request the school district to amend the records. If the school district refuses to amend the records, the parents or eligible student shall have a right to appeal the decision and shall have an administrative hearing before the Iowa Department of Education.

If the DE determines an amendment shall be made to the student's records, the school district shall make the amendment. If the parent's request to amend the records is denied, the parents shall have the opportunity to place an explanatory letter in the student's records commenting on the DE's decision and setting forth any reasoning for disagreeing with the DE.

STUDENTS RIGHTS AND RESPONSIBILITIES

(Board Policy 500)

Each student has the opportunity and the right to use school as a means for self-improvement and individual growth. In so doing, he or she is expected to conduct his or her affairs in such a way as to assure other students the same opportunities without serving to restrict or otherwise inhibit their individual and collective rights.

Enrolled children in the school district community shall have an equal opportunity for a quality public education without discrimination regardless of their age, color, creed, national origin, race,
religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Of equal importance is the right of school authorities to prescribe and control, consistent with fundamental and constitutional safeguards, student conduct in the schools.

In exercising this right, each building principal, working with his/her staff and with the students, will attempt to achieve the objectives and follow the procedures set forth by Board policies and administrative regulations pertaining to the various aspects of student rights, student conduct, and student discipline.

Objectives to be Achieved

The primary objective is the proper recognition and preservation of a student's constitutional rights and allowance for such rights:

**Freedom of Expression**

Students may freely express points of view within the limits of the law provided they do not seek to coerce others to join in their mode of expression and provided also that they do not otherwise intrude upon the rights of others during school hours or the school's educational mission.

**Personal Appearance**

Restrictions on a student's hair style or his/her manner of dress will be determined where there is a "clear and present danger to the student's health and safety causes an interference with work, or creates classroom or school disorder" as a result of hair style or manner of dress. Participation in voluntary activities may necessitate specific requirements for approved grooming and dress due to the nature of the activity.

*Please refer to Appearance of Student for additional information.

**The Right to Petition**

Students are allowed to present petitions to the administration at any time. Collection of signatures on petitions is limited to before and after school hours. No student will be subjected to disciplinary measures of any nature for signing a petition addressed to the administration, assuming that the petition is free of obscenities, libelous statements, personal attack, avocation of disruption which poses a probable threat of disruption to the regular school program, and is within the bounds of reasonable conduct.

**Student Due Process Rights**

Students are to have clearly established means by which "administrative due process" is available to see that the individual's rights are protected. Students are to be involved singly and collectively as citizens of the school with the attendant rights of such citizenship and corresponding responsibilities for the proper conduct of their own affairs and those of other students.

VISITATIONS BY STUDENTS, ADULTS, GROUPS, OR AGENCIES TO THE MUSCATINE COMMUNITY SCHOOLS

**(Board Policy 900.5)**

Parents and guardians are encouraged to visit schools for observations and conferences regarding their children. No student or adult will be permitted access to the Muscatine Community School District classroom buildings while school is in session unless permission is granted by the building principal. The reason for the visit should be in keeping with the role of the school as an educational institution. Groups, agencies, or individuals will not be permitted access to the schools while school is in session unless they qualify in one or more of the following ways:
1. The visit constitutes educational business with the Muscatine School System.
2. The visit is required by law.
3. The visit involves the representation of post secondary career agencies. The visitation of post
   secondary career agencies will be limited to not more than one visit per month per agency.
Admission to school buildings by groups, agencies, or individuals meeting the above criteria will
be allowed after approval by the building principal at his or her discretion.

WEAPONS

(Board policy 502.5)
The board believes weapons and other dangerous objects and “look-a-likes” 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.

School district facilities are not an appropriate place for weapons or dangerous objects and “look-
a-likes”. Weapons and other dangerous objects and “look-a-likes” shall be taken from students
and others who bring them onto the school district property or onto property within the jurisdic-
tion of the school district or from students who are within the control of the school
district.

Parents of students found to possess a weapon or dangerous objects or “look-a-likes” on school
property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be
reported to the law enforcement officials, and the student will be subject to disciplinary action
including suspension or expulsion.

Students bringing a firearm to school or knowingly possessing firearms at school shall be
expelled for not less than one year. However, the superintendent shall have the authority to
recommend this expulsion requirement be modified for a student on a case-by-case
basis. Students bringing to school or possessing dangerous weapons, including firearms, will be
referred to law enforcement authorities. For purposes of this portion of the 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, or
any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The
principal may allow authorized persons to display weapons or other dangerous objects or “look-a-
likes” for educational or extra-curricular 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.
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between:

Eastern Iowa Community Colleges-Muscatine Community College (EICC-MCC) and Muscatine High School (East Campus)

A. **Purpose.** This memorandum of understanding (MOU) summarizes agreements between EICC-MCC and MHS to cooperatively promote successful educational experiences for students who attend both institutions. We are entering this agreement to better serve students and to mutually benefit our institutions. The goals of this partnership are to:

- Improve student access, success and high school and college completion
- Expand student options for college-level services and curriculum
- Use resources at both institutions efficiently and effectively
- Collaborate on a model program for alternative high school/ community college partnerships

The following understandings will guide our efforts, until modified or amended.

B. **Roles and Responsibilities.**

<table>
<thead>
<tr>
<th>EICC-MCC agrees to:</th>
<th>Provide classroom space, as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gaekle 202A, 207, 106, 111, Larson 72 (partial)</td>
</tr>
<tr>
<td></td>
<td>Provide office space, as follows:</td>
</tr>
<tr>
<td></td>
<td>Gaekle offices next to 106C (3), office next to 107</td>
</tr>
<tr>
<td></td>
<td>Provide storage space, as follows:</td>
</tr>
<tr>
<td></td>
<td>207C</td>
</tr>
<tr>
<td></td>
<td>Convene leadership group to discuss partnership regularly.</td>
</tr>
<tr>
<td></td>
<td>Provide access to library, writing center, and open computer lab.</td>
</tr>
<tr>
<td></td>
<td>Provide access to student activities.</td>
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<tr>
<td></td>
<td>Provide educational plans for students.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EICC-MCC agrees to:</th>
<th>Provide access to student activities.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Provide access to public wireless network, and phone system.</td>
</tr>
<tr>
<td></td>
<td>Provide access to financial aid advisors, academic advisors and other support personnel in Student Services.</td>
</tr>
<tr>
<td></td>
<td>Provide a special section of “Student Success” course, if desired.</td>
</tr>
<tr>
<td></td>
<td>Provide ongoing maintenance and custodial services.</td>
</tr>
<tr>
<td></td>
<td>Provide access to MCC courses, charged at the contractual rate.</td>
</tr>
<tr>
<td></td>
<td>Provide access to counseling services for registered MCC students, through Family Resource Center.</td>
</tr>
</tbody>
</table>
Provide access to UNI, Iowa State, Uof I transfer counselor.
Provide appropriate furniture for classrooms and offices. If new furniture is purchased for specific use by MHS, cost will be charged to MHS.

Provide access to specialized classrooms, such as science labs, greenhouse.

Muscatine-East Campus High School agrees to:

<table>
<thead>
<tr>
<th>Responsibility/Activity</th>
<th>Responsibility/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide supervision for the students enrolled through East Campus.</td>
<td>Respond to all queries involving East Campus.</td>
</tr>
<tr>
<td>All students should follow the Student Code of Conduct in Handbook.</td>
<td>Provide certificate of insurance.</td>
</tr>
<tr>
<td>Participate in ongoing discussions with MCC to improve partnership.</td>
<td>Partner with MCC students, faculty and staff on service projects, when possible.</td>
</tr>
<tr>
<td>Respond to any student concerns reported by MCC community.</td>
<td>Follow all MCC-student policies.</td>
</tr>
<tr>
<td>Use the maintenance online form to report maintenance issues.</td>
<td>(Student Handbook is attached)</td>
</tr>
</tbody>
</table>

C. **Reporting Requirements.** East Campus staff will be responsible for collecting, collating and submitting data, as necessary.

D. **Tuition and Fees for MCC Courses**

For students enrolling in MCC courses, MCC tuition and fees will be assessed at the contractual rate. Courses which are taught employing qualified East Campus faculty will be levied at the contractual rate with no charge for the instructor, after approval has been granted by the Dean of Instruction.

E. **Cost for Room Rental**

Cost will be $53,500 for the 2016-17 academic year, payable after July 1, 2016 but before August 1, 2016. Cost for the 2017 and 2018 years will increase by 3% every year.

- Cost for 2016: $53,500
- Cost for 2017: $55,105
- Cost for 2018: $56,750

F. **Timeframe.**

This MOU will commence on **August 1, 2016** and will dissolve at the end of the period on **August 1, 2017**. The MOU may be renewed...
for (3) one-year terms. Either party may terminate this agreement for cause by giving written notice to the designated representative at least 90 days prior to the commencement of a new academic term.

This Memorandum of Understanding is the complete agreement between **EICC-MCC** and **MHS-East Campus** and may be amended only by written agreement signed by each of the parties involved.

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**EICC-Muscatine Community College**

Authorized Official: [Signature]

Printed Name and Title: Robert H. Gallagher, Board President

Address: 306 W River Dr, Davenport, IA 52801

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**Muscatine Schools (East Campus)**

Authorized Official: [Signature]

Printed Name and Title: 

Address: 

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204.3 SPECIAL BOARD MEETINGS

Special meetings may be held as determined by the Board, or by the president or the secretary upon the written request of a majority of the members of the Board. The agenda for special meetings shall be limited to the item or items for which the special meeting is called.

Emergency Meeting

An emergency meeting may be called with less than 24 hour notice when the Board is required to meet for good cause to take immediate action. In an emergency, when it is not possible to give 24 hours notice, the Board secretary will notify the media who have requested notification, by telephone, and post the meeting notice, as far in advance of the meeting as possible. The minutes of such an "emergency" meeting should clearly state the good cause justifying the emergency meeting.

Notice for special and emergency meetings shall be given in the manner described in Policy 207.7, "Notice for Board Meetings."

LEGAL REF:        Iowa Code §§21.3; 21.4; 279.2.
204.4 CLOSED SESSIONS OF THE BOARD  

In general, all meetings of the Board of Directors shall be conducted in open public sessions unless a closed session or exempt meeting is provided for by law. The board may hold a closed session or exempt meeting in the situations stated below.

Exceptions to the Open Meetings Law

Closed sessions take place as part of an open meeting. The item for discussion in the closed session will be listed as part of the tentative agenda on the public notice. The motion for a closed session, stating the purpose for the closed session, will be made and seconded during the open meeting. A minimum of two-thirds of the board, or all of the board members present, must vote in favor of the motion on a roll call vote. Closed sessions will be tape recorded and have detailed minutes kept by the board secretary. Final action on matters discussed in the closed session will be taken in an open meeting.

The minutes and the tape recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The tape recordings and the written minutes will be kept for one year from the date of the meeting. Real estate related minutes and tapes will be made public after the real estate transaction is completed.

The detailed minutes and tape recording will be sealed and will not be public records open to public inspection. The minutes and tape recording will only be available to board members or opened upon court order in an action to enforce the requirements of the open meetings law. The board has complete discretion as to whom may be present at a closed session.

Reasons for the board entering into a closed session from an open meeting include, but are not limited to, the following:

1. To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for the board’s possession or receipt of federal funds.

2. To discuss strategy with legal counsel in matters presently in litigation, or where litigation is imminent, if disclosure would be likely to prejudice or disadvantage the board.

3. To discuss whether to conduct a hearing, or conduct a hearing for suspension or expulsion of a student, unless an open meeting is requested by the student or the parent of the student.
204. 4 (2) CLOSED SESSIONS OF THE BOARD

4. To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session.

5. To discuss the purchase or sale of particular real estate, but only when premature disclosure could be reasonably expected to increase the price the board would have to pay for the property, or in case of a sale reduce the price the board could receive for the property.

Exemptions to the Open Meetings Law

Board meetings at which a quorum is not present, or gatherings of the board for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the purposes of the open meetings law, are exempt from the open meetings law requirements. Since gatherings of this type are exempt from the open meetings requirements, they can be held without public notice, be separate from an open meeting, be held without taping the gathering or taking minutes, and be held without a vote or motion. The board may also hold an exempt session for the following:

1. Negotiating sessions, strategy meetings of public employers or employee organizations, mediation and the deliberative process of arbitration;

2. To discuss strategy in matters relating to employment conditions of employees not covered by the collective bargaining law;

3. To conduct a private hearing relating to the recommended termination of a teacher’s contract. The private hearing however, in the teacher’s contract termination will be recorded verbatim by a court reporter; and

4. To conduct a private hearing relating to the termination of a probationary administrator’s contract or to review the proposed decision of the administrative law judge regarding the termination of an administrator’s contract.

LEGAL REF: Iowa Code §§20; 21; 22.7; 279.15; 279.16; 279.24.
300 ROLE OF SCHOOL DISTRICT ADMINISTRATION - NEW

In this series of the board policy manual, the board defines the role and the employment of school district administrators. Policies in the 400 Series, "Employees," also apply to administrators unless a more specific policy exists in the 300 Series, "Administration."

School district administrators have been given a great opportunity and responsibility to manage the school district, to provide educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the school district. In carrying out these operations, the administrators are guided by board policies, the law, the needs of the students, and the wishes of the citizens in the school district community.

It is the responsibility of the administrators to implement and enforce the policies of the board, to oversee employees, to monitor educational issues confronting the school district, and to inform the board about school district operations.

While the board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results, for the administration of the school facilities and for the employees.

The board and the administration will work together to share information and decisions under the management team concept.

LEG REF:
The board and the administrators will work together in making decisions and setting goals for the school district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate school district policies and regulations.

It is the responsibility of each administrator to fully participate in the management of the school district by investigating, analyzing, and expressing their views on issues. Those board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each board member and administrator will support the decisions reached on the issues confronting the school district.

The board is responsible for making the final decision in matters pertaining to the school district.

It is the responsibility of the superintendent to develop guidelines for cooperative decision-making.

LEG REF: Iowa Code § 279.8.
301.1 SUPERINTENDENT OF SCHOOLS - FUNCTIONS

The superintendent shall serve as the chief executive officer of the district and shall have the authority and power to implement all policies and procedures as may be established by the Board.

The superintendent is responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent is responsible for overall supervision and discipline of employees and the education program.

The superintendent shall have the authority to:

1. establish administrative procedures that may be required to operate the district in an orderly manner
2. provide the Board with the opportunity to review administrative procedures
3. implement administrative procedures and practices
4. evaluate the effectiveness of administrative procedures

The superintendent shall have the authority to:

1. evaluate employees
2. recommend employment of district staff
3. evaluate performance of district staff
4. recommend termination of district staff

LEGAL REF: Iowa Code §§ 279.8; 279.20; 279.23A; 281 I.A.C. 12.4(4).

Approved: 11/11/91                  Reviewed: 01/26/15                  Revised: _________
SUPERINTENDENT OF SCHOOLS - FUNCTIONS

SUPERINTENDENT DUTIES

The board employs a superintendent of schools to serve as the chief executive officer of the board. The board delegates to the superintendent the authority to implement board policy and to execute decisions made by the board concerning the internal operations of the school district, unless specifically stated otherwise.

The superintendent is responsible for the implementation and execution of board policy and the observance of board policy by employees and students. The superintendent is responsible for overall supervision and discipline of employees and the education program.

In executing the above-stated duties, the superintendent will consider the financial situation of the school district as well as the needs of the students. Specifically, the superintendent:

• Interprets and implements all board policies and all state and federal laws relevant to education;
• Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
• Represents the board as a liaison between the school district and the community;
• Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
• Attends and participates in all meetings of the board, except when the superintendent has been excused, and makes recommendations affecting the school district;
• Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
• Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
• Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board;
• Files, or causes to be filed, all reports required by law;
• Makes recommendations to the board for the selection of employees for the school district;

Approved: 11/11/91 Reviewed: 01/26/15 Revised: __________
• Makes and records assignments and transfers of all employees pursuant to their qualifications;
• Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;
• Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;
• Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with board policies;
• Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district;
301.1(3) **SUPERINTENDENT OF SCHOOLS - FUNCTIONS**

**SUPERINTENDENT DUTIES**

- Supervises methods of teaching, supervision, and administration in effect in the schools;
- Attends such conventions and conferences as are necessary to keep informed of the latest educational trends;
- Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
- Defines educational needs and formulates policies and plans for recommendation to the board;
- Makes administrative decisions necessary for the proper functioning of the school district;
- Responsible for scheduling the use of buildings and grounds by all groups and/or organizations;
- Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies;
- Approves vacation schedules for employees;
- Conducts periodic district administration meetings;
- Performs other duties as may be assigned by the board;
- Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board; and
- Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects.

This list of duties will not act to limit the board’s authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent will consider the school district’s financial condition as well as the needs of the students in the school district.

Approved: 11/11/91  Reviewed: 01/26/15  Revised: _________
301.2 SUPERINTENDENT OF SCHOOLS - EVALUATION

The superintendent shall be evaluated by the full Board on an ongoing basis. At a minimum, the board will formally evaluate the superintendent on an annual basis. The goal of the superintendent’s formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent’s role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The superintendent will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

The formal evaluation will be based upon the following principles:

- The evaluation criteria will be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district’s goals;
- At a minimum, the evaluation process will be conducted annually at a time agreed upon;
- Each board member will have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;
- The superintendent will conduct a self-evaluation prior to discussing the board’s evaluation, and the board as a whole will discuss its evaluation with the superintendent;
- The board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent and if the board determines its discussion in open session will needlessly and irreparably injure the superintendent’s reputation; and,
301.2(2) SUPERINTENDENT OF SCHOOLS - EVALUATION

- The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged to communicate their criticisms and concerns to the superintendent in the closed session. The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent’s personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent’s skills, abilities and competence.

LEG REF: Wedergren v. Board of Directors, 307 N.W.2d 12 (Iowa 1981); Iowa Code §§ 279.8; 279.20; 279.23; 279.23A; 281 I.A.C.12.3(4); 83.
The board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board will consider applicants that meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board will also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Iowa Code §§ 21.5(1)(i); 35C; 216; 279.8; 279.20.  
281 I.A.C. 12.4(4).  
The length of the contract for employment between the superintendent and the board is determined by the board. The contract will begin on July 1 and end on June 30. The contract will state the terms of employment.

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

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

It is the responsibility of the board to provide the contract for the superintendent. If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with board policies dealing with retirement, release or resignation.

LEG REF:  

*Cook v Plainfield Community School District*, 301 N.W.2d 771 (Iowa App. 1980).  
Iowa Code §§ 21.5(1)(i); 279.20; 279.22-.25.  
281 I.A.C. 12.4(4).
301.5 SUPERINTENDENT SALARY AND OTHER COMPENSATION - NEW

The board has complete discretion to set the salary of the superintendent. It is the responsibility of the board to set the salary and benefits of the superintendent at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the superintendent. The salary is set at the beginning of each contract term.

In addition to the salary and benefits, the superintendent's actual and necessary expenses are paid by the school district when the superintendent is performing work-related duties. It is within the discretion of the board to pay dues to professional organizations for the superintendent.

The board may approve the payment of dues and other benefits or compensation over and above the superintendent’s contract. Approval of dues and other benefits or compensation will be included in the records of the board in accordance with board policy.

LEG REF: Iowa Code §§ 279.8; 279.20.
301.6 SUPERINTENDENT PROFESSIONAL DEVELOPMENT - NEW

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It is the responsibility of the superintendent to arrange the superintendent's schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent will bring it to the attention of the board president prior to attending the event.

The superintendent will report to the board after an event.

301.7 SUPERINTENDENT CIVIC ACTIVITIES - NEW

The board encourages the superintendent to be involved in the school district community by belonging to school district community organizations and attending and participating in school district community activities.

It is the responsibility of the superintendent to become involved in school district community activities and events. The board may include a lump sum amount as part of the superintendent's compensation to be used specifically for paying the annual fees of the superintendent for school district community activities and events if, in the board's judgment, the superintendent's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It is within the discretion of the board to pay annual fees for professional organizations and activities.

LEG REF: Iowa Code § 279.8.  
301.8 SUPERINTENDENT CONSULTING/OUTSIDE EMPLOYMENT - NEW

The superintendent is considered a full-time employee. The board expects the superintendent to give the responsibilities of the position precedence over other employment. The superintendent may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the superintendent’s personal time and it does not interfere with the performance of the superintendent’s duties.

The board reserves the right, however, to request that the superintendent cease the outside employment as a condition of continued employment. The board will give the superintendent thirty days notice to cease outside employment.

LEG REF: Iowa Code §§ 279.8; 279.20.
302.1 **CLASSIFICATIONS**

These positions have been established as certified administrative positions.

- Superintendent
- Director of Elementary Innovation and Instruction
- Director of Secondary Innovation and Instruction
- Assistant Superintendent
- Director of Special Programs
- Director of Teaching and Learning
- School Business Official/Director of Finance and Budgeting
- High School Principal
- Assistant High School Principal
- Middle School Principal
- Assistant Middle School Principal
- Elementary School Principal

*These positions have been established as classified administrative/professional positions by virtue of local Board review.*

- Director of Human Resources
- Director of Operational Services
- Board Secretary/Administrative Assistant
- Supervisor of Food Services
- Supervisor of Transportation
- Accountants
- CPU Specialists
- Administrative Assistants
- Supervisor of Custodians
- Supervisor of Technology
- Supervisor of Facilities
- Head Custodian - High School
- Outreach
- Court Liaison
- Food Managers
- Student Interventionists

*These administrators will work closely with the superintendent in the day-to-day operations of the school district.*

It is the responsibility of these administrators to uphold board policy, to instill a positive, cooperative environment with employees, and to share their expertise with each other and the board under the management team concept.

LEG REF: Iowa Code §§ 279.8; 279.20; 279.21; 279.23; 279.24; 281 I.A.C. 12.4

Approved: 11/11/91  Reviewed: 11/13/06  Revised: 12/12/11

Comment [1]: Need to discuss. The only positions listed on the questionnaire were: HR Specialist, Director of Special Programs, Director of Finance, Director of Curriculum.
302.2 EVALUATION OF ADMINISTRATORS

The superintendent and/or his/her designated supervisor(s) shall evaluate administrators on an ongoing basis. At a minimum, the superintendent will formally evaluate the administrators annually. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, ensure student learning goals of the school district are met, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation will include written criteria related to the job description. The superintendent, after receiving input from the administrators, will present the formal evaluation instrument to the board for approval.

The formal evaluation will also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation is completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

The principal will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

It is the responsibility of the superintendent to conduct a formal evaluation of the probationary administrators and non-probationary administrators prior to May 15.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

LEG REF: Iowa Code §§ 279.8; 279.21-.23A. 281 I.A.C. 12.3(3); 83.
302.3 JOB DESCRIPTION - ADMINISTRATIVE PERSONNEL

Job descriptions shall be maintained for all administrative personnel.

Job descriptions shall be based upon:

1. certification requirements
2. minimum educational qualifications
3. stated job objectives
4. major duties
5. content expertise
6. communication skills/talents/abilities
7. supervisory/management skills/talents/abilities
8. job specific skills/talents/abilities
9. technical skills required
10. other factors determined by the Board and/or superintendent

Job descriptions shall all state:

1. the employee group of the position
2. supervisor(s) for the position
3. who the position supervises
4. length of contract: days, hours
5. facility(ies) assignment
6. date of the current job description

The certified employees shall be offered the opportunity to review the job description upon hiring and each time it is modified.
The board will employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district.

The board will consider applicants who meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the board will also consider the school district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board will act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.

LEG REF: Iowa Code §§ 279.8; 279.21.
281 I.A.C. 12.4.
302.5 ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL - NEW

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

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

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

It is the responsibility of the superintendent to create a contract for each administrative position.

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

LEG REF: Cook v Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980).
302.6 ADMINISTRATOR SALARY AND OTHER COMPENSATION - NEW

The board has complete discretion to set the salary of the administrators. It is the responsibility of the board to set the salary and benefits of the administrators at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the administrators. The salary will be set at the beginning of each contract period.

In addition to the salary and benefits agreed upon, the administrator's actual and necessary expenses will be paid by the school district when the administrator is performing work-related duties. The board will approve the payment of other benefits or compensation over and above the administrator's contract. Approval of other benefits or items of an administrator's compensation will be included in the records of the board in accordance with board policy.

LEG REF: Iowa Code § 279.21.  
302.7 ADMINISTRATOR DUTIES - NEW

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district.

Each attendance center will have a building principal responsible for the administration and operation of the attendance center. Each building principal, as chief administrator of the assigned attendance center, is responsible for the building and grounds, for the students and employees assigned to the attendance center, for school activities at the attendance center, for the education program offered in the attendance center, and for the budget for the attendance center. The principal is considered the professional advisor to the superintendent in matters pertaining to the attendance center supervised by the principal. Although the principals serve under the direction of the superintendent, duties of the principal may include, but not be limited to the following:

- Cooperate in the general organization and plan of procedure in the school under the principal's supervision;
- Supervision of the teachers in the principal's attendance center;
- Maintain the necessary records for carrying out delegated duties;
- Work with the superintendent in rating, recommending and selecting supervised employees whenever possible;
- Work with the superintendent in determining the education program to be offered and in arranging the schedules. As much of the schedule as possible should be made before school closes for summer vacation. In the matter of courses offered, the final approval rests with the superintendent who is in turn responsible to the board;
- Ensure that proper care is taken of all school books, supplies, materials, equipment, furniture and facilities;
- Instruct teachers to make a complete annual inventory of all school property contained in their individual rooms. This inventory is reviewed and filed with the board secretary;
- Investigate excessive cases of absence or tardiness of students and notify the parents or guardians of unexcused absence or tardiness. All such cases should be reported to the superintendent;
- Make such reports from time to time as the superintendent may require;
- Maintain the regular schedule of school hours established by the board and make no temporary changes in the schedule without the consent of the superintendent;
- Promptly notify the superintendent whenever ventilation, sanitation or heating of the building is unsatisfactory;
- Contribute to the formation and implementation of general policies and procedures of the school;

Approved: __________ Reviewed: __________ Revised: __________
302.7(2) ADMINISTRATOR DUTIES

- Perform such other duties as may be assigned by the superintendent of schools.

This list of duties will not act to limit the board’s authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.

Legal Reference: Iowa Code §§ 279.8; 279.21; 279.23A.
281 I.A.C. 12.4(5); 12.4(6); 12.4(7).
302.8 ADMINISTRATOR PROFESSIONAL DEVELOPMENT - NEW

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities.

It is the responsibility of the administrators to arrange their schedules in order to attend various conferences and events in which they are involved. Prior to attendance at an event, the administrator must receive approval from the superintendent. In the case where overnight travel or unusual expense is involved, the superintendent will bring it to the attention of the board prior to the administrator attending the event.

The administrator will report to the superintendent after an event.

LEG REF: Iowa Code § 279.8.
281 I.A.C. 12.7.
The board encourages the administrators to be involved in the school district community by belonging to community organizations and by attending and participating in school district community activities.

It is the responsibility of the administrators to become involved in school district community activities and events. The board may include a lump sum amount as part of the administrator's compensation to be used specifically for paying the annual fees of the administrator for school district community activities and events if, in the board's judgment, the administrator's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It is within the discretion of the board to pay annual fees for professional organizations and activities.

LEG REF: Iowa Code § 279.8.
302.10 ADMINISTRATOR CONSULTING/OUTSIDE EMPLOYMENT - NEW

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board and the superintendent, the work is conducted on the administrator’s personal time and it does not interfere with the performance of the administrative duties contracted by the board.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board will give the administrator thirty days notice to cease outside employment.

LEG REF: Iowa Code §§ 279.8; 279.21.
400 STATEMENT OF GUIDING PRINCIPLES

It is the policy of the [insert school district name] Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

Jill Bourquin, Director of Human Resources
Muscatine Community School District
2900 Mulberry Ave.
Muscatine, Iowa 52761
563-263-7223 or jill.bourquin@mcsdonline.org

The goal of the Board of Directors of the Muscatine Community School District is to provide an educational program of the highest standards possible. Success in attaining this goal is dependent in large measure upon the competency of the professional staff and of those who serve in direct supporting positions to the instructional program of the school.

It shall be the policy of the Board of Directors to recruit and retain the highest caliber of employees.

It shall be the policy of the Board of Directors to appoint all certified personnel only upon the recommendation of the superintendent.

Recruitment of the professional staff members of the district shall be the responsibility of the superintendent. In the discharge of this responsibility, the superintendent shall make such use of other administrative and supervisory staff members as may be both practical and effective.

Staff personnel qualifications shall be evaluated upon the merits of the candidates without regard to race, creed, color, sex, gender identity, marital status, sexual orientation, national origin, religion, age, veteran status or disability.

401.1 RECRUITMENT OF PERSONNEL

The superintendent shall determine the breadth and scope of the search for personnel whenever the Board has either been notified of such a vacancy or a planned departure of an employee. Generally the scope of the search needs to be in keeping with the mission statement of the district and the Board's responsibility to the taxpayers, parents, students, teachers and other employees of the district.

Announcement of the position shall include submission of all job openings to the Iowa Department of Education for posting on TeachIowa and may include other announcements in a manner which the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained online and completed applications are returned to the school district administrative office. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

LEG REF:
42 U.S.C. §§ 2000e, 12101 et seq.
Iowa Code §§ 20; 35C; 216; 279.13.
281 I.A.C. 12.
282 I.A.C. 14.
401.3 QUALIFICATIONS OF PERSONNEL

Personnel are required to meet the necessary certification requirements designated by the state Department of Education. Every effort will be made to hire highly qualified personnel for every district position.

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

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

42 U.S.C. §§ 12101 et seq.
Iowa Code §§ 20; 35C; 216; 279.8; 279.13; 294.1.
281 I.A.C. 12.
282 I.A.C. 14.
Board Goal:

Financial Stability
To the Board of Education I hereby certify that the following is a true Abstract of Claims for the period of time ending June 13, 2016. Director of Finance and Budgeting.

<table>
<thead>
<tr>
<th>Summary Sheet</th>
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<tr>
<td><strong>GENERAL FUND</strong></td>
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<td>Trust Total</td>
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<td>Special Purpose Trust Total</td>
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<tr>
<td>Agency Total</td>
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<td><strong>SCHOOLHOUSE FUND</strong></td>
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<td><strong>MANAGEMENT FUND</strong></td>
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<td>Total</td>
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</tbody>
</table>

Presented to and approved by the Board of Directors of the Muscatine Community School District, County of Muscatine, State of Iowa, at the regular meeting of June 13, 2016

Board Member ___________________________ Board Member ___________________________
TEACHERS AND FACILITIES SHARING AGREEMENT
BETWEEN LOUISA-MUSCATINE COMMUNITY SCHOOL DISTRICT
AND MUSCATINE COMMUNITY SCHOOL DISTRICT
FOR AGRICULTURAL TEACHER

THIS AGREEMENT made and entered into the 16 day of May, 2016, by and
between the Muscatine Community School District (hereinafter, "Muscatine") by its Board of
Education and the Louisa-Muscatine Community School District (hereinafter, "L&M") by its
Board of Education.

WHEREAS, pursuant to the provisions of Chapter 28E and Section 280.15 Code of Iowa, the
parties wish to jointly employ and share the services of an Agricultural Teacher, (hereinafter,
"Teacher" or "Ag Teacher") and the Muscatine Community School District Agricultural
Learning Center (hereinafter Muscatine Agricultural Learning Center) for the 2016-2017 school
year, said Agreement to begin on July 1, 2016.

WHEREAS, Muscatine and L&M are public school districts organized and existing under laws
of the State of Iowa; and

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

WHEREAS, Muscatine and L&M believe that an Agreement pursuant to Iowa Code section
280.15 should be entered into with regard to the sharing of a Teacher and Muscatine Agricultural
Learning Center which Agreement will be to their mutual advantage.

I. NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Muscatine and L&M enter into this Agreement with the intent that this Agreement will:
   a. Save both Muscatine and L&M money,
   b. Provide Muscatine and L&M with more instructional opportunities,
   c. Make available better equipment and facilities to the students of L&M in an
      attempt to better enhance the educational environment for their students, and
   d. Offer students of L&M opportunities to participate in instruction and/or use of
      equipment/facilities in the Muscatine District that the students might not
      otherwise have access to.

2. Muscatine and L&M each agree to indemnify and hold harmless the other from and
   against all liability, damages, loss, costs, and reasonable attorney fees which arise out of
   any claims, suits, actions or other proceedings asserted against the party indemnified
   based upon any acts or omissions of the indemnifying party.

3. In the event a dispute arises out of this Agreement, the parties agree to a fair and
   equitable method of resolution that provides due process, and the parties agree that they
will use the services of the Director of the local Area Education Agency to assist in resolving any disputes. The AEA Director shall have the power to make a decision that is final.

4. This Agreement shall become effective by approval of Muscatine’s Board of Education and L&M’s Board of Education and shall continue in effect for a period of one (1) year, through June 30, 2017.

5. This Agreement shall automatically terminate on June 30, 2017, or upon mutual Agreement by both parties.

6. This Agreement contains the entire understanding between Muscatine and L&M and cannot be change or terminated orally but only by an Agreement in writing signed by Muscatine and L&M.

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

8. The laws of the State of Iowa govern this Agreement.

II. STAFF POSITION

9. An Ag Teacher will provide services during the 2016-2017 school year and will be shared as otherwise provided in this Agreement. Muscatine shall issue the Teacher an employment contract, and shall be deemed the employer for purposes of rights and obligations under Iowa law, and for purposes of compliance with federal and state laws relating to employment and employment benefits, subject to contributions by L&M pursuant to this Agreement. The employment arrangement shall be governed by the policies, rules, regulations and job descriptions of Muscatine.

10. The details of Teacher’s assignment between Muscatine and L&M will be determined jointly by Muscatine and L&M Districts. Teacher’s duties and responsibilities in each school district will be determined and assigned by the superintendents of each district. The responsibility for the evaluation of Teacher’s performance shall remain with Muscatine, pursuant to its established procedures. Muscatine’s personnel policies and practices shall apply to and govern Teacher’s conduct and performance; however, L&M shall be allowed to provide input.

11. Muscatine’s annual cost to employ Teacher (including salary, fringe benefits, applicable travel expenses, and any other typical costs) shall be calculated at the end of each semester. Muscatine shall be responsible for fifty percent (50%) of the cost to employ Teacher and fifty percent (50%) of the total shall be billed to L&M. In addition, any other contractual expenses or salary required due to the conditions of this Agreement shall be
itemized and billed to L&M at the end of each semester. L&M shall pay Muscatine amounts billed within thirty (30) days of the receipt of an invoice from Muscatine.

12. Muscatine shall have the services of Teacher approximately one-half (1/2) of Teacher’s time, including travel, and L&M shall have the services of Teacher approximately one-half (1/2) of Teacher’s time, including travel. The exact schedule for services at Muscatine and L&M will be determined by the teacher contract and schools’ administrators.

III. MUSCATINE AGRICULTURAL LEARNING CENTER

13. Ag students attending L&M in grades 11 & 12 may be served by Muscatine in the Muscatine Agricultural Learning Center for up to three (3) class periods per day during the 2016-2017 school year, if space allows.

14. Students from either District may attend the other District for an Agricultural class, space permitting, at the rate of $250.00 per class, to be paid in the above manner.

15. This Agreement shall be considered a sharing Agreement for the purpose of allowing L&M students to use and/or take classes at the Muscatine Agricultural Learning Center and shall not be interpreted to require the payment of tuition as contemplated by section 282.24 of the Code of Iowa.

16. L&M shall be responsible for establishing the curriculum and extracurricular activities that will be offered at the L&M-Muscatine High School. Muscatine shall be responsible for establishing the curriculum for L&M students using the Muscatine Agricultural Learning Center. The Muscatine established curriculum being applied to L&M students shall be the same or very similar to that offered students of Muscatine.

17. At no time is L&M responsible for transporting Muscatine students or Muscatine responsible for transporting L&M students unless a written exception is mutually agreed upon.

18. L&M students shall be solely under the jurisdiction of and the sole responsibility of Muscatine when using the Muscatine Agricultural Learning Center.

However, L&M students shall be subject to the same academic, disciplinary and other additional requirements that apply to Muscatine resident students.

19. Day-to-day management and oversight of the Muscatine Agriculture Learning Center shall be provided by Muscatine in accordance with Muscatine policies, rules, and regulations, as well as Iowa and Federal law.

IN WITNESS WHEREOF, the parties hereto have set their hands on the _____ day of ________, 2016.
This joint agreement approved by the L&M-Muscatine CSD through its Board of Education this 16th day of May, 2016, by resolution regularly presented and passed.

LOUISA-MUSCATINE COMMUNITY SCHOOL DISTRICT

[Signature]
President, Board of Directors
Louisa- Muscatine Community School District

Date

ATTEST:

[Signature]
Secretary, Board of Education

Date

This joint agreement approved by the Muscatine CSD through its Board of Education this ________ day of ________________, 2016, by resolution regularly presented and passed.

MUSCATINE COMMUNITY SCHOOL DISTRICT

[Signature]
President, Board of Directors
Muscatine Community School District

Date

ATTEST:

[Signature]
Secretary, Board of Education

Date
28E AGREEMENT BETWEEN LOUISA-MUSCATINE COMMUNITY SCHOOL DISTRICT AND MUSCATINE COMMUNITY SCHOOL DISTRICT FOR SHARED INDUSTRIAL TECHNOLOGY TEACHER

THIS AGREEMENT made and entered into the 16th day of May, 2016 by and between the Louisa-Muscatine Community School District (hereinafter, "L&M CSD") by its Board of Directors and Muscatine Community School District (hereinafter, "Muscatine CSD") by its Board of Directors.

WHEREAS, pursuant to the provisions of Chapter 28E and Section 280.15(1) of the Iowa Code, the parties wish to jointly employ and share the services of an Industrial Technology Teacher for the 2016-2017 school year. The schools are referred to as "Districts".

IT IS HEREBY AGREED by and between the parties hereto, as follows:

1. Terms:

This Agreement shall become effective July 1, 2016, and shall be effective for a period of one (1) year. More specifically, the Agreement shall end on June 30, 2017. This Agreement may be renewed for an additional one (1) year period. In order to renew this Agreement, the Boards for each District must independently act and approve the renewal, through resolution regularly presented and passed, by March 1, 2017. This Agreement shall not be renewed unless both Districts agree to do so.

2. Administration of the Agreement:

   a. In the interest of economy and administrative efficiency, L&M CSD shall hold and administer the Industrial Technology Teacher's employment contract and shall pay the full contract amount to the Industrial Technology Teacher and receive reimbursement from Muscatine CSD for fifty (50) percent of the contracted salary and benefits.

   b. L&M CSD shall be deemed the "Employer" of Industrial Technology Teacher for all Federal and State requirements. L&M CSD's contract agreement and Board Policies shall govern the employment relationship. When Industrial Technology Teacher is at Muscatine CSD, he/she shall be guided by the rules and regulations of the Muscatine CSD. If the Board Policies of the two districts are inconsistent with each other, those of L&M CSD shall apply.

3. Job Responsibilities:

   a. The Industrial Technology Teacher agrees to diligently and in good faith devote his/her expertise, time, skill, and ability to the Districts in carrying out the responsibilities under this Agreement.
b. The Industrial Technology Teacher shall spend fifty (50) percent of his/her time working for Muscatine CSD and fifty (50) percent of his/her time working for L&M CSD.

c. The actual weekly schedule for Industrial Technology Teacher is to be jointly determined by the Superintendents of the Districts, but is anticipated that on a daily basis that the Industrial Technology Teacher will have 4 periods of instruction for L&M CSD and 3 periods of instruction for Muscatine CSD.

4. Employer Liability:

Employer liability shall fall on the District for whom Industrial Technology Teacher is performing work for at any given time. While working for Muscatine CSD, employer liability shall be the responsibility of the Muscatine CSD. While working for L&M CSD, employer liability shall be the responsibility of L&M CSD. While Industrial Technology Teacher is traveling between districts, employer liability shall be shared between the districts.

5. Certification

During the term of this Agreement, the Industrial Technology Teacher shall maintain a valid and appropriate certification pursuant to the laws of the State of Iowa to act as an Industrial Technology Teacher.

6. Salary and Payment:

a. As set forth in paragraph two (2), Industrial Technology Teacher shall be considered a full-time employee of L&M CSD. L&M CSD shall provide the contract setting forth the full-time salary, benefits, and leaves on a yearly basis.

b. Muscatine CSD will pay 50% of the cost of salary and employee benefits for each school year covered by this Agreement to L&M CSD. L&M CSD shall send an invoice to Muscatine CSD on a quarterly basis. Muscatine CSD shall remit payment within thirty (30) days of the date of invoice.

c. Costs of general supplies, material, etc. necessary for the functioning of each district's separate programs shall be paid by each district separately.

d. Additional costs associated with professional development, shared work materials, or workshops related to the position, will be shared by the districts in proportion to the percentage of time worked for each district, as established in this agreement.

e. There shall be no reimbursement for normal travel between districts in the carrying out of duties under this Agreement, unless otherwise deemed appropriate by the L&M CSD.
7. Performance Review:

   a. Performance of the Industrial Technology Teacher is to be reviewed by the L&M CSD by February 15 of each year this agreement is in effect. Muscatine CSD shall be allowed to provide input for the performance review.

8. Termination of Employment:

    Only the L&M CSD has the power to terminate the employment contract of Industrial Technology Teacher, however, L&M CSD shall take into consideration the input of the Muscatine CSD.

9. Termination of Agreement:

   a. This Agreement may be terminated prior to its expiration:
      i. Upon mutual agreement of the districts; or
      ii. Upon the resignation or termination of Industrial Technology Teacher's employment.

10. Dispute Resolution:

    In the event a dispute arises out of this Agreement, the parties agree to a fair and equitable method of resolution that provides due process, and the parties agree that they will use the services of the Director of the local Area Education Agency to assist in resolving any disputes. The AEA Director shall have the power to make a decision that is final.

11. Notices:

    All notices to be given under this agreement shall be in writing and shall be deemed given when either personally delivered or mailed by first class mail to the party to whom notice is being given.
This joint agreement approved by the L&M CSD through its Board of Education this 16th day of May, 2016, by resolution regularly presented and passed.

LOUISA-MUSCATINE COMMUNITY SCHOOL DISTRICT

[Signature]
President, Board of Directors
Louisa-Muscatine Community School District

ATTEST:

[Signature]
Secretary, Board of Education

This joint agreement approved by the Muscatine CSD through its Board of Education this 5/16/16 day of 5/16/16, 2016, by resolution regularly presented and passed.

MUSCATINE COMMUNITY SCHOOL DISTRICT

[Signature]
President, Board of Directors
Muscatine Community School District

ATTEST:

[Signature]
Secretary, Board of Education
28E AGREEMENT BETWEEN LOUISA-MUSCATINE COMMUNITY SCHOOL DISTRICT AND MUSCATINE COMMUNITY SCHOOL DISTRICT FOR SHARED SCHOOL COUNSELOR

THIS AGREEMENT made and entered into the 1st day of May, 2016 by and between the Louisa-Muscatine Community School District (hereinafter, "L&M CSD") by its Board of Directors and Muscatine Community School District (hereinafter, "Muscatine CSD") by its Board of Directors.

WHEREAS, pursuant to the provisions of Chapter 28E and Section 280.15(1) of the Iowa Code, the parties wish to jointly employ and share the services of a School Counselor for the 2016-2017 school year. The schools are referred to as “Districts”.

IT IS HEREBY AGREED by and between the parties hereto, as follows:

1. Terms:

This Agreement shall become effective July 1, 2016, and shall be effective for a period of one (1) year. More specifically, the Agreement shall end on June 30, 2017. This Agreement may be renewed for an additional one (1) year period. In order to renew this Agreement, the Boards for each District must independently act and approve the renewal, through resolution regularly presented and passed, by March 1, 2017. This Agreement shall not be renewed unless both Districts agree to do so.

2. Administration of the Agreement:

   a. In the interest of economy and administrative efficiency, L&M CSD shall hold and administer the School Counselor’s employment contract and shall pay the full contract amount to the School Counselor and receive reimbursement from Muscatine CSD for twenty (20) percent of the contracted salary and benefits.

   b. L&M CSD shall be deemed the “Employer” of the School Counselor for all Federal and State requirements. L&M CSD’s contract agreement and Board Policies shall govern the employment relationship. When School Counselor is at Muscatine CSD, he/she shall be guided by the rules and regulations of the Muscatine CSD. If the Board Policies of the two districts are inconsistent with each other, those of L&M CSD shall apply.

3. Job Responsibilities:

   a. The School Counselor agrees to diligently and in good faith devote his/her expertise, time, skill, and ability to the Districts in carrying out the responsibilities under this Agreement.

   b. The School Counselor shall spend twenty (20) percent of his/her time working for Muscatine CSD and eighty (80) percent of his/her time working for L&M CSD.
c. The actual weekly schedule for School Counselor is to be jointly determined by the Superintendents of the Districts, but is anticipated that in any given week the School Counselor will work 1 day at Muscatine CSD and 4 days at L&M CSD.

4. Employer Liability:

Employer liability shall fall on the District for whom School Counselor is performing work for at any given time. While working for Muscatine CSD, employer liability shall be the responsibility of the Muscatine CSD. While working for L&M CSD, employer liability shall be the responsibility of L&M CSD. While School Counselor is traveling between districts, employer liability shall be shared between the districts.

5. Certification

During the term of this Agreement, the School Counselor shall maintain a valid and appropriate certification pursuant to the laws of the State of Iowa to act as a School Counselor.

6. Salary and Payment:

a. As set forth in paragraph two (2), School Counselor shall be considered a full-time employee of L&M CSD. L&M CSD shall provide the contract setting forth the full-time salary, benefits, and leaves on a yearly basis.

b. Muscatine CSD will pay 20% of the cost of salary and employee benefits for each school year covered by this Agreement to L&M CSD. L&M CSD shall send an invoice to Muscatine CSD on a quarterly basis. Muscatine CSD shall remit payment within thirty (30) days of the date of invoice.

c. Costs of general supplies, material, etc. necessary for the functioning of each district’s separate programs shall be paid by each district separately.

d. Additional costs associated with professional development, shared work materials, or workshops related to the position, will be shared by the districts in proportion to the percentage of time worked for each district, as established in this agreement.

e. There shall be no reimbursement for normal travel between districts in the carrying out of duties under this Agreement, unless otherwise deemed appropriate by the L&M CSD.

7. Performance Review:

a. Performance of the School Counselor is to be reviewed by the L&M CSD by February 15 of each year this agreement is in effect. Muscatine CSD shall be allowed to provide input for the performance review.
8. Termination of Employment:

Only the L&M CSD has the power to terminate the employment contract of the School Counselor, however, L&M CSD shall take into consideration the input of the Muscatine CSD.

9. Termination of Agreement:

a. This Agreement may be terminated prior to its expiration:
   i. Upon mutual agreement of the districts; or
   ii. Upon the resignation or termination of School Counselor’s employment.

10. Dispute Resolution:

In the event a dispute arises out of this Agreement, the parties agree to a fair and equitable method of resolution that provides due process, and the parties agree that they will use the services of the Director of the local Area Education Agency to assist in resolving any disputes. The AEA Director shall have the power to make a decision that is final.

11. Notices:

All notices to be given under this agreement shall be in writing and shall be deemed given when either personally delivered or mailed by first class mail to the party to whom notice is being given.
This joint agreement approved by the L&M CSD through its Board of Education this 16th day of May, 2016, by resolution regularly presented and passed.

LOUISA-MUSCATINE COMMUNITY SCHOOL DISTRICT

[Signature]
President, Board of Directors
Louisa-Muscatine Community School District

ATTEST:

[Signature]
Secretary, Board of Education

MUSCATINE COMMUNITY SCHOOL DISTRICT

President, Board of Directors
Muscatine Community School District

ATTEST:

Secretary, Board of Education
28E AGREEMENT BETWEEN LOUISA-MUSCATINE COMMUNITY SCHOOL DISTRICT AND MUSCATINE COMMUNITY SCHOOL DISTRICT FOR SHARED FAMILY CONSUMER SCIENCE TEACHER

THIS AGREEMENT made and entered into the 16th day of May, 2015 by and between the Louisa-Muscatine Community School District (hereinafter, “L&M CSD”) by its Board of Directors and Muscatine Community School District (hereinafter, “Muscatine CSD”) by its Board of Directors.

WHEREAS, pursuant to the provisions of Chapter 28E and Section 280.15(1) of the Iowa Code, the parties wish to jointly employ and share the services of a Family Consumer Science Teacher for the 2016-2017 school year. The schools are referred to as “Districts”.

IT IS HEREBY AGREED by and between the parties hereto, as follows:

1. Terms:

This Agreement shall become effective July 1, 2016, and shall be effective for a period of one (1) year. More specifically, the Agreement shall end on June 30, 2017. This Agreement may be renewed for an additional one (1) year period. In order to renew this Agreement, the Boards for each District must independently act and approve the renewal, through resolution regularly presented and passed, by March 1, 2017. This Agreement shall not be renewed unless both Districts agree to do so.

2. Administration of the Agreement:

a. In the interest of economy and administrative efficiency, L&M CSD shall hold and administer the Family Consumer Science Teacher’s employment contract and shall pay the full contract amount to the Family Consumer Science Teacher and receive reimbursement from Muscatine CSD for fifty (50) percent of the contracted salary and benefits.

b. L&M CSD shall be deemed the “Employer” of Family Consumer Science Teacher for all Federal and State requirements. L&M CSD’s contract agreement and Board Policies shall govern the employment relationship. When Family Consumer Science Teacher is at Muscatine CSD, he/she shall be guided by the rules and regulations of the Muscatine CSD. If the Board Policies of the two districts are inconsistent with each other, those of L&M CSD shall apply.

3. Job Responsibilities:

a. The Family Consumer Science Teacher agrees to diligently and in good faith devote his/her expertise, time, skill, and ability to the Districts in carrying out the responsibilities under this Agreement.
b. The Family Consumer Science Teacher shall spend fifty (50) percent of his/her time working for Muscatine CSD and fifty (50) percent of his/her time working for L&M CSD.

c. The actual weekly schedule for Family Consumer Science Teacher is to be jointly determined by the Superintendents of the Districts, but is anticipated that on a daily basis that the Family Consumer Science Teacher will have 4 periods of instruction for L&M CSD and 3 periods of instruction for Muscatine CSD.

4. Employer Liability:

Employer liability shall fall on the District for whom Family Consumer Science Teacher is performing work for at any given time. While working for Muscatine CSD, employer liability shall be the responsibility of the Muscatine CSD. While working for L&M CSD, employer liability shall be the responsibility of L&M CSD. While Family Consumer Science Teacher is traveling between districts, employer liability shall be shared between the districts.

5. Certification

During the term of this Agreement, the Family Consumer Science Teacher shall maintain a valid and appropriate certification pursuant to the laws of the State of Iowa to act as a Family Consumer Science Teacher.

6. Salary and Payment:

a. As set forth in paragraph two (2) herein, Family Consumer Science Teacher shall be considered a full-time employee of L&M CSD. L&M CSD shall provide the contract setting forth the full-time salary, benefits, and leaves on a yearly basis.

b. Muscatine CSD will pay 50% of the cost of salary and employee benefits for each school year covered by this Agreement to L&M CSD. L&M CSD shall send an invoice to Muscatine CSD on a quarterly basis. Muscatine CSD shall remit payment within thirty (30) days of the date of invoice.

c. Costs of general supplies, material, etc. necessary for the functioning of each district’s separate programs shall be paid by each district separately.

d. Additional costs associated with professional development, shared work materials, or workshops related to the position, will be shared by the districts in proportion to the percentage of time worked for each district, as established in this agreement.

e. There shall be no reimbursement for normal travel between districts in the carrying out of duties under this Agreement, unless otherwise deemed appropriate by the L&M CSD.
7. Performance Review:

Performance of the Family Consumer Science Teacher is to be reviewed by the L&M CSD by February 15 of each year this agreement is in effect. Muscatine CSD shall be allowed to provide input for the performance review.

8. Termination of Employment:

Only the L&M CSD has the power to terminate the employment contract of Family Consumer Science Teacher, however, L&M CSD shall take into consideration the input of the Muscatine CSD.

9. Termination of Agreement:

a. This Agreement may be terminated prior to its expiration:
   i. Upon mutual agreement of the districts; or
   ii. Upon the resignation or termination of Family Consumer Science Teacher’s employment.

10. Dispute Resolution:

In the event a dispute arises out of this Agreement, the parties agree to a fair and equitable method of resolution that provides due process, and the parties agree that they will use the services of the Director of the local Area Education Agency to assist in resolving any disputes. The AEA Director shall have the power to make a decision that is final.

11. Notices:

All notices to be given under this agreement shall be in writing and shall be deemed given when either personally delivered or mailed by first class mail to the party to whom notice is being given.
This joint agreement approved by the L&M CSD through its Board of Education this 16th day of May, 2016, by resolution regularly presented and passed.

LOUISA-MUSCATINE COMMUNITY SCHOOL DISTRICT

[Signature]
President, Board of Directors
Loiusa-Muscatine Community School District

ATTEST:
[Signature]
Secretary, Board of Education

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This joint agreement approved by the Muscatine CSD through its Board of Education this ___ day of ____________, 2016, by resolution regularly presented and passed.

MUSCATINE COMMUNITY SCHOOL DISTRICT

[Signature]
President, Board of Directors
Muscatine Community School District

ATTEST:
[Signature]
Secretary, Board of Education
MEMORANDUM

TO: Muscatine Community School District
FROM: Chad Bishop, MCC Video Department
DATE: May, 2016

Enclosed please find the contractual agreement for the purpose of providing video production and cablecast services. This agreement replaces the existing 28E Agreement and will be effective July 1st, 2016 for three years and ending June 30th, 2019.

There are a couple of minor changes and fee/service updates, please look over at your earliest convenience, to allow time for the approval process.

After the document has been approved and signed please return to:

Muscatine Community College
Attn: Julie Lloyd, Admin. Assistant
152 Colorado Street
Muscatine, IA 52761

We appreciate your utilization of our services and look forward to continuing this partnership.

Please contact me with any questions and/or concerns. I may be reached at 288-6070 or cbishop@eicc.edu.
AN AGREEMENT BETWEEN
EASTERN IOWA COMMUNITY COLLEGE DISTRICT/
MUSCATINE COMMUNITY COLLEGE
AND
THE MUSCATINE COMMUNITY SCHOOL DISTRICT

In accordance with Chapter 28E of the Code of Iowa and for the purpose of providing video production and cablecast services, Muscatine Community College/Eastern Iowa Community College District, for the Muscatine Community School District, subject to the approval of their respective governing boards, have entered into the following agreement:

1. **ADMINISTRATION:** This agreement will be administered by Muscatine Community College part of Eastern Iowa Community College District.

2. **FINANCING:** An agreed upon base fee shall be paid on or about July 1st of each fiscal year, with all other services paid on an as contracted and completed basis. The College will furnish quarterly reports to all parties accounting for production and cablecast services used during the previous quarter.

3. **FACILITY:** This agreement is intended to be a consortium arrangement with the college responsible for studio, equipment maintenance and provision of access to equipment for responsible parties as needed.

4. **MATERIALS:** Materials as required for cablecast and archives shall be ordered by the College and charged to the contract. A quarterly "Materials Used" report will be furnished to all parties upon request.

5. **EQUIPMENT:** Muscatine Community College will maintain a current inventory list and is responsible for the daily and long-term maintenance of all equipment covered under this agreement. It is further agreed that additional capital equipment purchases may be necessary to ensure production and cablecast quality. No equipment shall be purchased without the agreement of both parties.

6. **TRANSPORTATION:** Cost of mileage incurred in the facilitation of this contract is included in the base contract cost as provided in paragraph 2.

7. **COMMUNICATION:** Each of the parties shall identify an individual to represent the respective parties on a day-to-day basis with quarterly updates furnished by the college to the School District.

8. **STARTING DATE:** This agreement replaces the existing 28E Agreement and will be effective July 1st, 2016 for three years and ending June 30th, 2019.

9. **EVALUATION:** This agreement is subject to evaluation on an annual basis by all parties. Termination of the agreement may occur based on the outcome of an evaluation but all parties must be notified prior to July 1st of any year within the agreement.

10. **OTHER:** The fee structure, reporting criteria, and evaluation are attached and considered to be a part of this agreement. (see attachment “A” pages 1 & 2)

________________________________________  __________________________
Eastern Iowa Community College District        Date

________________________________________  __________________________
Muscatine Community School District           Date

<<167>>
1. The School District will continue to have resources of near similar dollar value to purchase services from the College as in the previous years of the agreement.

5. The School District will operate programming of School Board Meeting Rebroadcasts on Government Access Channel 2. Muscatine Community School District and Muscatine Community College Announcements and information will be created and displayed on Educational Access Channel 3. These announcements will include school menus, school athletic schedules, educational opportunities, various school functions and other scholastic announcements of community relevance. Authority to post items will be limited to trusted employees.

Requests for Services

1. The College will operate two channels for the Community School District:

   **Educational Access Channel 3**
   This channel will feature video displays with information from the Muscatine School District and Muscatine Community College. These announcements will include school menus, athletic schedules, educational opportunities, various school functions and other scholastic announcements of community relevance. School District and Community College Faculty and Staff are encouraged submit information to be posted on this channel.

   **Government Access Channel 2**
   The School Board Meetings will be broadcast on this channel.

2. The College will provide a qualified technical crew person for the production of any live meetings:
   a) Provide a qualified camera/equipment operator at each televised school district meeting.
   b) Supervise the cablecast quality of meetings originating at City Hall.
   b) The School District anticipates that it will need 48 hours for board meetings each year.

3. The School District wants the College to provide technical expertise in the development of special event and program production:
   a) Provide a qualified individual and a mutually agreed upon rate for the development and subsequent production of video programming as requested by authorized School District Staff.

4. The College will be paid a base fee for the production of school board meetings and management of the access channel. This fee will be paid on or about July 1st of each year of the agreement. Each subsequent year of the contract, the base fee will be increased 3%.

5. **Estimated annual budget:**

**BASE FEE**
Educational Access Channel General Operation
- School Board Meetings w/ Crew Person (48Hours)
- Production and Management of Video Displays (72Hours)
- Technical Duties (12Hours)
- Re-Broadcasting-Playback, Scheduling, Management (12Hours)

<table>
<thead>
<tr>
<th>BASE YEARLY EXPENSE</th>
<th>Fiscal 16/17</th>
<th>$9,910.00</th>
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<tbody>
<tr>
<td>Fiscal 17/18</td>
<td>$10,207.00</td>
<td></td>
</tr>
<tr>
<td>Fiscal 18/19</td>
<td>$10,513.00</td>
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</tbody>
</table>
The MCC Video Department will charge the following rates for Video/TV services performed for the Muscatine School District that are above and beyond the Base Fee Duties. These services may include, but are not limited to, MHS Graduation Ceremony, School Board Candidate Forums, Fine Arts Presentations (Elementary Holiday Concerts, MHS Musical events, etc.), MHS Homecoming, Local Access TV Programs, and Special Events. All services will be authorized by School District Personnel prior to performance, excluding the following contractually agreed upon productions:
- MHS Graduation
- School Board Candidate Forum
- All-City Band Concert
- MHS Homecoming Parade
- Elementary Holiday Concerts (Pending personnel availability/each school must request independently)

It is estimated that the Schools will use approximately 30 hours of Video/TV services.

- $75/hr for single operator field productions
- $75/hr for post-production editing
- $130/hr for switched two operator field productions
- $15 – DVD duplication charge

**ESTIMATED YEARLY EXPENSE**

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<th>Contingency/Equipment Fund</th>
<th>Estimated Yearly Expense</th>
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<tbody>
<tr>
<td>Per Agreed Upon Needs</td>
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**Materials and Supplies**

<table>
<thead>
<tr>
<th>Estimated Yearly Expense</th>
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<td>$50.00</td>
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RESOLUTION
MUSCATINE COMMUNITY SCHOOL DISTRICT

PHYSICAL PLANT AND EQUIPMENT LEVY

WHEREAS, the Board of Directors of the Muscatine Community School District adopted resolutions in 1988 and 1998 and 2009 to impose a Physical Plant and Equipment Levy; and

WHEREAS, the issue of the levy was submitted to the electorate in 1988 and 1998 and 2009 and approved by the electorate at a regular school election; and

WHEREAS, the Board of Directors believe that the adoption of a new physical plant and equipment levy is necessary to maintain the high quality of education in the District.

NOW THEREFORE, BE IT RESOLVED, by the Muscatine Community School District in the County of Muscatine, State of Iowa, that there be submitted to the voters at the special school election to be held on September 13, 2016, the following proposition to-wit:

Shall the Board of Directors of the Muscatine Community School District in the County of Muscatine, State of Iowa, be authorized for a period of ten years, to levy annually, as determined by the Board, a voter-approved physical plant and equipment property tax not to exceed $1.34 per one thousand dollars of assessed valuation of the taxable property within the school district, commencing with the fiscal year July 1, 2020. The physical plant and equipment levy shall be used for (1) purchase and improvement of grounds, (2) construction of school houses or buildings including roads to serve them, (3) purchase, lease or lease purchase of equipment or technology, (4) payment of debts contracted for the erection or construction of schoolhouses or buildings, (5) procuring or acquisition of library facilities (6) repairing, remodeling, reconstructing, improving or expanding schoolhouses or buildings, (7) energy conservation, (8) rental of facilities, (9) purchase of transportation equipment, (10) purchase of buildings or lease purchase option agreements for buildings, (11) recreational equipment purchases and (12) payments to municipalities under Section 403.19, Iowa Code, all as amplified in Section 298.3, Iowa Code, all as amplified in Section 298.3, Iowa Code.

BE IT FURTHER RESOLVED, that the Secretary of the Board is hereby authorized and directed to prepare ballots, publish notice of said election and any and all other things necessary and proper for the orderly conduct of said election.
BE IT FURTHER RESOLVED, the ballot for the physical plant and equipment levy authorized by this resolution shall be substantially in the form of the sample ballot attached to this resolution.

PASSED, APPROVED AND ADOPTED this 13th day of June 2016.

MUSCATINE COMMUNITY SCHOOL DISTRICT
IN THE COUNTY OF MUSCATINE, STATE OF IOWA

By: ____________________________
Tammi Drawbaugh, President

ATTEST:

By: ____________________________
Lisa Bunn, Secretary
Shall the Board of Directors of the Muscatine Community School District in the County of Muscatine, State of Iowa, be authorized for a period of ten years, to levy annually, as determined by the board, a voter-approved physical plant and equipment property tax not to exceed $1.34 per one thousand dollars of the assessed valuation of the taxable property within the Muscatine Community School District, commencing with the levy for collection in the fiscal year beginning July 1, 2020, to be used for (1) purchase and improvement of grounds, (2) construction of school houses or buildings including roads to serve them, (3) purchase, lease or lease purchase of equipment or technology, (4) payment of debts contracted for the erection or construction of schoolhouses or buildings, (5) procuring or acquisition of library facilities (6) repairing, remodeling, reconstructing improving or expanding schoolhouses or buildings, (7) energy conservation, (8) rental of facilities, (9) purchase of transportation equipment, (10) purchase of buildings or lease purchase option agreements for buildings, (11) recreational equipment purchases and (12) payments to municipalities under Section 403.19, Iowa Code, all as amplified in Section 298.3, Iowa code.
FOR SALE

Washington School – 610 Maiden Lane – Muscatine, Iowa

The Muscatine Community School District is offering for sale the real estate known as Washington School located at 610 Maiden Lane in Muscatine, Iowa (“Real Estate”). The Real Estate consists of 3.84 acres and, according to Muscatine Area Geographic Information Consortium, is in a R-3 Zoning District. The site includes one building, constructed in 1971, with a total of approximately 48,596 square feet. All buildings and structures on the Real Estate and contents inside the buildings and structures will be included in the sale. Exceptions include food service appliances, electronic audio-visual equipment, electronic security and maintenance equipment, and playground equipment. The Real Estate will be sold “as is.”

A qualified interested buyer may view the Real Estate and obtain further information concerning the Real Estate by contacting Jeff Miller, MCSD Maintenance Supervisor at 2900 Mulberry Avenue, Muscatine, Iowa, phone: 563-263-4740. Any potential buyer who submits an offer should also include a brief description of the buyer's intended use of the Real Estate.
DISCUSSION AND INFORMATION
Board Goal:

Student Achievement
401.8 GENERAL PERSONNEL PHYSICAL EXAMINATIONS

Good health is important to job performance. Employees shall provide a written physical examination report from qualified medical personnel prior to employment and thereafter as stated in each individual contract.

Any employee whose physical or mental health, in the judgment of the administration, is causing a negative impact on his/her job performance, shall submit to additional examinations at the expense of the school district when requested to do so.

School bus drivers shall present evidence of good health every other year, unless required by law or medical opinion, in the form of a physical examination report. Drivers who are insulin dependent diabetic must, at a minimum, have annual physicals.

Iowa Code §§ 20.9; 279.8, 321.376.
281 I.A.C. 43.15 -.20.
306.1 DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS (NEW)

Administrative regulations may be necessary to implement board policy. It is the responsibility of the superintendent to develop administrative regulations.

In developing the administrative regulations, the superintendent should consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community will be informed in a manner determined by the superintendent.

The board will be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

It is the responsibility of the superintendent to enforce administrative regulations.

LEG REF: Iowa Code § 279.8.
306.2 MONITORING OF ADMINISTRATIVE REGULATIONS (NEW)

The administrative regulations will be monitored and revised when necessary. It is the responsibility of the superintendent to monitor and revise the administrative regulations.

The superintendent may rely on the board, administrators, employees, students, and other members of the school district community to inform the superintendent about the effect of and possible changes in the administrative regulations.

LEG REF: Iowa Code §§ 279.8; 279.20.
401.5 APPOINTMENT OF PERSONNEL

The superintendent shall retain the exclusive right to appoint personnel whenever the Board has either been notified of such a vacancy or a planned departure of an incumbent. Generally the scope of the contract needs to be in keeping with the responsibility of the position, comparability with prevailing wages in similar sized school districts, the mission statement of the district and the Board’s responsibility to the taxpayers, parents, students, teachers and other employees of the district.

The contract shall be for one year for certified staff.

The requirements stated in the Master Contract between employees in the collective bargaining units and the board regarding the appointment and assignment of such employees will be followed.

LEG REF: Iowa Code §§ 20.9; 279.8.
401.6 EVALUATION

Evaluation of personnel on their skills, abilities, and competence shall be an ongoing process. The goal of the formal evaluation of personnel shall be to improve the educational program, to maintain personnel who meet or exceed the Board’s standards of performance, to clarify each employee's role, to ascertain areas in need of improvement, to clarify the immediate priorities of the Board, and to develop a working relationship between the administrators and other school district personnel.

The formal evaluation criteria shall be in writing and approved by the Board. The formal evaluation shall provide an opportunity for the evaluator and the employee to discuss the past year’s performance and the future areas of growth. The formal evaluation shall be placed in the employee's file after it is signed by the employee and evaluator.

This policy supports and does not preclude the ongoing informal evaluation of the employee’s skills, abilities, and competence.

It shall be the responsibility of the superintendent to ensure personnel are evaluated annually. New and probationary personnel shall be evaluated twice a year.

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

LEG REF:  
*Saydel Education Association v. PERB*, 333 N.W.2d 486 (Iowa 1983).  
Iowa Code §§ 20.9; 279.14; 279.19; 279.27; 294/281 I.A.C; 12.3(3); 83.[LJ2]
401.7 SUSPENSION

It is the responsibility of the superintendent to suspend, with or without pay, depending upon circumstances, and/or discharge district employees for proper cause. The Director of Human Resources will be responsible for the certificated and non-certificated staff. Appeals of the decision may be made to the Board of Education in accordance with master agreement provisions, statutory authority, or Board policy, whichever is applicable in a given instance.

In the event of a suspension, appropriate due process will be followed.

401.7(R1) SUSPENSION - ADMINISTRATIVE REGULATIONS

1. The superintendent of schools is responsible for suspending all certificated employees.
2. The Director of Human Resources is responsible for suspending all certificated and non-certificated staff. This includes custodians, maintenance, mechanics, bus drivers, clerical (all classifications) and food service workers (all classifications).
3. The building principal or immediate supervisor recommends suspension/termination when necessary.
4. After receiving a recommendation for suspension either for disciplinary reasons or pending investigation for possible termination, the Superintendent or Director of Human Resources in the case of non-certificated staff, investigates the reasons for the recommendation.
5. **Certificated Staff:** If a suspension is given other than in conjunction with a 279.27 dismissal proceeding, the teacher may elect to submit the suspension decision to either the negotiated grievance procedure or to statutory review under 279.13 and 279.24 of the Code of Iowa if that section is applicable.
   **Non-certificated Staff:** The employee’s appeal is to the negotiated grievance procedure if the union has negotiated such a right.
6. All terminations are to be in accordance with applicable state laws.

**SUSPENSION - DEFINITIONS**

1. Suspension or disciplinary reasons is without pay/or
2. Suspension pending investigation for possible termination is with pay.
401.9 PAYROLL PERIODS

It shall be the policy of the Board of Directors that all certificated and administrative personnel of the school district be paid on the 20th day of each month. When the payday falls on or during holidays, vacations, or weekends, employees shall receive their paychecks on the last prior working day.

All non-certificated employees shall be paid on the 1st and 15th of each month. When the payday falls on a holiday or weekend, the employees shall be paid on the last working day preceding the holiday.

The requirements stated in the Master Contract between employees in a collective bargaining unit and the board regarding payroll periods of such employees will be followed.

401.10 PAYROLL DEDUCTIONS

Payroll deductions shall consist of federal income tax withholdings, Iowa income tax withholdings or Illinois income tax withholdings, social security and the Iowa Public Employees' Retirement System (IPERS).

Any employee may elect to have payments withheld for professional dues, United Way Fund, United States Savings Bonds, district-related and mutually agreed-upon group insurance coverage, approved credit unions, and/or tax sheltered annuity programs. Written requests for purchase or change of tax-sheltered annuities will be accepted up to ten (10) days prior to the appropriate October and April pay dates.

The requirements stated in the Master Contract between employees in a collective bargaining unit and the board regarding payroll deductions of such employees will be followed.

LEG REF: Iowa Code §§ 91A.2(4); 91A.3; 294.8 – 294a.9; 294.16.
401.11 LEAVES OF ABSENCE WITHOUT PAY - DELETE

An extended leave of absence without pay may be approved by the Board of Education upon written application by the employee. The Board expects that some reasonable benefit will occur to the district when considering requests for extended leave of absence. The Board also expects some reasonable assurance that the employee will return to the school district following the leave of absence.

A routine request for an extended leave of absence will be for up to one calendar year and will not be renewed or extended. All extended leave requests are subject to the provisions of the bargaining agreements in place with the district. The Board reserves the right to consider extenuating circumstances when contemplating requests for extended leaves of absence. An employee's length of service to the district and the likelihood of finding a suitable replacement may be factors that the Board considers when taking action on such a request.

The Board of Education [L12] has sole discretion in approving extended leave of absence requests.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding the unpaid leave of such employees will be followed.

LEG REF: Iowa Code §§ 20; 85; 85A; 85B; 279.12; 509; 509A; 509B.
402.3 ANTI-BULLYING/HARASSMENT

The Muscatine Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

(Policy language above is only the first paragraph...to see the entire policy to be deleted go to the district’s website and look at policy under the District Info tab > Board of Education > Policies and Regulations)
All school district buildings and grounds, including the football stadium, and school vehicles shall be off limits for use of tobacco or nicotine products. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non-school sponsored events. Persons failing to abide by this request shall be required to extinguish or dispose of their tobacco, nicotine, or other product or leave the school grounds immediately. It shall be the responsibility of the administration to enforce this policy.

LEGAL REF:  
Iowa Code §§ 142D; 279.8; 279.9; 297.

Cross Ref: 900.1 Tobacco Free Environment

Approved: 11/28/94  Reviewed: 10/11/10  Revised: 4/25/05
**403.4 COMMUNICABLE DISEASES - EMPLOYEES**

School district personnel with a communicable disease will be allowed to perform their customary employment duties as long as they are able to perform the tasks assigned to them and as long as their presence does not create a substantial risk of illness transmission to the students or other personnel. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person or animal to person or as defined by the State Department of Health.

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

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

Since there may be greater risk of transmission of a communicable disease for some persons with certain conditions than for other persons infected with the same disease, these special conditions, the risk of transmission of the disease, the effect upon the educational program, the effect upon the person and other factors deemed relevant by public health officials or the superintendent shall be considered in assessing school district personnel's continued presence and performance of their employment responsibilities. The superintendent may require medical evidence that school district personnel with a communicable disease are able to perform their assigned duties.

A school district employee shall notify the superintendent or the school nurse when the employee learns he/she has a communicable disease. It shall be the responsibility of the superintendent when he/she has knowledge that a communicable disease is present, to notify the State Department of Health. Rumor and hearsay shall be insufficient evidence for the superintendent to act. Health data of an employee is confidential and it shall not be disseminated.
Health data of an employee is confidential and it will not be disclosed to third parties. Employee medical records are kept in a file separate from their personal file.

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

403.4R Communicable Diseases [Administrative Regulations]

These administrative regulations are developed for implementing Board policy regarding communicable disease. The following guidelines are recommended to handle communicable disease, including AIDS, in the school district.

The list below is an outline to the materials included in these regulations:

- Specific guidelines and comments regarding AIDS
- Guidelines for preventing spread of infectious disease
- Guidelines for maintaining a safe, healthful school environment
- Procedures for cleaning up body fluid spills
- Special procedures for early childhood special classroom setting
- Selecting an appropriate disinfectant
- Special procedures for science classes
- Pandemic Influenza

Specific Guidelines and Comments Regarding AIDS

The following guidelines are recommended, in addition to the other administrative regulations and procedures for communicable disease, to handle AIDS in the school district. Current epidemiological data reveals that AIDS and its related viral infection are transmitted by close intimate sexual contact and/or by blood. This virus is not spread by casual contact that a student or school district employee is expected to have in the school environment, and to date there is no recorded transmission of AIDS or the viral infection to a family member of an AIDS patient unless there is direct sexual or blood contact. Casual transmission from one person to another by sitting near each other, living in the same household, or playing together has not been documented.

1. District employees will notify the superintendent or designee whenever they are aware of an employee suspected of having a chronic communicable disease.

2. Upon notification, the superintendent will contact the local health officer for advice regarding applicable regulations of the local Board of Health. If the superintendent has reasonable cause to believe that the employee is an infected individual, the superintendent will require the employee to provide appropriate medical reports to submit to a medical evaluation. Reasonable cause would exist, for example, if the spouse of a school employee has AIDS, or if a school employee recently has given birth to a child who has AIDS. The cost of a requested medical evaluation will be borne by the Board of Education.

Approved: 2/81 Reviewed: 03/10/14 Revised: _________
3. The sexual orientation of an employee will not constitute reasonable cause to believe that the employee is an infected individual. No employee will be required to provide information as to his or her sexual orientation.

4. In the event medical data reveals that the employee has been diagnosed as having a chronic communicable disease, the determination of whether or not that employee should be permitted to remain employed in a capacity that involves contact with students or other employees will be made on a case-by-case basis.

5. If the superintendent, or designee, in consultation with medical or health authorities, believes the case poses a health threat, the employee will be contacted and removed from the workplace.

6. At the meeting held to determine the employment status of the infected employee, the individuals present will base their determination on:
   a. physical condition of the employee.
   b. expected type of interaction with others in the school setting.
   c. risk and benefits to both the infected employee and others in that setting.

7. If a consensus on the employment status of the infected individual is not reached, the decision of the superintendent will prevail. The decision of the superintendent may be appealed to the Board of Education.

8. If the determination is made that the employee should be removed from the school setting, the employee will be placed on medical leave and will be entitled to use any available sick leave and apply for any available medical disability benefits.

9. Prior to termination or resignation, the employee may return to work if medical judgments substantiate that the employee no longer poses a significant health threat to students and/or other employees.

10. The identity of an infected individual or an individual believed to be an infected individual will not be publicly revealed except when that individual remains employed and precautions are advised or required for those in contact with that individual. In that instance, knowledge about the case will be confined to those who are advised or required to take such precautions.

11. An employee with a chronic communicable disease may be reassigned to a position that limits student/employee contact or may be placed on medical leave if medical judgments substantiate that such employee poses a health threat to students and/or other employees for a period of up to six months. The Board reserves the right to terminate an employee who is unable to return to work at the conclusion of the medical leave period.

12. A chronic communicable disease is defined as a persistent or recurring infection that may be transmitted to a susceptible person by an infected individual. This policy does not apply to acute infectious diseases of childhood such as measles, mumps and chicken pox. The National Centers for Disease Control will be the definitive authority on the identification and transmission of chronic communicable diseases.
13. The superintendent will be responsible for assuring that procedural safeguards are used when determining the employment status of employees with chronic communicable diseases.

Guidelines for Preventing Spread of Infectious Disease

Transmission of infectious diseases may occur more readily where close personal contact is involved in student care. Preschool and kindergarten settings, as well as special facilities for handicapped students, need special attention for the prevention of infectious diseases.

Preventing the spread of infection requires that personal and environmental cleanliness techniques be practices at all times in every school setting.

Prior to the enrollment or continued attendance in the regular or special classroom of an infected student, the school nurse shall develop specific procedures appropriate to the student’s age and the stage of development for the specific disease. The school nurse should carry out the following procedures:

1. Conduct a health and developmental assessment, including a review of the student or employee's medical records.
2. Attempt to identify students and school personnel who may be at risk, such as those who are chronically ill, pregnant or taking immunosuppressant medication, if the information is available.
3. Identify appropriate personal and environmental cleanliness techniques in accordance with student and staff needs.
4. If the regular education program cannot be modified and the student is identified as an individual with exceptional needs, write appropriate health objectives for the student’s Individualized Educational Program (IEP).
5. Orient and train all staff members, including custodians, substitute teachers, volunteers, and bus drivers. Orientation and training must be ongoing and must be scheduled to include new personnel.
6. Maintain ongoing communication with parents and seek a release of information in order to consult with the primary physician regarding the student's status.
7. Verify the school district’s efforts to prevent the spread of infection and to protect the health of employees and students by documenting the training and supervision of employees.

Guidelines for Maintaining a Safe, Healthful School Environment

These guidelines and procedures should be followed regardless of the presence or absence of a student or employee known to have an infectious disease.
All facilities should make provisions for personal and environmental cleanliness.

1. Allow sufficient time for hand washing after using the toilet and before eating meals and snacks.
2. Provide ready access to hand-washing facilities. These should include hot and cold running water and liquid soap in a workable dispenser.
3. Provide disposable paper towels. The use of cloth towels is discouraged; however if cloth towels are used, discard them with other contaminated linens after each use.
4. Maintain storage areas for linens, utensils, equipment, and disposable items. These areas must be separate from areas used for storage of soiled items.
5. Keep soiled disposable items in covered waste receptacles lined with disposable plastic bags. At the end of each day, the plastic bags are to be sealed and discarded. **DO NOT REUSE.**

Hand washing is the most important technique for preventing the spread of disease and should be done frequently. Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for at least 10 seconds. Rinse under running water. Use paper towels to thoroughly dry hands.

Wash hands:

1. Before drinking, eating or smoking.
2. Before handling clean utensils or equipment.
3. Before and after handling food.
4. Before and after assisting or training the student in toileting and feeding.
5. After going to the bathroom.
6. After contact with body secretions, such as blood (including menstrual flow), urine, feces, mucus, saliva, semen, tears drainage from wounds, etc.
7. After handling soiled diapers, menstrual pads, garments, or equipment.
8. After caring for any student, especially those with nose, mouth, eye, ear or any body secretions.
9. After removing disposable gloves.

All staff members should practice specific hygienic principles designed to protect themselves and others from infection.

1. Maintain optimum health through effective daily health practices such as adequate nutrition, rest, exercise, and appropriate medical supervision.
2. If a care provider has a cut or an open lesion on his/her hands, disposable gloves should be worn when providing direct care for any student where there is contact with bodily excretion or secretions.
3. Avoid rubbing or touching eyes.
4. Wash hands frequently.
5. Tailor the use of jewelry such as rings, dangling bracelets and earrings during working hours to possible risks associated with specific job duties.

Approved: 2/81  Reviewed: 03/10/14  Revised: _________
6. Use own personal care items such as combs, fingernail files, nail clippers, lipsticks, and toothbrushes.

Guidelines for Maintaining a Clean School Environment

These guidelines and procedures should be followed regardless of the presence or absence of a student or employee known to have an infectious disease:

A) Clean the following areas and items daily:
   1) Classrooms, bathrooms, and kitchen.
   2) Floors.
   3) Sinks and faucet handles.
   4) Soap dispenser spigots and/or bar soap containers.
   5) Wall behind sinks.
   6) Toilets.
B) Vacuum carpets daily. If a rug or carpet is soiled, disinfect immediately.
C) Clean waste receptacles at least weekly.
D) If heavy non-disposable gloves are worn when a disinfectant is being used, they must be washed and air dried after each use. They must be stored in the room of use in the area reserved for soiled articles.
E) Techniques for handling food and utensils:
   1) Maintain a clean area of the kitchen for serving food.
   2) Maintain a separate area of the kitchen for clean up.
   3) All leftover food, dishes, and utensils should be treated as if they were contaminated.
   4) Scrape food from soiled dishes and/or place disposable dishes in plastic lined, covered waste receptacle.
   5) Pour liquids into sink drain.
   6) Rinse dishes and utensils with warm water before placing them in the dishwasher.
   7) Clean sinks, counter tops, tables, chairs, trays, and any other areas where foods or liquids have been discarded or spilled; use approved disinfectant.
   8) Wash hands prior to removing clean dishes from the dishwashers and storing them in a "clean" area of the kitchen.

Guidelines for Cleaning up Body Fluid Spills
(blood, feces, urine, semen, vaginal secretions, vomitus)

These procedures should be used for all students or employees regardless of their infectious disease status:

A) Wear disposable gloves. When disposable gloves are not available or unanticipated contact occurs, hands and other affected areas should be thoroughly washed with soap and water immediately after contact.

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B) Clean and disinfect all soiled hard, washable surfaces immediately, removing soil before applying a disinfectant.
   1) Use paper towels or tissues to wipe up small, soiled areas. After soil is removed, use clean paper towels and soap and water to clean area.
   2) Disinfect area with a dilution of 1:10 household bleach solution or another disinfectant.
   3) Apply sanitary absorbent agent for larger soiled areas. After soiled is absorbed, vacuum or sweep up all material.
   4) Disinfect area with a clean mop.
C) Clean and disinfect soiled rugs and carpets immediately.
   1) Apply sanitary absorbent agent, let dry and vacuum.
   2) Apply rug shampoo (a germicidal detergent with a brush and re-vacuum.
D) Clean equipment and dispose of all disposable materials.
   1) Soiled tissue and flushable waste can be flushed in toilet. Discard paper towels, vacuum bag or sweepings in a waste receptacle lined with a plastic bag.
   2) Rinse broom and dustpan in disinfectant solution.
   3) Soak mop in disinfectant solution and rinse thoroughly or wash in hot water cycle after soaking in disinfectant.
   4) Disinfectant solution should be promptly disposed of down a drain.
E) Clothing and other non-disposable items (e.g., sheets, towels) soaked with body fluids should be rinsed and placed in a plastic bag to be sent home or laundered.
F) Remove disposable gloves and discard in waste receptacle.
G) Wash hands.
H) Plastic bags holding contaminated waste should be secured and disposed of daily.
I) Large waste containers (dumpsters or other containers which are impervious to animals) containing potentially contaminated waste should be located in a safe area away from the playground or other areas used by students.

Special Procedures for Early Childhood and Special Classroom Settings

These procedures should be used for all students regardless of their infectious-disease status:

A) Guidelines for Diapering
   1) Purpose: To avoid cross-contamination when diapering.
   2) Equipment:
      a) Changing table, student's own bed, cot, mat, or safe, firm, nonporous surface (clean and sanitized).
      b) Readily accessible hand-washing facility, including hot and cold running water, liquid soap in workable dispenser and disposable paper towels.
      c) Supplies for cleaning student's skin: disposable baby wipes, soap, water and cotton balls or soft tissues.
      d) Plastic bags for student's soiled clothing.
e) Covered waste receptacle inaccessible to student, lined with a disposable plastic bag for disposable diapers.

f) The use of cloth diapers is discouraged. However, if cloth diapers are used, a covered receptacle lined with a disposable plastic bag should be used for each student. Soiled cloth diapers should be stored in an area inaccessible to the students.

g) Plastic bag ties or masking tape for sealing disposable plastic bags at time of discard.

h) Disposable plastic gloves (medium or large size, non-sterile) for use with cloth diapers.

i) Disinfectant for cleaning changing surface.

3) Procedure:
   a) Wash hands.
   b) Place student on clean changing surface.
   c) Remove soiled diaper and place in appropriate receptacle.
   d) If other clothing is soiled, remove, rinse and place it directly in a plastic bag that can be marked with student's name, secured and sent home at the end of the day.
   e) Cleanse the perineum and buttocks thoroughly with disposable baby wipes or soap and water.
   f) Rinse well and dry skin prior to applying clean diaper.
   g) Wash student's hands.
   h) Wash own hands.
   i) Return student to class activity.
   j) After rinsing, place the cloth diaper in the appropriate receptacle.
   k) Remove gloves and discard them in the appropriate receptacle.
   l) Wash hands.
   m) Report abnormal conditions to the appropriate personnel, school nurse or school administrator.
   n) Use disinfectant to clean changing area and other contaminated surfaces.

B) Guidelines for Classroom Cleanliness

1) Purpose: To prevent the transmission of infectious disease.

2) Equipment:
   a) Covered waste receptacle with disposable plastic bags.
   b) Plastic bags that can be labeled and sealed for individual's soiled laundry.
   c) Disposable plastic gloves (medium or large size, non-sterile) if needed.
   d) Disinfectant.
   e) Hand-washing facility, including hot and cold running water, liquid soap and workable dispenser and disposable paper towels.
   f) Washer and dryer if disposable linens are not available.
   g) Dishwasher (if disposable eating utensils are not available).

3) Procedure:
   a) Wash hands.
   b) If a lab coat or smock is worn:
      (1) Use a clean garment every day.
(2) Always hang the garment right side out when leaving the work area for breaks or lunch.

c) If there are open cuts, abrasions, or weeping lesions on hands, wear disposable plastic gloves.
(1) Use a new pair of gloves in each situation in which hand washing is indicated.
(2) Discard used gloves in plastic bag in covered waste receptacle.
d) Store and handle clean clothing and linens separately from soiled clothing and linens.
(1) Immediately place each student’s soiled clothing and linens in an individually labeled plastic bag, which is to be sealed and sent home at the end of the day.
(2) Immediately place all soiled school linens in a plastic bag in a covered waste receptacle; launder linens daily.

C) Techniques for storing, cleaning, and disposing of classroom equipment, supplies and other items:

1) Immediately after use, discard any soiled disposable items by placing them in a plastic bag in a covered waste receptacle.
2) Store each student’s personal grooming items (combs, brushes, toothbrushes) separately.
3) In handling disposable diapers, at least once a day, seal and discard the disposable plastic bag used to line the covered receptacle.
4) When laundry facilities are available at school, launder diapers, sheets or other cloth items soiled in the school setting daily.
   a) Launder diapers or other items soaked with body fluids separately.
   b) Presoak heavily soiled items.
   c) Follow the manufacturer’s directions on the label to determine the amount of detergent to be added.
   d) If the material is bleachable, add 1/2 cup of household bleach to the wash cycle.
   e) If the material is not colorfast, add 1/2 cup non-clorox bleach (e.g., Chlorox II, Borax Muleteam, etc.) to wash cycle.
   f) Use hot cycle on washer and dryer.
5) Seal and discard the soiled plastic bag used to line the covered waste receptacle at least once a day.
6) Establish a routine cleaning and disinfecting schedule.
   a) Clean protective floor pads, bolsters, wedges, and so forth after each non-ambulatory student has been removed and at the end of each day.
   b) Wash all toys with soap and water and rinse thoroughly as needed and at the end of each day.
   c) Clean all equipment at the end of the day.
   d) If a rug or carpet becomes soiled, clean it immediately.
   e) Clean changing surface, bathtubs, sinks, portable potties, and toilet seats after each use; rinse with clear water and wipe dry.
Selecting an Appropriate Disinfectant

A) Any liquid or bar soap is acceptable for routine hand washing.
B) Select and stock a sanitary absorbent agent for cleaning body fluid spills.
C) Select an intermediate level disinfectant that will kill vegetative bacteria, fungi, tubercle bacillus and virus. Aerosol sprays are not recommended because of possible inhalant problems and flammability.
   1) Select an agent that is registered by the U. S. Environmental Protection Agency (EPA) for use as a disinfectant in schools.
   2) Select an agent that belongs to one of the following classes of disinfectant:
      a) Ethyl or isopropyl alcohol (70-90%)
      b) Quaternary ammonium germicidal detergent solution (2% aqueous solution)
      c) Iodophor germicidal detergent (500 ppm available iodine)
      d) Phenolic germicidal detergent solution (1% aqueous solution)
      e) Sodium hypochlorite (1:10 dilution of household bleach). This solution must be made fresh daily.
   3) Use all products according to the manufacturer's instructions.
   4) Store all disinfectants in a safe area inaccessible to students.

Special Procedures for Science Classes

A) Sanitation aspects of microscope slides used in blood typing in science courses:
   1) All slides, after use, are to be discarded into a container that is of a material strong enough to withstand puncture.
   2) Any swabs, needles, toothpicks or tylets must be discarded immediately after use into a container that is of a material strong enough to withstand puncture.
      Items used in the unit involving blood materials should not be laid on the desk or table but always placed in the discard container immediately. This container should be placed in a plastic bag, tied, and discarded at the close of the class period.
   3) Students and staff should wash their hands under running water with soap after working with any body fluid.
   4) Lab tables should be washed with clorox solution (one part clorox to ten parts water) after experiment is completed. Clorox solutions should always be made fresh daily.
   5) Students must always work with their own blood exclusively to avoid contamination by any transmissible agents that might be present in someone else's blood. If bleeding persists after the finger is punctured, student must apply a sterile bandage using moderate pressure.

B) Sanitation aspects of saliva testing in science courses:
   1) Student should carefully rinse the test tube that is used to expectorate into. The test tube should then be placed in a plastic dishpan of soapy water and clorox solution (one tablespoon clorox to one gallon soapy water).

Approved: 2/81 Reviewed: 03/10/14 Revised: __________
2) At the close of the class period the teacher will need to wash and disinfect the test tubes. The teacher should wear gloves to do this. The soaking test tubes should be rinsed. A new solution of soapy water and clorox should be made. Test tubes should be washed, rinsed, then rinsed in a clorox solution (one tablespoon clorox to one gallon water) and allowed to dry.

3) Students and staff should wash their hands under running water with soap after working with any body fluid.

4) Lab tables should be washed with clorox solution (one part clorox to ten parts water) after experiment is completed. Clorox solutions should always be made fresh daily.

5) Students must always work with their own saliva exclusively.

**General information**

Pandemic influenza refers to a very severe strain of influenza that has the ability to spread across the world. The word, “pandemic”, means that a disease has caused illness in a person on nearly every continent. Many other diseases throughout the history of the world have been pandemic.

Pandemic influenza could strike at any time in the year. The strain will be one never seen before and there will not likely be a vaccine immediately available. It will spread quicker and easier from person to person compared to non-pandemic influenza. Pandemic influenza may cause illness in any person, and in the past has caused illness in more healthy, middle-aged people than those who usually become ill with influenza. It will probably circulate several times around the world, or in “waves”. Overall, pandemic influenza will cause more disease and death than seasonal influenza.

**General information regarding Avian “Bird” influenza**

Avian influenza is currently making many different types of birds in Asia sick. There are several different types of avian influenza and most types are found in birds. Avian influenza is often found in birds and is not easily spread from birds to people. The type found in birds in Asia right now has spread to a few people, but has not spread from person to person. There is concern about this type of avian influenza because it is a type of influenza that has caused serious illness in people in the past. The influenza virus changes all the time so there is also worry if this type of avian influenza ever changed so that it could spread person to person, many people would become ill.

**Superintendent/Desigenee**

Provide direction and guidance to district and building crisis teams regarding the nature of the infectious disease and the appropriate action needed.

**Building Crisis Team/Building Principal/Nurse Responsibilities**

Provide information and periodic training to building teachers and staff members on their roles in training students in preventing the spread of contagious illnesses.
and diseases, with specific application to school environments and general personal applications.

**Teacher/Staff responsibilities**
All students will be provided with education regarding the transmission of communicable diseases and prevention strategies to be used during school hours to reduce the risk of exposure.

**District Crisis Team Responsibilities**
1. Review existing school district policies and procedures;
2. Develop exposure prevention, notification, treatment, and reporting policies where none that are adequate exist;
3. Update existing policies and procedures to include an expanded scope of threats to the staff and student body;
4. Provide information and training to building Crisis Team members and Principals on their roles in preventing the spread of contagious illnesses and diseases, with specific application to school environments and general application in their personal lives;
5. Provide information and periodic training to building Crisis Team members and Principals on their roles in training teachers/staff members in preventing the spread of contagious illnesses and diseases, with specific application to school environments and general, personal applications.

**First Responders Coordination/Needs**
Compliance with School District policies (403.4 and 505.3) and procedures.
Dr. Riibe recommends to DELETE this policy.

403.5    FACILITIES—REGULATORY ISSUES—DELETE

The district shall create a safe environment for learning through the careful allocation of available resources.

The district shall, through the administration of its bargaining agreements and within available resources, maintain building environments that meet all Board, federal, state, and program requirements. The Board will employ personnel who are adequately skilled and trained to meet the needs of the district.

LEG REF: Iowa Code § 279.8.

Approved: 12/9/91    Reviewed: 01/13/14    Revised: 3/15/99

[LJ1]

· Would this fit better in the 700 series?
· What is the purpose or desired outcome for this policy?
403.7 OTHER EMPLOYMENT

All personnel may engage in other employment unless such activity directly impinges upon the employee's services to the school district. Impingement upon the services to the school district would be such things as not being able to attend meetings for a reasonable length of time after school because of other commitments. Personnel who engage in other employment should realize that the school district does have a certain number of required meetings in which an employee may be expected to participate.

The board believes the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board considers an employee's duties as part of a regular, full-time position as full-time employment. The board expects such employees to give the responsibilities of their positions in the school district precedence over any other employment.

It is the responsibility of the superintendent to counsel employees, whether full-time or part-time, if, in the judgment of the superintendent and the employee's immediate supervisor, the employee's outside employment interferes with the performance of the employee's duties required in the employee's position within the school district.

The board may request the employee to cease the outside employment as a condition of continued employment with the school district.

LEG REF: Iowa Code §§ 20.7; 279.8.
403.9 RELEASES TO NEWS MEDIA -- INTERNAL UNIT NEWS - DELETE

It shall be the policy of the Board to have news releases prepared on internal matters of the schools and to disseminate such releases to all news media in the area. The superintendent or designee shall be responsible for clearance of all news releases originating from a school source.

Information not of a personal or confidential nature should be made available to all news media upon request to the superintendent or designee. [LJ2]

In order to establish and maintain a cooperative effort in our public relations program, close ties should be kept with personnel representing the various news medias.

The superintendent should be notified prior to the presence of news media personnel in a building.

The superintendent will determine when a news release about internal school district and board matters will be issued. In making this determination, the superintendent will strive to keep the media and the school district community accurately and objectively informed. Further, the superintendent will strive to create and maintain a positive image for the school district. It is the responsibility of the superintendent to approve news releases originating within the school district prior to their release.

News releases will be prepared and disseminated to news media in the school district community. Questions about news releases will be directed to the superintendent.[LJ3]


Also located in the 900 series. It seems to fit better there.

This is a public records issue and you might consider leaving this out of this policy because the practice would be to follow the public records request that any citizen has a right to access.

Consider replacing the above language with more broad language such as this.
Dr. Riibe recommends to DELETE this policy.

403.10 PUBLIC SERVICE - DELETE

All personnel may be engaged in public service activities unless such activity directly interferes with the employee’s services to the school district.

LEG REF: Iowa Code § 279.8.

Approved: 2/81 Reviewed: 01/10/11 Revised: 3/26/01

[LJ1]
· I added in a section on civic activities in the superintendent and administrator section.
· It needs to be determined if you want this policy to apply to everyone, in which case the suggested policies can be deleted.

[LJ2]Should MCSD decide to pay the dues, please understand that school districts can only expend funds for public purpose. School districts that pay the annual fee or dues for civic activities should document why the expense is a legitimate expenditure and need to have this policy. School districts not paying these fees or dues, don’t need the policy.
403.11 SOLICITATIONS IN SCHOOL BUILDINGS – DELETE

Representatives of various business firms and charitable organizations shall not be permitted to conduct individual business with any school employee on school grounds or in school buildings.

Cooperation with charitable organizations will be allowed after permission has been granted through the superintendent's office with the concurrence of the building administration.

LEG REF:

Approved: _____ 2/81 Reviewed: __01/10/11 Revised: __

[1] Could this be broader and be added to the bidding/purchasing policy? Or the fundraising policy?

It might fit better under the 700 series?
Dr. Riibe recommends to delete this policy.

403.12 REIMBURSEMENT FOR LOSS OF PERSONAL PROPERTY RESULTING FROM A PHYSICAL ASSAULT

The Muscatine Community School District will reimburse employees for any loss, damage, or destruction of clothing or personal property resulting from a personal assault while the employee is on duty in the school, on the school premises, during a school sponsored activity, or immediately preceding or following such.

LEG REF:

[I am going to need some additional information on the purpose of this policy.]

Approved: 7/10/95 Reviewed: 1/14/13 Revised:
403.14 USE OF SCHOOL-OWNED EQUIPMENT AND MATERIALS

The use of cell phones and other communication devices may be appropriate to provide for the effective and efficient operation of the School district and to help ensure safety and security of people and property while on School district property or engaged in school-sponsored activities.

The Board authorizes the purchase and employee use of cell phones as deemed appropriate by the superintendent. School district-owned cell phones shall be used for authorized school district business purposes, consistent with the school district’s mission and goals. Personal use of cell phones is prohibited except in emergency situations. Any expenses incurred for such personal use shall be reimbursed to the school district.

The superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cell phone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately owned cell phone for authorized school district business.

Employees may possess and use cell phones during the school day as outlined in this policy. Employees should not use cell phones for personal business while on-duty, including staff development times, parent-teacher conferences, etc., except in the case of an emergency or during prep time or break/lunch times. Employees, except for bus drivers, see below, are prohibited from using cell phones while driving except in the case of an emergency.

Cell phones are not to be used for conversations involving confidential information. School district-provided cell phones devices are not to be loaned to others.

School bus drivers are prohibited from using any communication device while operating the bus except in the case of an emergency, or to call for assistance, after the vehicle has been stopped.

Use of cell phones in violation of board policies, administrative regulations, and/or state/federal laws will result in discipline, up to and including dismissal, and referral to law enforcement officials, as appropriate.

LEG-REF: Internal Revenue Comment Notice, 2009-46,
Iowa Code §§ 279.8, 321.276.
Cell phones have become a necessity with some of the day-to-day operations of the school district. A list of positions allowed the use of a district owned cell phone will be maintained and approved by the superintendent or his or her designee.

Since it is almost impossible to separate all calls from being purely business, the district has decided to allow the employee to enter into the district’s family share plan. Each employee that chooses to enter into the District’s family share plan will be charged $10 per month to cover his or her share of personal phone calls on their District cell phone. Employees that do not join the District’s family share plan must sign a statement agreeing that they will not use their district assigned cell phone for personal use.

The superintendent or his or her designee will monitor monthly usage to ensure that this policy is not abused. This procedure does not cover Certified Administrators or Directors. They will be paid a monthly stipend of $30 to cover district use of their personal cell phones. Exceptions to this plan will be determined by the superintendent on an individual basis.
404.1 DEFINITION OF CERTIFICATED PERSONNEL

The term "certificated personnel" will be used for those employees who must possess teaching or administrative certificates issued by the Iowa Department of Education.

According to the laws of the state of Iowa, every person paid for instructional work in the public school shall have registered a valid Iowa certificate with the superintendent prior to receiving said payment.

"Certificated employees" or "licensed employees" including administrators, are those employees required to hold an appropriate license from the Iowa Department of Education for their position as required by the Board of Educational Examiners or others with professional licenses. Licenses required for a position will be considered met if the employee meets the requirements established by the Iowa Department of Education.

It is the responsibility of the superintendent to establish job specifications and job descriptions for licensed employees' positions, other than the position of the superintendent. Job descriptions may be approved by the board.

Licensed employees must present evidence of current license to the board secretary prior to payment of salary each year.

Iowa Code §§ 256.7(3); 272; 279.8.
281 I.A.C. 12.4
282 I.A.C. 14.
Dr. Riibe recommends to DELETE this policy.

404.2 CONDITIONS OF INSTRUCTION

The Board of Education recognizes that adequate and proper classroom conditions are essential to good teaching and learning. It shall be the duty of all persons responsible for school services to share in establishing and maintaining conditions under which instruction and learning may advance.

Teachers are to be provided with sufficient equipment, supplies, and materials to maintain a good teaching program.

All buildings shall be kept in satisfactory condition in order to maintain the health and comfort of the pupils.

The school administration is mindful of the fact that quality education is difficult to obtain when teachers are burdened with overloads. An overload might consist of such things as over-size classes, too many preparations, too many class interruptions, insufficient teaching aids, excessive community demands, and the like.

Problems concerning adequacy of facilities or teaching stations to accommodate students enrolled may be called to the attention of the Board of Education.

LEG REF:

Approved: 9/18/89 Reviewed: 1/9/12 Revised: 3/8/93
404.3 ACADEMIC TUTORING

Personnel shall not render tutorial services for remuneration to students enrolled in their classes. No one, professional staff members or members of the community, shall use any facilities, equipment, or materials of the school district for tutoring pupils or other purposes not a part of the regular program of the school district unless approval has been obtained from the superintendent or his/her designated representative.

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent.

Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent.

LEG REF: Iowa Code §§ 20.7; 279.8.
Dr. Riibe recommends to DELETE this policy.

404.4 DISCIPLINE OF STUDENTS - DELETE

- Why is this here and not in the student section?
- Is it substantially different from 502.01 or 405.05 or could they be combined?
- Is this referring to this policy or 404.5?

Statement of Purpose

Basic to the educational process is an environment that is conducive to learning. The community, through the Board of Education, has the responsibility to protect the rights of the students to learn and teachers to teach and to insure the proper operation of the school.

The behavior of the student is the joint responsibility of the student, parent, and school. It is the belief of the Muscatine Community School District that students should be guided into being responsible for their own acts and to recognize the importance and implications of their acts. The majority of the students and parents in this district recognize the necessity for having rules and regulations governing the operation of a school and are perfectly willing to accept the need for it. Unfortunately, however, there are a few students who, on occasion, feel that such rules and regulations do not apply to them. Therefore, the Board of Education, its administration, and staff accept the responsibility to provide a safe school environment where learning can take place and to protect the rights and privileges of all members of the school community.

It is recognized that each teacher is a unique individual and differences in classroom atmosphere may be expected. The rights of teachers to establish this atmosphere, so long as it is not inconsistent with the boundaries of established policy, are upheld. It is considered a major responsibility of staff members to respect the rights of each other and to aid students in understanding and appreciating the variation that may exist.

Just as the individuality of teachers is recognized, the uniqueness of students is also acknowledged and should be demonstrated by fair and proper consideration for personal needs.

The following policy [LJ2] is not designed to be used to deny any student a happy, healthy school experience or to restrict the realization of full potential. It is, rather, aimed at dealing with those incidents and persons who by their acts threaten to be, or are harmful to other persons or property, or are disruptive of the learning environment.

Exceptions or Deviations From This Policy

It is recognized that the corrective action and disciplinary procedures described in the student discipline section are more appropriately designed for secondary grade level. Building principals, or their designees, dealing with K-5 elementary grade level students are granted
freedom, if they wish, to use their own discretion in dealing with their disciplinary problems and are not held to the corrective action herein detailed.

Elementary principals are, however, responsible for the safety of the students in their school buildings and on their school grounds. They are expected to deal promptly with their safety and disciplinary problems and to establish, communicate, and require consistent behavioral standards in their schools. A copy of their school's grievance procedure is also required from elementary principals.

Corporal Punishment

Corporal punishment is not permitted (Senate File 52, 2008).

Physical Assault or Attack Against Teachers or Administrators

When attempting to restore or maintain order, teachers and administrators may become involved in conflict situations and activities that sometimes arouse hostile feelings. It is of the utmost importance that they be afforded every possible protection by school authorities.

When a teacher, administrator, or school employee has been physically assaulted or attacked by a student(s), the principal will treat the matter as a physical assault. When under attack, the teacher, administrator, or employee is allowed to physically defend himself or herself as reasonably necessary.

See appropriate section on student discipline — section 500.
404.6  SUBSTITUTES FOR TEACHERS

All substitutes are hired through the office of the superintendent or his/her designated representative from a list of approved substitutes properly certified by the Board of Educational Examiners. Teachers are not responsible for procuring or dismissing substitutes.

Substitute teachers will be paid a per diem rate. Substitute licensed employees [JB1] are expected to perform the same duties as the licensed employees. [LJ2]

Josie deleted the following text:

LEG REF: Iowa Association of School Boards v. PERB, 400 N.W.2d 571 (Iowa 1987). Iowa Code §§ 20.1; 20.4(5); 20.9; 272; 281 I.A.C. 12.4.

[Jill Bourquin] I would recommend keeping this language
[Josie Lewis] Consider the language above that broadens the policy.
404.6(R1)  SUBSTITUTES FOR TEACHERS ADMINISTRATIVE REGULATIONS

The following pay rates will be used when hiring substitute teachers in the Muscatine Community School District.

1. A substitute teacher shall receive 80% of 98% of the BA generator step one for the 1st through the 29th day of service and 90% of 98% of the BA generator step one for the 30th plus days of service during the same school year.

2. A substitute teacher working twenty consecutive days for the same individual teacher shall receive 100% of 98% of the BA generator step one.

3. If a long term substitute is hired at the beginning of the school year in anticipation of working the entire year in the same position, the sub will receive 100 percent of the BA generator step one and will not receive benefits.

4. If a retired Muscatine Community School District teacher returns to take a long term substitute position that the district cannot otherwise fill, they will be paid at the 6th step and at their actual educational lane on the Schedule D of the Master Contract.

Alternative Licensure

1. Certified para-educators who also hold sub-authorization certificates may sub in their special education 6-12 classroom for up to 5 consecutive days. They will be paid as per #1 above.

2. Persons holding BA/BS degrees who also hold sub-authorization certificates may sub in any 6-12 regular education classroom for up to 5 consecutive days. They will be paid as per #1 above.
Dr. Riibe recommends to DELETE this policy.

404.7 PLANNING TIME – DELETE

[LU1] Is this negotiated as part of the master contract? If so, you could consider eliminating this policy.

The School Board realizes that regular planning time aids in the effective instruction of students. It will make every reasonable effort, therefore, to provide for a minimum of 40 consecutive minutes of planning time per day for elementary teachers and one class period of planning time per day for secondary teachers. This policy applies only to full-time, regular classroom teachers. It does not apply to other certified teachers and staff.

LEG REF:

Approved: 8/11/86 Reviewed: 1/09/12 Revised: _________

[LU1] Is this negotiated as part of the master contract? If so, you could consider eliminating this policy.
404.8  SHARE­TIME STAFF – DELETE[1]

The administration may enter into a shared-time contract with another school district, or other public educational institution according to Chapter 28E, Iowa Code, to allow certificated staff to fill a vacant or newly created part-time position where none of the current staff members are available or do not possess the necessary certification and/or qualifications as determined by the Board.

The school district shall consider proposals of other public educational institutions to share certificated staff members where the arrangements may be mutually beneficial to the institutions, personnel and students involved.

All shared-time contacts shall be made on a voluntary basis with the teacher or administrator to be shared between the institutions.

LEGAL REF:  Iowa Code §§28E, Section 280.15.

Approved:  ___ 3/14/88       Reviewed:  ___ 01/10/11       Revised: ___

[1] Is this policy in regards to operational sharing? If so, it would be best to broaden it to include positions that don’t require license as those are some of the positions addressed in the law. Additionally, it might fit better in the 800 series.
404.9 STAFF DEVELOPMENT PROCEDURES

All certified staff members are encouraged to improve their professional competency by taking advantage of courses and workshops offered by accredited colleges or universities, the Department of Education approved staff development program of the AEA, or developed by the Muscatine School District.

Credit for such approved activities shall apply for horizontal advancement on the salary schedule if approved by the principal and the superintendent. In no case shall a staff member move from one degree rank to another (BA to MA) on the salary schedule without completion of the requisite degree program. However, complete horizontal movement is allowed within a degree rank (BA to BA+15, BA+15 to 30). Salary schedule credits earned through staff development activities shall be limited to 9 semester hours toward each block of 15 hours required for a lane change. The remaining 6 hours may also be taken for staff development or certification renewal credit if it is offered for graduate credit or staff development credit and the only difference is the amount paid for the course.

Staff development activities for which credits will be accepted must relate to the specific area of instruction in which the staff member is currently working or to which the district intends to assign the staff member. The staff member shall confer with his/her principal prior to participating in a given activity and the principal shall verify, in writing, to the staff member that the course in question meets applicability criteria. The decision of the principal may be appealed to the superintendent.

A staff development credit for salary advancement purposes shall be considered equivalent to one semester hour of college or university credit and shall at a minimum be calculated on the basis of one credit for every fifteen (15) class contact hours completed. No partial credit shall be accepted.

To secure salary adjustments for staff development activities, the staff member must file the lane change approval request by February 28th of the year preceding the lane change and furnish all necessary supporting data to the superintendent no later than September 1. When an activity is taken for college or university credit, an official transcript is required. If the activity is not taken for college or university credit, a "verification of credit earned" form must be provided by the person in charge of the staff development activity.

All staff development activity sponsored by Muscatine School District can be used for horizontal movement if recommended by the building principal.
All other staff development (including CEU and graduate college credits) may be used for horizontal salary movement if recommended by the principal and approved by the superintendent.

This policy will not be retroactive. No staff development credit and/or certificate renewal credit completed before the adoption of this policy will be applied to salary schedule advancement.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding professional development of such employees will be followed.

LEG REF: Iowa Code §§ 279.8; 294.
281 I.A.C. 12.7.
404.11 PROBATIONARY STATUS - NEW

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

Only the board, in its discretion, may waive the probationary period. The board may extend the probationary period for one additional year with the consent of the licensed employee. The board will make the decision to extend or waive a licensed employee’s probationary status based upon the superintendent’s recommendation. During this probationary period the board may terminate the licensed employee’s contract at year-end or discharge the employee in concert with corresponding board policies.

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

LEG REF: Iowa Code §§ 279.12 – 279.19B.
404.12 RESIGNATION - NEW

A licensed employee who wishes to resign must notify the superintendent in writing within the time period set by the board for return of the contract. This applies to regular contracts for the licensed employee’s regular duties and for an extracurricular contract for extra duty. Resignations of this nature will be accepted by the board.

The board may require an individual who has resigned from an extracurricular contract to accept the resigned position for only the subsequent school year when the board has made a good faith effort to find a replacement and the licensed employee is continuing to be employed by the school district.

LEG REF: Iowa Code §§ 91A.2; 91A.3; 91A.5; 279.13; 279.19A.
404.13 REDUCTION IN FORCE - NEW

The board has the exclusive authority to determine the appropriate number of licensed employees. A reduction of licensed employees may occur as a result of, but not be limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, financial situation considerations, and other reasons deemed relevant by the board.

The reduction in licensed employees, other than administrators, will be done through normal attrition if possible. If normal attrition does not meet the necessary reduction in force required, the board may terminate licensed employees.

It is the responsibility of the superintendent to make a recommendation for termination to the board. The superintendent shall consider the following criteria in making the recommendations:

- Endorsements and educational preparation within the grade level and subject areas in which the employee is now performing;
- Relative skills, ability and demonstrated performance;
- Qualifications for co-curricular programs; and
- Number of continuous years of service to the school district. This will be considered only when the foregoing factors are relatively equal between licensed employees.

Due process for terminations due to a reduction in force will be followed.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding the reduction in force of such employees will be followed.

LEG REF: Iowa Code §§ 20.7; 20.24; 279.13; 279.15-.19; 279.27.
404.14 PUBLICATION OR CREATION OF MATERIALS - NEW

Materials created by licensed employees and the financial gain there from are the property of the school district if school materials and time were used in their creation and/or such materials were created in the scope of the licensed employee's employment. The licensed employee must seek prior written approval of the superintendent concerning such activities.

Iowa Code § 279.8.
405.1 RESPONSIBILITIES AND DUTIES

The Board shall, through the administration of bargaining agreements and within available resources, maintain an educational environment that meets federal, state and program requirements and is conducive to learning by employment of personnel who are adequately skilled and trained to meet the needs of the district.

Classified employees are employees who are not administrators or employees in positions which require an Iowa Department of Education teaching license and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Classified employees will include, but not be limited to, teacher and classroom aides, custodial and maintenance employees, clerical employees, food service employees, bus drivers, and temporary help for summer or other maintenance. The position may be full-time or part-time.

It is the responsibility of the superintendent to establish job specifications and job descriptions for classified employee positions. Job descriptions may be approved by the board.

Classified employees required to hold a license for their position must present evidence of their current license to the board secretary prior to payment of wages each year.

LEG REF: Iowa Code §§ 20; 279.8.

This statement does not state what the classified employees responsibilities or duties in the district are. Consider the suggested the language as an alternative.
405.3 EVALUATION OF NON-CERTIFIED PERSONNEL

Non-certificated personnel shall be evaluated by the superintendent and/or his/her designated supervisor(s) on an ongoing basis.

Evaluation of classified employees on their skills, abilities, and competence is an ongoing process supervised by the superintendent. The goal of the formal evaluation of classified employees is to maintain classified employees who meet or exceed the board's standards of performance, to clarify each classified employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees.

It is the responsibility of the superintendent to ensure classified employees are formally evaluated annually. New and probationary classified employees are formally evaluated at least twice a year.

405-4  SALARY SCHEDULES—DELETE

Is this addressed in the Master Contract?

The Board of Directors shall approve salary schedules for the several non-certificated positions in the school system. Following the adoption of any schedule, the administration shall use that schedule as a guide in employing non-certificated employees.

LEG REF: Iowa Code §§ 20.1; 20.4; 20.7; 20.9; 279.8.

Approved: 12/9/91   Reviewed: 3/18/13   Revised: ______________
405.5  DISCIPLINE OF STUDENTS BY NON-CERTIFIED PERSONNEL

[BJ]1

· Why is this here and not in the student section?
· Is it substantially different from 502.01 or 404.04 or could they be combined?

[BJ]2

A corporal punishment policy is no longer mandated. However, a policy addressing physical restraint of a student, is still mandated. Consider a stand alone policy on this.

Statement of Purpose

Basic to the educational process is an environment that is conducive to learning. The community, through the Board of Education, has the responsibility to protect the rights of the students to learn and to insure the proper operation of the school.

The behavior of the student is the joint responsibility of the student, parent, and school staff. It is the belief of the Muscatine Community School District that students should be guided into being responsible for their own acts and to recognize the importance and implications of their acts. The majority of the students and parents in this district recognize the necessity for having rules and regulations governing the operation of a school and are perfectly willing to accept the need for same. Unfortunately, however, there are a few students who, on occasion, feel that such rules and regulations do not apply to them. Therefore, the Board of Education, its administration, and staff accept the responsibility to provide a school environment where learning can take place and to protect the rights and privileges of all members of the school community.

Physical Assault or Attack Against Teachers or Administrators

When attempting to restore or maintain order, employees may become involved in conflict situations and activities that sometimes arouse hostile feelings. It is of the utmost importance that they be afforded every possible protection by school authorities.

When an employee has been physically assaulted or attacked by a student(s), the principal will treat the matter as a physical assault. When under attack, the employee is allowed to physically defend himself or herself as reasonably necessary.

Corporal Punishment[BJ]2

APPROVED: 09/18/89  REVIEWED: 03/18/13  REVISED: ________
Corporal punishment is not permitted (Senate File 52, 1989).

LEG REF:

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:

- To quell a disturbance or prevent an act that threatens physical harm to any person.
- To obtain possession of a weapon or other dangerous object within a pupil’s control.
- For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
- For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
- To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
- To protect a student from the self-infliction of harm.
- To protect the safety of others.

Using incidental, minor, or reasonable physical contact to maintain order and control.

Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student’s behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any;
5. The motivation of the school employee using physical force.

Upon request, the student’s parents are given an explanation of the reasons for physical force.

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

APPROVED: 09/18/89     REVIEWED: 03/18/13     REVISED: ________
Legal Reference:  


_Iowa Code §§ 279.8; 280.21 (2013).

281 I.A.C. 12.3(6); 103.

Dr. Riibe recommends to DELETE this policy.

405.6 CUSTODIAL/MAINTENANCE/SECURITY PERSONNEL - DELETE

The Board shall create a safe environment for learning through the careful allocation of available resources to its facilities.

[ LJ1 ] Is this different than 405.01?
[ LJ2 ] Is this policy trying to address assignments? If so, consider broadening it to include all classifications for classified staff and use the suggested language.
405. 7 FOOD NUTRITION WORKERS/BAKERS/COOKS - DELETE


The Board shall create a safe and nutritious food nutrition program that will assist in creating an environment for learning through the careful allocation of available resources to its food nutrition program.

Approved: 12/9/91   Reviewed: 3/18/13   Revised: 2/11/08
Dr. Riibe recommends to DELETE this policy.

405.8 TRANSPORTATION - BUS DRIVERS/MECHANICS - DELETE

The Board shall create a safe environment for learning through the careful allocation of available resources to its transportation program.

[ LJ1] See notes on policy 405.6.

Approved: ___ 12/9/91 Reviewed 3/18/13 Revised: ___ 2/11/08
Dr. Riibe recommends to DELETE this policy.

405.10 ADMINISTRATIVE SUPPORT - SECRETARIAL/CLERICAL/AIDE/ PARAPROFESSIONALS - DELETE

The Board shall create an environment for learning through the careful allocation of available resources to its administrative support functions.

See notes on policy 405.6.
405.11 LICENSING/CERTIFICATION - NEW

Classified employees who require a special license or other certification will keep them current at their own expense. Licensing requirements needed for a position will be considered met if the employee meets the requirements established by law and by the Iowa Department of Education for the position.

LEG REF: Iowa Code § 285.5(9).
281 I.A.C. 12.4(10); 36; 43.12 – 43.24.
405.12 WAGE AND OVERTIME COMPENSATION - NEW

Each non-exempt employee compensated on an hour-by-hour basis, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt employee must work more than forty hours in a given work week, the employee is compensated at one and one-half times their regular hourly wage rate. This compensation is in the form of overtime pay or compensatory time. Overtime will not be permitted without prior authorization of the superintendent.

Each non-exempt employee paid on an hour-by-hour basis must complete, sign, and turn in a daily time record showing the actual number of hours worked. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action.

It is the responsibility of the board secretary to maintain wage records.

LEG REF:  
29 U.S.C. §§ 2601 et seq.  
29 C.F.R. Pt. 511.
406.2 NEPOTISM - NEW

More than one family member may be an employee of the school district. It is within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district [subject to the approval of the board].

The employment of more than one individual in a family is on the basis of their qualifications, credentials and records.

LEG REF: Iowa Code §§ 20; 71; 277.27; 279.8
406.3 EMPLOYEE COMPLAINTS - NEW

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

A formal grievance procedure is contained in the master contract between the employee's licensed bargaining unit and the board. This policy will not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

LEG REF: Iowa Code §§ 20.7; 20.9; 279.8.
407.1 RELEASE OF CREDIT INFORMATION - NEW

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

It is the responsibility of the Director of Finance or its Designee to respond to inquiries from creditors.

LEG REF: Iowa Code §§ 22.7; 279.8.
407.2 GIFTS TO EMPLOYEES - NEW

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

Employees may receive a gift on behalf of the school district. Employees will not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A "restricted donor" is defined as a person or other entity which:
- Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the employee's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:
- Contributions to a candidate or a candidate's committee;
- Information material relevant to an employee's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the employee;
- Items received from a charitable, professional, educational or business organization to which the employee belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or
positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;

- Actual expenses of an employee for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;
- Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given for the same purposes to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;
- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts other than food, beverages, travel and lodging received by an employee which are received from a person who is a citizen of a country other than the United States and is given during a ceremonially presentation or as a result of a custom of the other country and is of personal value only to the employee;
- Gifts which are given to an employee for the employee's wedding or twenty-fifth or fiftieth wedding anniversary;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Payment of salary or expenses by the school district for the cost of attending a meeting of a subunit of an agency when the employee whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the employee is not entitled to receive compensation or reimbursement of expenses from the school district for attending the meeting; or
- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this

APPROVED: XX/XX/XX REVIEWED: _______ REVISED: _______

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paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, an employee as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of an employee for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- A non-monetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the Iowa department of general services; or
- A payment made to an employee for services rendered as part of a private business, trade or profession in which the employee is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as an employee of the district, but, rather, because of some special expertise or other qualification.

It is the responsibility of each employee to know when it is appropriate to accept or reject gifts or an honorarium.

LEG REF: Iowa Code § 68B.
Board Goal:

Financial Stability
## Muscatine CSD Financial Highlights for the month of May 2016

Comparisons:

<table>
<thead>
<tr>
<th></th>
<th>Monthly May-16</th>
<th>YTD</th>
<th>Monthly May-15</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasurer Balance by Fund:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General</td>
<td>$18,865,460.73</td>
<td></td>
<td>$15,448,684.19</td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td>$966,162.89</td>
<td></td>
<td>$882,483.59</td>
<td></td>
</tr>
<tr>
<td>Sales Tax</td>
<td>$4,120,561.93</td>
<td></td>
<td>$1,375,014.13</td>
<td></td>
</tr>
<tr>
<td>Debt Service</td>
<td>$ -</td>
<td></td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>PPEL</td>
<td>$1,707,266.47</td>
<td></td>
<td>$815,248.34</td>
<td></td>
</tr>
<tr>
<td>Nutrition</td>
<td>$550,066.61</td>
<td></td>
<td>$297,420.98</td>
<td></td>
</tr>
<tr>
<td>Activity/Trust/Agency</td>
<td>$655,798.57</td>
<td></td>
<td>$717,233.80</td>
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</tr>
<tr>
<td>Total of All Funds</td>
<td>$26,865,317.20</td>
<td></td>
<td>$19,536,085.03</td>
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</table>

Maximum Budget Calculation:

<table>
<thead>
<tr>
<th></th>
<th>Estimated Fiscal Year '16</th>
<th>Actual Fiscal Year '15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Budget</td>
<td>$63,868,551.01</td>
<td>$60,610,028.68</td>
</tr>
<tr>
<td>Estimated Expenditures</td>
<td>$55,106,256.00</td>
<td>$53,627,897.30</td>
</tr>
<tr>
<td>Estimated Unspent Budget Authority</td>
<td>$8,762,295.01</td>
<td>$6,982,131.38</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13.72%</td>
</tr>
</tbody>
</table>

Expenditures to Budget

<table>
<thead>
<tr>
<th></th>
<th>May-16</th>
<th></th>
<th>May-15</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3,921,392.29</td>
<td>6.14%</td>
<td>$4,044,302.55</td>
<td>6.67%</td>
</tr>
<tr>
<td>Revenues to Budgeted Revenues</td>
<td>$4,065,764.71</td>
<td>7.18%</td>
<td>$3,778,218.19</td>
<td>6.78%</td>
</tr>
<tr>
<td>Revenues to Expenditures (Cash Flow)</td>
<td>$144,372.42</td>
<td>7.81%</td>
<td>$(266,084.36)</td>
<td>91.64%</td>
</tr>
</tbody>
</table>

Solvency

<table>
<thead>
<tr>
<th></th>
<th>May-16</th>
<th>May-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.64</td>
<td>0.36</td>
<td>4.09</td>
</tr>
</tbody>
</table>

(Treasurer balance divided by Revenues for month)
## MUSCATINE COMMUNITY SCHOOL DISTRICT
### FINANCIAL STATEMENTS
#### FOR THE MONTH BEGINNING MAY 1, 2016
#### AND ENDING MAY 31, 2016

<table>
<thead>
<tr>
<th></th>
<th>Beginning Year-To-Date</th>
<th>Month To-Date</th>
<th>Ending Year-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL FUND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REVENUE:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Fund</td>
<td>$48,833,948.31</td>
<td>$4,111,374.89</td>
<td>$52,945,323.20</td>
</tr>
<tr>
<td>Less Contra Revenues</td>
<td>$183,509.90</td>
<td>$10,797.42</td>
<td>$194,307.32</td>
</tr>
<tr>
<td>Less Contra Expenses</td>
<td>$121,785.03</td>
<td>$34,812.76</td>
<td>$156,597.79</td>
</tr>
<tr>
<td><strong>Total Net Operating Revenue</strong></td>
<td>$48,528,653.38</td>
<td>$4,065,764.71</td>
<td>$52,594,418.09</td>
</tr>
<tr>
<td>Management Fund</td>
<td>$1,294,882.97</td>
<td>$33,223.65</td>
<td>$1,328,106.62</td>
</tr>
<tr>
<td>Less Contra Revenues</td>
<td>$1,363.00</td>
<td>$727.00</td>
<td>$2,090.00</td>
</tr>
<tr>
<td><strong>Total Net Management Revenue</strong></td>
<td>$1,293,519.97</td>
<td>$32,496.65</td>
<td>$1,326,016.62</td>
</tr>
<tr>
<td><strong>Total General Fund Revenue</strong></td>
<td>$49,822,173.35</td>
<td>$4,098,261.36</td>
<td>$53,920,434.71</td>
</tr>
<tr>
<td><strong>EXPENDITURES:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Fund</td>
<td>$39,562,214.11</td>
<td>$3,967,002.47</td>
<td>$43,529,216.58</td>
</tr>
<tr>
<td>Less Contra Revenues</td>
<td>$183,509.90</td>
<td>$10,797.42</td>
<td>$194,307.32</td>
</tr>
<tr>
<td>Less Contra Expenses</td>
<td>$121,785.03</td>
<td>$34,812.76</td>
<td>$156,597.79</td>
</tr>
<tr>
<td><strong>Total Net Operating Expenses</strong></td>
<td>$39,256,919.18</td>
<td>$3,921,392.29</td>
<td>$43,178,311.47</td>
</tr>
<tr>
<td>Management Fund</td>
<td>$1,266,297.09</td>
<td>$2,873.28</td>
<td>$1,269,170.37</td>
</tr>
<tr>
<td>Less Contra Revenues</td>
<td>$1,363.00</td>
<td>$727.00</td>
<td>$2,090.00</td>
</tr>
<tr>
<td><strong>Total Net Management Expenses</strong></td>
<td>$1,264,934.09</td>
<td>$2,146.28</td>
<td>$1,267,080.37</td>
</tr>
<tr>
<td><strong>Total General Fund Expenditures</strong></td>
<td>$40,521,853.27</td>
<td>$3,923,538.57</td>
<td>$44,445,391.84</td>
</tr>
</tbody>
</table>

<<244>>
## SCHOOLHOUSE FUND

### REVENUE:

<table>
<thead>
<tr>
<th></th>
<th>Ending Year-To-Date</th>
<th>Month To-Date</th>
<th>Ending Year-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Projects</td>
<td>$3,479,317.97</td>
<td>$357,431.50</td>
<td>$3,836,749.47</td>
</tr>
<tr>
<td>Debt Service</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>PPEL</td>
<td>$1,893,853.74</td>
<td>$178,590.84</td>
<td>$2,072,444.58</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$5,373,171.71</strong></td>
<td><strong>$536,022.34</strong></td>
<td><strong>$5,909,194.05</strong></td>
</tr>
<tr>
<td>Less Contra Revenues</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Less Contra Expenses</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Net Revenue</strong></td>
<td><strong>$5,373,171.71</strong></td>
<td><strong>$536,022.34</strong></td>
<td><strong>$5,909,194.05</strong></td>
</tr>
</tbody>
</table>

### EXPENDITURES:

<table>
<thead>
<tr>
<th></th>
<th>Ending Year-To-Date</th>
<th>Month To-Date</th>
<th>Ending Year-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Projects</td>
<td>$1,009,935.97</td>
<td>$1,972.64</td>
<td>$1,011,908.61</td>
</tr>
<tr>
<td>Debt Service</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>PPEL</td>
<td>$1,188,168.53</td>
<td>$9,211.10</td>
<td>$1,197,379.63</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$2,198,104.50</strong></td>
<td><strong>$11,183.74</strong></td>
<td><strong>$2,209,288.24</strong></td>
</tr>
<tr>
<td>Less Contra Revenues</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Less Contra Expenses</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Net Expenses</strong></td>
<td><strong>$2,198,104.50</strong></td>
<td><strong>$11,183.74</strong></td>
<td><strong>$2,209,288.24</strong></td>
</tr>
</tbody>
</table>

### Operating Fund

<table>
<thead>
<tr>
<th></th>
<th>Operating Fund Month-To-Date</th>
<th>Operating Fund Year-To-Date</th>
<th>Management Month-To-Date</th>
<th>Management Year-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance on Hand BOP</td>
<td>$18,721,088.31</td>
<td>$9,449,387.01</td>
<td>$935,812.52</td>
<td>$907,226.64</td>
</tr>
<tr>
<td>Receipts During Period</td>
<td>$4,065,764.71</td>
<td>$52,594,418.09</td>
<td>$33,223.65</td>
<td>$1,328,106.62</td>
</tr>
<tr>
<td>Total Available</td>
<td>$22,786,853.02</td>
<td>$62,043,805.10</td>
<td>$969,036.17</td>
<td>$2,235,333.26</td>
</tr>
<tr>
<td>Paid Out During Period</td>
<td>$3,921,392.29</td>
<td>$43,178,311.47</td>
<td>$2,873.28</td>
<td>$1,269,170.37</td>
</tr>
<tr>
<td>Balance on Hand EOP</td>
<td>$18,865,460.73</td>
<td>$18,865,493.63</td>
<td>$966,162.89</td>
<td>$966,162.89</td>
</tr>
<tr>
<td></td>
<td>General Fund</td>
<td>General Fund</td>
<td>Capital Projects</td>
<td>Debt Service</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------</td>
<td>--------------</td>
<td>------------------</td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td>Month-To-Date</td>
<td>Year-To-Date</td>
<td>Month-To-Date</td>
<td>Month-To-Date</td>
</tr>
<tr>
<td>Balance on Hand BOP</td>
<td>$19,656,900.83</td>
<td>$10,356,613.65</td>
<td>$3,765,103.07</td>
<td>$0.00</td>
</tr>
<tr>
<td>Receipts During Period</td>
<td>$4,098,988.36</td>
<td>$53,922,524.71</td>
<td>$357,431.50</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Available</td>
<td>$23,755,889.19</td>
<td>$64,279,138.36</td>
<td>$4,122,534.57</td>
<td>$0.00</td>
</tr>
<tr>
<td>Paid Out During Period</td>
<td>$3,924,265.57</td>
<td>$44,447,481.84</td>
<td>$1,972.64</td>
<td>$0.00</td>
</tr>
<tr>
<td>Balance on Hand EOP</td>
<td>$19,831,623.62</td>
<td>$19,831,656.52</td>
<td>$4,120,561.93</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

|                                | PPEL         | Schoolhouse  | Schoolhouse      |
|                                | Month-To-Date| Month-To-Date| Year-To-Date     |
| Balance on Hand BOP            | $1,537,886.73| $5,302,989.80| $1,617,988.46    |
| Receipts During Period         | $178,590.84  | $536,022.34  | $5,909,194.05    |
| Total Available                | $1,716,477.57| $5,839,012.14| $7,527,182.51    |
| Paid Out During Period         | $9,211.10    | $11,183.74   | $2,209,288.24    |
| Balance on Hand EOP            | $1,707,266.47| $5,827,828.40| $5,317,894.27    |

**SECRETARY'S-TREASURER'S RECONCILIATION**

Balance All Funds-First of Month $11,974,602.11
Receipts-All Funds $59,831,718.76
Total Available-All Funds $71,806,320.87
Withdrawn-All Funds $46,656,770.08
Balance-All Funds-End of Month $25,149,550.79

Plus Warrants Outstanding $272,822.61
Less Deposits in Transit $59.25
Less Bank Error - Checking $0.00
Treasurer's Balance $25,422,314.15

Date_________________________ Secretary

Date_________________________ Treasurer
## FIRST NATIONAL BANK

**General Fund Account #612-484-6**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash in Bank May 1, 2016</td>
<td>$3,159,156.94</td>
</tr>
<tr>
<td>Interest NOW Account MTD</td>
<td>$377.81</td>
</tr>
<tr>
<td>Received From District Secretary</td>
<td>$176,687.29</td>
</tr>
<tr>
<td>Received From 703-648-6</td>
<td>$4,000,000.00</td>
</tr>
<tr>
<td>Total Available</td>
<td>$7,336,222.04</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>$4,148,448.67</td>
</tr>
<tr>
<td>Cash in Bank May 31, 2016</td>
<td>$3,187,773.37</td>
</tr>
</tbody>
</table>

## FIRST NATIONAL BANK

**General Fund Money Market #703-648-6**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash in Bank May 1, 2016</td>
<td>$14,311,544.27</td>
</tr>
<tr>
<td>Interest NOW Account MTD</td>
<td>$2,349.38</td>
</tr>
<tr>
<td>Received From District Secretary</td>
<td>$3,921,713.22</td>
</tr>
<tr>
<td>Received From 512-783-2</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Available</td>
<td>$18,235,606.87</td>
</tr>
<tr>
<td>Transferred to 612-484-6 &amp; 512-783-2</td>
<td>$4,000,000.00</td>
</tr>
<tr>
<td>Purchased Certificates of Deposit</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cash in Bank May 31, 2016</td>
<td>$14,235,606.87</td>
</tr>
</tbody>
</table>

## FIRST NATIONAL BANK

**Payroll Account #171-375-9**

Payroll Ending Balance May 31, 2016: $54,664.86

**Payroll Account #705-689-9**

Payroll Ending Balance May 31, 2016: $1,875.91

## PETTY CASH

PETTY CASH: $25.00

## CENTRAL STATE BANK CD #0023

CENTRAL STATE BANK CD #0023: $2,500,000.00

**TOTAL GENERAL FUND**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total General Fund</strong></td>
<td><strong>$19,979,946.01</strong></td>
</tr>
</tbody>
</table>
## CENTRAL STATE BANK

**Schoolhouse Fund Account #52-1**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash in Bank May 1, 2016</td>
<td>$427,311.64</td>
</tr>
<tr>
<td>Interest NOW Account MTD</td>
<td>$32.97</td>
</tr>
<tr>
<td>Received From District Secretary</td>
<td>$0.00</td>
</tr>
<tr>
<td>Received from 6-C0427-63-1</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Available</td>
<td>$560,052.78</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>$34,330.10</td>
</tr>
<tr>
<td>Cash in Bank May 31, 2016</td>
<td>$525,722.68</td>
</tr>
</tbody>
</table>

## CENTRAL STATE BANK

**Schoolhouse Fund Account #8037947**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash in Bank May 1, 2016</td>
<td>$4,389,283.03</td>
</tr>
<tr>
<td>Interest NOW Account MTD</td>
<td>$805.72</td>
</tr>
<tr>
<td>Received From District Secretary</td>
<td>$403,475.48</td>
</tr>
<tr>
<td>Total Available</td>
<td>$4,793,564.23</td>
</tr>
<tr>
<td>Transferred to 52-1</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cash in Bank May 31, 2016</td>
<td>$4,793,564.23</td>
</tr>
</tbody>
</table>

## ISJIT - BANKERS TRUST

**Schoolhouse Fund Account #0785135781**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash in Bank May 1, 2016</td>
<td>$0.00</td>
</tr>
<tr>
<td>Interest NOW Account MTD</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Available</td>
<td>$0.00</td>
</tr>
<tr>
<td>Transferred to 52-1</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cash in Bank May 31, 2016</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**INTERFUND PAYABLE - General Fund**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERFUND PAYABLE - General Fund</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL SCHOOLHOUSE FUND**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL SCHOOLHOUSE FUND</td>
<td>$5,319,286.91</td>
</tr>
</tbody>
</table>
GENERAL FUND May 1, 2016
Interest NOW Accounts MTD $2,727.19
Received From District Secretary $4,098,400.51
Received From 512-783-2 $0.00
Received From 703-648-6 $4,000,000.00
Total Available $25,571,853.91
Withdrawn $4,148,448.67
Transferred to 612-484-6 & 512-783-2 $4,000,000.00
Purchased CD's $0.00
Cash in Bank May 31, 2016 $17,423,405.24
Plus Certificates of Deposit & Interfund Receivable $2,500,000.00
Payroll Ending Balance May 31, 2016 $56,540.77
General Fund Cash & Investments May 31, 2016 $19,979,946.01

SCHOOLHOUSE FUND May 1, 2016
Interest NOW Accounts MTD $838.69
Received From District Secretary $536,183.65
Received From 8037947 $0.00
Received from 6-C0427-63-1 $0.00
Total Available $5,353,617.01
Withdrawn $34,330.10
Transferred to 52-1 $0.00
Cash in Bank May 31, 2016 $5,319,286.91
INTERFUND PAYABLE - General Fund $0.00
Schoolhouse Fund Cash & Receivables May 31, 2016 $5,319,286.91
# RECONCILIATION OF SECRETARY & TREASURER

<table>
<thead>
<tr>
<th></th>
<th>General</th>
<th>Schoolhouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary's Balance May 31, 2016</td>
<td>$19,831,656.52</td>
<td>$5,317,894.27</td>
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<tr>
<td>Plus Warrants Outstanding</td>
<td>$271,429.97</td>
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<tr>
<td>Less Deposits in Transit</td>
<td>$59.25</td>
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</tr>
<tr>
<td>Less May Warrants Cleared June</td>
<td>$0.00</td>
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<tr>
<td>Plus Accrued Salaries/Fringes Payable</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Less Property Taxes Receivable</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Less Accounts Receivable</td>
<td>$123,081.23</td>
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</tr>
<tr>
<td>Plus Accounts Payable</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Plus Construction Retainage Payable</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Plus Federal Intergovernmental Payable</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Plus Deferred Revenue</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Less Prepaid Expenses</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Less Interest Receivable</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Less Consumable Inventory</td>
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<tr>
<td>Less Bank Error - MM</td>
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</tr>
<tr>
<td>Less Bank Error - Checking</td>
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<tr>
<td>Treasurer's Balance May 31, 2016</td>
<td>$19,979,946.01</td>
<td>$5,319,286.91</td>
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## Treasurer's Balance May 31, 2016

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<thead>
<tr>
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<th>Schoolhouse</th>
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</thead>
<tbody>
<tr>
<td>Secretary's Balance May 31, 2016</td>
<td>$25,149,550.79</td>
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<td>Plus Warrants Outstanding</td>
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<tr>
<td>Less May Warrants Cleared June</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Plus Accrued Salaries/Fringes Payable</td>
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<td>$0.00</td>
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<tr>
<td>Less Property Taxes Receivable</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Less Accounts Receivable</td>
<td>$123,081.23</td>
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</tr>
<tr>
<td>Plus Accounts Payable</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Plus Construction Retainage Payable</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Plus Federal Intergovernmental Payable</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Plus Deferred Revenue</td>
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<td>$0.00</td>
</tr>
<tr>
<td>Less Prepaid Expenses</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Less Interest Receivable</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Less Consumable Inventory</td>
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<tr>
<td>Less Bank Error - MM</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Less Bank Error - Checking</td>
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<td>Treasurer's Balance May 31, 2016</td>
<td>$25,299,232.92</td>
<td>$5,319,286.91</td>
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</table>
## MUSCATINE COMMUNITY SCHOOL DISTRICT
### NUTRITION FUND FINANCIALS
### May 2016

**Revenue:**

<table>
<thead>
<tr>
<th>Program</th>
<th>Beginning Year-To-Date</th>
<th>Month To-Date</th>
<th>Ending Year-To-Date</th>
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</thead>
<tbody>
<tr>
<td><strong>Lunch Program:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Lunch Sales</td>
<td>$545,597.90</td>
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<td>Federal Reimbursements</td>
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<td>State Reimbursements</td>
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<tr>
<td><strong>Breakfast Program:</strong></td>
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<td>School Breakfast Sales</td>
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<td>School Breakfast Ala Carte</td>
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<td><strong>Catering:</strong></td>
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<tr>
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<td>$5,102.49</td>
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<tr>
<td>Total Catering Program</td>
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<td>$5,102.49</td>
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<tr>
<td><strong>Fruit &amp; Vegetables:</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Federal Fruit &amp; Vegetables</td>
<td>$46,018.01</td>
<td>$6,487.38</td>
<td>$52,505.39</td>
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<tr>
<td>Total Fruit &amp; Vegetables Program</td>
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<tr>
<td><strong>Summer Lunch Program:</strong></td>
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<tr>
<td>Federal Summer Lunch</td>
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<td>$0.00</td>
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<td>Summer Adult Lunch Sales</td>
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<tr>
<td><strong>Other Income:</strong></td>
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<tr>
<td>Commodities Received</td>
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<td>Interest</td>
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<td>Rebates</td>
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<td>Other Receipts</td>
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<tr>
<td>Miscellaneous Revenue</td>
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<td>Total Other Income</td>
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<td>$13,892.70</td>
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<td><strong>Total Revenue</strong></td>
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<td>$274,234.17</td>
<td>$2,359,250.69</td>
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</table>
### Expenditures:

#### Lunch Program:

<table>
<thead>
<tr>
<th>Item</th>
<th>Labor</th>
<th>Purchased Food</th>
<th>Purchased Food - Bakery</th>
<th>Other Supplies</th>
<th>Total Lunch Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>$673,847.47</td>
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<td>Purchased Food</td>
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<td>Purchased Food - Bakery</td>
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<tr>
<td>Other Supplies</td>
<td>$32,397.58</td>
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<tr>
<td><strong>Total Lunch Program</strong></td>
<td><strong>$1,450,256.52</strong></td>
<td><strong>$114,683.02</strong></td>
<td><strong>$721,546.49</strong></td>
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</table>

#### Breakfast Program:

<table>
<thead>
<tr>
<th>Item</th>
<th>Labor</th>
<th>Purchased Food</th>
<th>Other Supplies</th>
<th>Total Breakfast Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
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<td>$10,708.68</td>
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<td><strong>$228,176.29</strong></td>
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<tr>
<td>Purchased Food</td>
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<td>$9,242.97</td>
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<tr>
<td>Other Supplies</td>
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<td>$257.64</td>
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<td><strong>Total Breakfast Program</strong></td>
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<td><strong>$20,209.29</strong></td>
<td><strong>$162,318.30</strong></td>
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</table>

#### Catering:

<table>
<thead>
<tr>
<th>Item</th>
<th>Labor</th>
<th>Purchased Food</th>
<th>Other Supplies</th>
<th>Total Catering Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>$0.00</td>
<td></td>
<td></td>
<td><strong>$0.00</strong></td>
</tr>
<tr>
<td>Purchased Food</td>
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<td>Other Supplies</td>
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<td><strong>Total Catering Program</strong></td>
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<td><strong>$1,175.18</strong></td>
<td><strong>$4,684.50</strong></td>
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#### Fruit & Vegetables:

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<tr>
<th>Item</th>
<th>Labor</th>
<th>Purchased Food</th>
<th>Other Supplies</th>
<th>Total Fruit &amp; Vegetables Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
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<td><strong>$2,033.78</strong></td>
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<tr>
<td>Purchased Food</td>
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<td>Other Supplies</td>
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<td><strong>$0.00</strong></td>
</tr>
<tr>
<td><strong>Total Fruit &amp; Vegetables Program</strong></td>
<td><strong>$34,296.37</strong></td>
<td><strong>$4,987.89</strong></td>
<td><strong>$39,284.26</strong></td>
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#### Summer Lunch Program:

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<tr>
<th>Item</th>
<th>Labor</th>
<th>Purchased Food</th>
<th>Purchased Services</th>
<th>Other Supplies</th>
<th>Total Summer Lunch Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>$0.00</td>
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<td></td>
<td><strong>$534.06</strong></td>
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<tr>
<td>Purchased Food</td>
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<td><strong>$534.06</strong></td>
</tr>
<tr>
<td>Purchased Services</td>
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<td></td>
<td></td>
<td><strong>$0.00</strong></td>
</tr>
<tr>
<td>Other Supplies</td>
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<td></td>
<td></td>
<td></td>
<td><strong>$0.00</strong></td>
</tr>
<tr>
<td><strong>Total Summer Lunch Program</strong></td>
<td><strong>$534.06</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$534.06</strong></td>
<td><strong>$0.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### In-Direct Costs:

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<tr>
<th>Item</th>
<th>Labor</th>
<th>Purchased Services</th>
<th>Repairs/Rentals</th>
<th>Travel/Registrations</th>
<th>Purchased Food</th>
<th>Commodities Used</th>
<th>Other Supplies</th>
<th>New Equipment</th>
<th>Depreciation</th>
<th>Other Expenses</th>
<th>Pension Expense</th>
<th>Total In-Direct Costs</th>
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<tbody>
<tr>
<td>Labor</td>
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</table>

#### Total Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Total Lunch Program</th>
<th>Breakfast Program</th>
<th>Catering</th>
<th>Fruit &amp; Vegetables</th>
<th>Summer Lunch Program</th>
<th>Total In-Direct Costs</th>
<th>Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td><strong>$1,450,256.52</strong></td>
<td><strong>$228,176.29</strong></td>
<td><strong>$4,684.50</strong></td>
<td><strong>$39,284.26</strong></td>
<td><strong>$534.06</strong></td>
<td><strong>$241,842.29</strong></td>
<td><strong>$1,983,494.34</strong></td>
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</table>

### Net Income or (Loss)

<table>
<thead>
<tr>
<th>Item</th>
<th>Total Lunch Program</th>
<th>Breakfast Program</th>
<th>Catering</th>
<th>Fruit &amp; Vegetables</th>
<th>Summer Lunch Program</th>
<th>Total In-Direct Costs</th>
<th>Total Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Income or (Loss)</td>
<td><strong>$375,756.35</strong></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Beginning Fund Balance before Audit Adjustment** ($362,162.59)

**Upward Audit Adjustment for Fixed Assets** $0.00

**Downward Audit Adjustment for GASB 68** $0.00

**Beginning Fund Balance after Audit Adjustment** ($362,162.59)

**Current Fund Balance** $13,593.76
### Balance Sheet and Reconciliation

#### May 2016

#### Assets:

- **Cash Accounts:**
  - Checking Balance Bank Statement $554,079.22
  - Payroll Checking #1713759 $0.00
  - Petty Cash $1,395.00
  - Plus Deposits in Transit $0.00
  - Less Warrants Outstanding $5,407.61
  - **Current Cash Accounts** $550,066.61

- **Deferred Outflows - GASB 68** $129,872.00
- **Accounts Receivable** $45,959.75
- **In-Touch Receivable** $0.00
- **Commodities Inventory** $46,728.67

#### Fixed Assets:

- **Equipment/Machinery/Furniture** $809,020.85
- **Accumulated Depreciation** $603,232.28
- **Net Fixed Assets** $205,788.57

### Total Assets

$978,415.60

#### Liabilities:

- **Meal Prepayments** $44,236.84
- **Accounts Payable** $0.00
- **Accrued Salaries/Fringes Payable** $0.00
- **Deferred Revenue** $244,232.00
- **OPEB Liability** $47,780.00
- **Net Pension Liability** $628,573.00

### Total Liabilities

$964,821.84

### Net Equity

$13,593.76
### Activity Funds

<table>
<thead>
<tr>
<th>Activity Fund Accounts</th>
<th>Balance</th>
<th>Receipts</th>
<th>Expenses</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<tr>
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<td>Student Services-Werling</td>
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<td>$10,047.66</td>
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<td><strong>Total General Accounts</strong></td>
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<tr>
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# TRUST & AGENCY FUNDS

## TRUST ACCOUNTS

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<tr>
<td>B &amp; P Rohling Scholarship</td>
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<td>$17,153.24</td>
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**Total Trust Fund** $166,076.13  $360.00  $0.00  $166,436.13

## SPECIAL PURPOSE TRUST ACCOUNTS

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**Total Special Purpose Trust Fund** $53,494.50  $0.00  $0.00  $53,494.50

## AGENCY ACCOUNTS

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**Total Agency Fund** $28,249.86  $49,839.12  $50,287.94  $27,801.04

**Grand Total** $641,971.57  $79,659.49  $65,832.49  $655,798.57

Checking CNB #83                               | $169,843.37  |               |               | $212,397.87  |
Agency CSB Checking #7203383                   | $156,793.88  |               |               | $158,820.34  |
Money Market CNB#1202647                       | $283,128.48  |               |               | $283,164.55  |
Payroll Checking FNB#1713759                   | $1.49        |               |               | $0.00        |
Petty Cash                                    | $2,600.00    |               |               | $2,600.00    |
Certificates of Deposit                        | $53,141.16   |               |               | $53,141.16   |
Treasury Notes                                | $90,508.00   |               |               | $90,508.00   |
Bank Total                                    | $756,016.38  |               |               | $800,631.92  |
Less: Warrants Outstanding                     | $13,790.10   |               |               | $10,437.97   |
Accrued Salaries/Fringes Payable              | $1.49        |               |               | $0.00        |
Accrued Interest Receivable                   | $0.00        |               |               | $0.00        |
Less Accounts Payable                         | $130,979.76  |               |               | $187,209.08  |
Plus Accounts Receivable                       | $30,488.06   |               |               | $44,668.91   |
Plus: Deposits in Transit                     | $238.48      |               |               | $8,144.79    |
**Reconciled Total**                          | $641,971.57  |               |               | $655,798.57  |
### FNB PAYROLL RECONCILIATION
#### MAY 2016

**BOOK**

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**BANK**

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<td>Plus(Less) Bank Encoding Errors</td>
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# FNB Payroll Tax Fund Reconciliation

**MAY 2016**

## BOOK

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## BANK

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<td><strong>Adjusted Ending Balance</strong></td>
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<td>Plus Bank Errors</td>
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<td>Early Intervention Supplement - Starting in 2010</td>
<td>Line 5.7</td>
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<td>Teacher Leadership Compensation Grant FY14</td>
<td>Line 5.8</td>
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<td>AEA Special Ed Costs.......</td>
<td>Line 5.9</td>
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<td>AEA Media &amp; Others.........</td>
<td>Line 5.9, 5.10, 5.11, 5.12</td>
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<td>Increase for December Special Ed Count...</td>
<td>AEA Calculation</td>
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<td>S.B.R.C. Growth:</td>
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<td>Semi-annual apportionment.... Frozen @ $91,477/Open Enrollment Tuition Out</td>
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<td>Special Education [Includes S.B.R.C ADD-BACK 1]........</td>
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<td>ESL/ELL..........................</td>
<td>Local Board decision</td>
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<td>Drop-out Program.............. Line 5.17</td>
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<td>Controlled Budget..............</td>
<td>Sum of sub-totals</td>
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<td>Instructional Support Program - Starting in FY14</td>
<td>Line 10.27</td>
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<td>State Wide Voluntary Preschool start in FY09</td>
<td>Line 7.35</td>
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<td>Miscellaneous Incomes........</td>
<td>(see page two)</td>
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<td>Unspent balance from previous year........</td>
<td>carried forward</td>
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<tr>
<td>Maximum Budget................</td>
<td>Sum of last three</td>
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<td>Expenditures..................</td>
<td>Actual or estimate</td>
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<td>Unspent budget capacity........</td>
<td>Budget less expenses</td>
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<td><em>New money</em> over previous year..........</td>
<td>Diff year to year</td>
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<td>Increases in Maximum budget is, Line 13:</td>
<td>(Line 1 &amp; 2)</td>
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<td>all sources...................</td>
<td>Diff year to year</td>
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<td>Increases in spending.......</td>
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<th>Actual 2011-12</th>
<th>Actual 2012-13</th>
<th>Actual 2013-14</th>
<th>Actual 2014-15</th>
<th>Estimate 2015-16</th>
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<td>Mobile Home</td>
<td>11-1191900</td>
<td>17,856</td>
<td>1,151</td>
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<td>11-11322900</td>
<td>325,262</td>
<td>91,404</td>
<td>221,911</td>
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<td>Open Enrollment-Phase III no Phase III starting FY04</td>
<td>11-11323900</td>
<td>108,122</td>
<td>164,764</td>
<td>301,746</td>
<td>117,963</td>
<td>163,401</td>
<td>193,384</td>
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<td>Tuition - Summer School- MHS/ Middle Schools</td>
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<td>1,340</td>
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<td>1,520</td>
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<td>Tuition - College for Kids</td>
<td>11-11361900</td>
<td>55,570</td>
<td>62,725</td>
<td>57,840</td>
<td>61,990</td>
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<td>12,001</td>
<td>3,104</td>
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<td>11-11510900</td>
<td>19,863</td>
<td>7,682</td>
<td>15,737</td>
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<td>City use of Pool rental agreement</td>
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<td>12,028</td>
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<td>Gifts &amp; Donations</td>
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<td>43,625</td>
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<td>18,753</td>
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<td>Student Fees: Textbooks/Tuition from parents</td>
<td>11-1942900</td>
<td>143,556</td>
<td>58,329</td>
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<td>Student Fees/Fines</td>
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<td>314</td>
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<td>Sale of services</td>
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<td>Refund of prior year's expense</td>
<td>11-1980900</td>
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<td>Student fees—parking</td>
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<td>Jury Duty</td>
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<td>61,287</td>
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<td>Teacher Mentoring &amp; Induction</td>
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<td>Jefferson Pre-School (GPS)</td>
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<td>4 year olds AT-RISK (GPS)</td>
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<td>State VOC-TECH</td>
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<td>Empowerment - School Ready</td>
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<td>Empowerment - Prof Develop</td>
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<td>Received Year to date</td>
<td>% Rec'd</td>
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<td>155,538</td>
<td>753,929</td>
<td>372,566</td>
<td>350,000</td>
<td>182,403</td>
<td>58.83%</td>
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</tr>
<tr>
<td>Preschool Headstart</td>
<td>11-4799900</td>
<td>33,672</td>
<td>-</td>
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<td>-</td>
<td>-</td>
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<td></td>
</tr>
<tr>
<td>Permanent Transfers In from Activity Fund</td>
<td>11-5221000</td>
<td>11,481</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Sale of material</td>
<td>11-5314900</td>
<td>1,413</td>
<td>1,557</td>
<td>5,508</td>
<td>5,504</td>
<td>10,000</td>
<td>29,184</td>
<td>97.28%</td>
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<tr>
<td>Total Miscellaneous</td>
<td>11-5274288</td>
<td>4,027,047</td>
<td>5,151,104</td>
<td>5,982,078</td>
<td>4,399,584</td>
<td>3,104,987</td>
<td>3,104,987</td>
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<tr>
<td></td>
<td>Actual FY14</td>
<td>% of FY14 Budget</td>
<td>% of YTD</td>
<td>Actual FY15</td>
<td>% of FY15 Budget</td>
<td>% of YTD</td>
<td>Estimate FY16</td>
<td>% of FY16 Budget</td>
<td>YTD %</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------</td>
<td>------------------</td>
<td>----------</td>
<td>-------------</td>
<td>------------------</td>
<td>----------</td>
<td>--------------</td>
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<tr>
<td>Maximum Budget</td>
<td>56,920,501</td>
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<td>60,610,029</td>
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<td>63,868,551</td>
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<td></td>
</tr>
<tr>
<td>Expenditures</td>
<td>52,458,216</td>
<td>92.16%</td>
<td>92.16%</td>
<td>53,627,897</td>
<td>88.48%</td>
<td>88.48%</td>
<td>55,106,256</td>
<td>86.28%</td>
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<td>Unspent Authority</td>
<td>$4,462,285</td>
<td>7.84%</td>
<td>7.84%</td>
<td>$6,982,131</td>
<td>11.52%</td>
<td>11.52%</td>
<td>$8,762,295</td>
<td>13.72%</td>
<td>13.72%</td>
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</table>

Dollar amount and Percent of Maximum Budget spent by month:

<table>
<thead>
<tr>
<th>Month</th>
<th>Actual</th>
<th>% Budget</th>
<th>% YTD</th>
<th>Estimated</th>
<th>% Budget</th>
<th>% YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$287,117</td>
<td>0.50%</td>
<td>0.55%</td>
<td>$606,320</td>
<td>1.00%</td>
<td>1.13%</td>
</tr>
<tr>
<td>August</td>
<td>$2,151,431</td>
<td>3.78%</td>
<td>4.65%</td>
<td>$1,795,425</td>
<td>2.96%</td>
<td>4.48%</td>
</tr>
<tr>
<td>September</td>
<td>4,630,953</td>
<td>8.14%</td>
<td>13.48%</td>
<td>3,943,631</td>
<td>6.51%</td>
<td>11.83%</td>
</tr>
<tr>
<td>October</td>
<td>4,537,243</td>
<td>7.97%</td>
<td>22.13%</td>
<td>5,934,839</td>
<td>9.79%</td>
<td>22.90%</td>
</tr>
<tr>
<td>November</td>
<td>4,399,266</td>
<td>7.73%</td>
<td>30.51%</td>
<td>4,015,620</td>
<td>6.63%</td>
<td>30.39%</td>
</tr>
<tr>
<td>December</td>
<td>4,289,939</td>
<td>7.54%</td>
<td>38.69%</td>
<td>4,490,676</td>
<td>7.41%</td>
<td>38.76%</td>
</tr>
<tr>
<td>January</td>
<td>4,800,500</td>
<td>8.43%</td>
<td>47.84%</td>
<td>4,757,958</td>
<td>7.85%</td>
<td>47.63%</td>
</tr>
<tr>
<td>February</td>
<td>4,529,897</td>
<td>7.96%</td>
<td>56.48%</td>
<td>4,725,566</td>
<td>7.80%</td>
<td>56.44%</td>
</tr>
<tr>
<td>March</td>
<td>3,659,921</td>
<td>6.43%</td>
<td>63.45%</td>
<td>3,792,378</td>
<td>6.26%</td>
<td>63.52%</td>
</tr>
<tr>
<td>April</td>
<td>4,822,342</td>
<td>8.47%</td>
<td>72.65%</td>
<td>4,776,671</td>
<td>7.88%</td>
<td>72.42%</td>
</tr>
<tr>
<td>May</td>
<td>4,398,215</td>
<td>7.73%</td>
<td>81.03%</td>
<td>4,044,303</td>
<td>6.67%</td>
<td>79.96%</td>
</tr>
<tr>
<td>June</td>
<td>9,951,391</td>
<td>17.48%</td>
<td>100.00%</td>
<td>10,257,534</td>
<td>16.92%</td>
<td>99.09%</td>
</tr>
</tbody>
</table>

$52,458,216 92.16% $53,140,920 87.68% $43,178,344 67.61%
### Preparing for the June 13, 2016 Board Meeting - Data as of May 2016.

<table>
<thead>
<tr>
<th></th>
<th>Actual FY14</th>
<th>% of Budget</th>
<th>YTD %</th>
<th>Actual FY15</th>
<th>% of Budget</th>
<th>YTD %</th>
<th>Estimated FY16</th>
<th>% of Budget</th>
<th>YTD %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budgeted Revenues</strong></td>
<td>53,829,305</td>
<td></td>
<td></td>
<td>55,708,105</td>
<td></td>
<td></td>
<td>56,589,568</td>
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</tr>
<tr>
<td><strong>Revenues</strong></td>
<td>54,070,658</td>
<td>100.45%</td>
<td></td>
<td>56,792,981</td>
<td>101.95%</td>
<td></td>
<td>56,912,707</td>
<td>100.57%</td>
<td></td>
</tr>
<tr>
<td><strong>Difference</strong></td>
<td>$241,353</td>
<td>0.45%</td>
<td></td>
<td>$1,084,876</td>
<td>1.95%</td>
<td></td>
<td>$323,139</td>
<td>0.57%</td>
<td></td>
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</table>

Dollar amount and Percent of Revenues received by month:

<table>
<thead>
<tr>
<th>Month</th>
<th>Actual</th>
<th>% of Total</th>
<th>YTD %</th>
<th>Budget</th>
<th>% of Total</th>
<th>YTD %</th>
<th>Estimated</th>
<th>% of Total</th>
<th>YTD %</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$7,267</td>
<td>0.01%</td>
<td>0.01%</td>
<td>$1,712,699</td>
<td>3.07%</td>
<td>3.02%</td>
<td>$6,287</td>
<td>0.01%</td>
<td>0.01%</td>
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<tr>
<td>August</td>
<td>$131,530</td>
<td>0.24%</td>
<td>0.26%</td>
<td>$154,750</td>
<td>0.28%</td>
<td>3.29%</td>
<td>$163,062</td>
<td>0.29%</td>
<td>0.30%</td>
</tr>
<tr>
<td>September</td>
<td>$4,711,872</td>
<td>8.75%</td>
<td>8.97%</td>
<td>$4,399,189</td>
<td>7.90%</td>
<td>11.03%</td>
<td>$4,525,171</td>
<td>8.00%</td>
<td>8.25%</td>
</tr>
<tr>
<td>October</td>
<td>$10,111,012</td>
<td>18.78%</td>
<td>27.67%</td>
<td>$10,688,102</td>
<td>19.19%</td>
<td>29.85%</td>
<td>$10,438,199</td>
<td>18.45%</td>
<td>26.59%</td>
</tr>
<tr>
<td>November</td>
<td>$4,405,803</td>
<td>8.16%</td>
<td>35.82%</td>
<td>$4,377,088</td>
<td>7.86%</td>
<td>37.56%</td>
<td>$5,229,744</td>
<td>9.24%</td>
<td>35.78%</td>
</tr>
<tr>
<td>December</td>
<td>$3,852,629</td>
<td>7.16%</td>
<td>42.94%</td>
<td>$4,205,473</td>
<td>7.55%</td>
<td>44.97%</td>
<td>$4,625,777</td>
<td>8.17%</td>
<td>43.91%</td>
</tr>
<tr>
<td>January</td>
<td>$4,390,123</td>
<td>8.16%</td>
<td>51.06%</td>
<td>$4,534,320</td>
<td>8.14%</td>
<td>52.95%</td>
<td>$4,444,641</td>
<td>7.85%</td>
<td>51.72%</td>
</tr>
<tr>
<td>February</td>
<td>$3,618,133</td>
<td>6.72%</td>
<td>57.75%</td>
<td>$3,734,502</td>
<td>6.70%</td>
<td>59.53%</td>
<td>$3,950,098</td>
<td>6.98%</td>
<td>58.66%</td>
</tr>
<tr>
<td>March</td>
<td>$3,816,557</td>
<td>7.09%</td>
<td>64.81%</td>
<td>$3,822,632</td>
<td>6.86%</td>
<td>66.26%</td>
<td>$4,359,487</td>
<td>7.70%</td>
<td>66.32%</td>
</tr>
<tr>
<td>April</td>
<td>$10,377,885</td>
<td>19.28%</td>
<td>84.01%</td>
<td>$10,640,795</td>
<td>19.10%</td>
<td>84.99%</td>
<td>$10,786,190</td>
<td>19.06%</td>
<td>85.27%</td>
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<tr>
<td>May</td>
<td>$4,052,338</td>
<td>7.53%</td>
<td>91.50%</td>
<td>$3,778,218</td>
<td>6.78%</td>
<td>91.64%</td>
<td>$4,065,765</td>
<td>7.18%</td>
<td>92.41%</td>
</tr>
<tr>
<td>June</td>
<td>$4,593,018</td>
<td>8.53%</td>
<td>100.00%</td>
<td>$3,850,041</td>
<td>6.91%</td>
<td>98.42%</td>
<td>$52,594,418</td>
<td>92.94%</td>
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<tr>
<td>Total</td>
<td>$54,068,166</td>
<td>100.44%</td>
<td></td>
<td>$55,897,808</td>
<td>100.34%</td>
<td></td>
<td>$52,594,418</td>
<td>92.94%</td>
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</tr>
<tr>
<td>Revenues FY14</td>
<td>Expenditures</td>
<td>Revenues FY15</td>
<td>Expenditures</td>
<td>Estimate FY16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>--------------</td>
<td>--------------</td>
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<td>--------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54,070,658</td>
<td>52,458,216</td>
<td>56,792,981</td>
<td>53,627,897</td>
<td>56,912,707</td>
<td></td>
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<tr>
<td>$ 1,612,442</td>
<td></td>
<td>$ 3,165,084</td>
<td></td>
<td>$ 1,806,451</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2.98%</td>
<td></td>
<td>5.57%</td>
<td></td>
<td>3.17%</td>
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</table>

<table>
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<tr>
<th>Actual</th>
<th>FY15</th>
<th>Actual</th>
<th>FY16</th>
<th>Estimate</th>
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<tbody>
<tr>
<td>$ 7,267</td>
<td>0.01%</td>
<td>$ 287,117</td>
<td>0.55%</td>
<td>$ (279,851)</td>
</tr>
<tr>
<td>$ 131,530</td>
<td>0.24%</td>
<td>$ 2,151,431</td>
<td>4.10%</td>
<td>$ (2,299,752)</td>
</tr>
<tr>
<td>$ 4,711,872</td>
<td>8.71%</td>
<td>$ 4,630,953</td>
<td>8.83%</td>
<td>$ (2,218,833)</td>
</tr>
<tr>
<td>$ 10,111,012</td>
<td>18.70%</td>
<td>$ 4,537,243</td>
<td>8.65%</td>
<td>$ 3,354,935</td>
</tr>
<tr>
<td>$ 4,405,803</td>
<td>8.15%</td>
<td>$ 4,399,266</td>
<td>8.39%</td>
<td>$ 3,361,472</td>
</tr>
<tr>
<td>$ 3,852,629</td>
<td>7.13%</td>
<td>$ 4,289,939</td>
<td>8.18%</td>
<td>$ 2,924,162</td>
</tr>
<tr>
<td>$ 4,390,123</td>
<td>8.12%</td>
<td>$ 4,800,500</td>
<td>9.15%</td>
<td>$ 2,513,785</td>
</tr>
<tr>
<td>$ 3,618,133</td>
<td>6.69%</td>
<td>$ 4,529,897</td>
<td>8.64%</td>
<td>$ 1,602,021</td>
</tr>
<tr>
<td>$ 3,816,557</td>
<td>7.06%</td>
<td>$ 3,659,921</td>
<td>6.98%</td>
<td>$ 1,758,657</td>
</tr>
<tr>
<td>$ 10,377,885</td>
<td>19.19%</td>
<td>$ 4,822,342</td>
<td>9.19%</td>
<td>$ 7,314,200</td>
</tr>
<tr>
<td>$ 4,052,338</td>
<td>7.49%</td>
<td>$ 4,398,215</td>
<td>8.38%</td>
<td>$ 6,968,323</td>
</tr>
<tr>
<td>$ 4,595,510</td>
<td>8.50%</td>
<td>$ 9,951,391</td>
<td>18.97%</td>
<td>$ 1,612,442</td>
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</table>

# Food & Nutrition Financials

## Budget for 2015-2016 / MAY

### PROFIT/LOSS SUMMARY

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual YTD</th>
<th>DAILY</th>
<th>CURRENT</th>
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</thead>
<tbody>
<tr>
<td>Total Income</td>
<td>$2,845,576.16</td>
<td>$2,359,250.69</td>
<td>$13,558.91</td>
<td>$2,522,476.31</td>
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<tr>
<td>Total Expenses</td>
<td>$2,807,118.64</td>
<td>$1,983,494.34</td>
<td>$11,399.39</td>
<td>$2,151,038.99</td>
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</table>

<table>
<thead>
<tr>
<th>Total profit (or loss)</th>
<th>Estimated</th>
<th>Actual YTD</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$38,457.52</td>
<td>$375,756.35</td>
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</tbody>
</table>

**Total profit (or loss): $337,298.83**
## 2015-2016 Revenues

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$10,807</td>
<td>August</td>
<td>$6,289.36</td>
<td>September</td>
<td>$106,896.81</td>
<td>October</td>
<td>$329,141.10</td>
<td>November</td>
<td>$297,429.24</td>
<td>December</td>
<td>$266,860.07</td>
</tr>
<tr>
<td></td>
<td>$248,158.81</td>
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<td>$283,453.58</td>
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<td>$278,044.06</td>
<td></td>
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<td>$274,234.17</td>
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<td>$1,983,494.34</td>
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</tbody>
</table>

## 2014-2015 Revenues

<table>
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<tr>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$1,018.37</td>
<td>August</td>
<td>$88,580.78</td>
<td>September</td>
<td>$214,976.84</td>
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<tr>
<td></td>
<td>$318,588.03</td>
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<td>$318,588.03</td>
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<td>$318,588.03</td>
</tr>
</tbody>
</table>

## Expenditures

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$53,199.15</td>
<td>August</td>
<td>$32,450.03</td>
<td>September</td>
<td>$94,013.95</td>
</tr>
<tr>
<td></td>
<td>$394,623.53</td>
<td></td>
<td>$197,630.70</td>
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<td>$289,027.34</td>
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</table>

## Net Monthly

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>($53,188.35)</td>
<td>August</td>
<td>($26,160.67)</td>
<td>September</td>
<td>$12,882.86</td>
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<tr>
<td></td>
<td>$116,357.08</td>
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<td>$42,580.36</td>
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<td>$36,610.43</td>
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</table>

## Net Yearly

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>($53,188.35)</td>
<td>August</td>
<td>($79,349.02)</td>
<td>September</td>
<td>($66,466.16)</td>
</tr>
<tr>
<td></td>
<td>$278,044.06</td>
<td></td>
<td>$232,230.55</td>
<td></td>
<td>$261,929.38</td>
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## Breakfast - Days

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
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<th>Amount</th>
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<tbody>
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## Breakfast - Meals

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## Breakfast Total

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<th>Amount</th>
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<tbody>
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<td>September</td>
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## Lunch - Days

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<th>Amount</th>
<th>Month</th>
<th>Amount</th>
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<tbody>
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## Lunch - Meals

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<th>Amount</th>
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## Total Meals

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</thead>
<tbody>
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## Breakfast Difference

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<tbody>
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## Lunch Difference

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<tbody>
<tr>
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## Total Meals Difference

<table>
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<th>Month</th>
<th>Amount</th>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
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<td>August</td>
<td>-61,088</td>
<td>September</td>
<td>-63,815</td>
</tr>
<tr>
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<td>-62,681</td>
<td></td>
<td>-58,288</td>
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<td>-50,418</td>
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## Monthly Difference

<table>
<thead>
<tr>
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<th>Amount</th>
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<th>Amount</th>
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<tbody>
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## Yearly Difference

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<th>Month</th>
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</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>-55,675</td>
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<td>-62,681</td>
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## Food Service Financial Trend FY16.xlsx
<table>
<thead>
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<th></th>
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<th>+/-</th>
<th>2015</th>
<th>2016</th>
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</tr>
<tr>
<td>Free</td>
<td>32.11%</td>
<td>39.03%</td>
<td>6.92%</td>
<td>Free</td>
<td>45.27%</td>
<td>39.71%</td>
</tr>
<tr>
<td>Reduced</td>
<td>16.34%</td>
<td>35.93%</td>
<td>19.18%</td>
<td>Reduced</td>
<td>6.58%</td>
<td>11.05%</td>
</tr>
<tr>
<td>Paid</td>
<td>3.83%</td>
<td>9.96%</td>
<td>6.13%</td>
<td>Paid</td>
<td>10.94%</td>
<td>11.50%</td>
</tr>
<tr>
<td>Total</td>
<td>14.34%</td>
<td>21.19%</td>
<td>6.85%</td>
<td>Total</td>
<td>26.81%</td>
<td>24.55%</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Free</td>
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<td>70.91%</td>
<td>-1.54%</td>
<td>Free</td>
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<td>84.47%</td>
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<td>Reduced</td>
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<tr>
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<tr>
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<td>3.52%</td>
<td>Total</td>
<td>64.96%</td>
<td>61.39%</td>
</tr>
<tr>
<td>**Free 32.11%</td>
<td>39.03%</td>
<td>6.92%</td>
<td></td>
<td>Free</td>
<td>45.27%</td>
<td>39.71%</td>
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<td>Reduced</td>
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<td>6.58%</td>
<td>11.05%</td>
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<td>3.83%</td>
<td>9.96%</td>
<td>6.13%</td>
<td>Paid</td>
<td>10.94%</td>
<td>11.50%</td>
</tr>
<tr>
<td>Total</td>
<td>14.34%</td>
<td>21.19%</td>
<td>6.85%</td>
<td>Total</td>
<td>26.81%</td>
<td>24.55%</td>
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<td>**Reduced 16.34%</td>
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<td>19.18%</td>
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<td>Reduced</td>
<td>6.58%</td>
<td>11.05%</td>
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<td>10.94%</td>
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<td>Total</td>
<td>14.34%</td>
<td>21.19%</td>
<td>6.85%</td>
<td>Total</td>
<td>26.81%</td>
<td>24.55%</td>
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<tr>
<td>**Paid 3.83%</td>
<td>9.96%</td>
<td>6.13%</td>
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<td>Paid</td>
<td>10.94%</td>
<td>11.50%</td>
</tr>
<tr>
<td>Total</td>
<td>14.34%</td>
<td>21.19%</td>
<td>6.85%</td>
<td>Total</td>
<td>26.81%</td>
<td>24.55%</td>
</tr>
<tr>
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<td>60.68%</td>
<td>0.00%</td>
<td>Total</td>
<td>60.68%</td>
<td>60.68%</td>
</tr>
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</table>

**Breakfast 2015 2016  +/- Breakfast 2015 2016  +/-**

**Free** 32.11% 39.03% 6.92% Free 45.27% 39.71% -5.56%
**Reduced** 16.34% 35.93% 19.18% Reduced 6.58% 11.05% 4.47%
**Paid** 3.83% 9.96% 6.13% Paid 10.94% 11.50% -0.56%
**Total** 14.34% 21.19% 6.85% Total 26.81% 24.55% -2.26%

**Lunch 2015 2016 +/- Lunch 2015 2016 +/-**

Free 72.45% 70.91% -1.54% Free 77.17% 74.24% -2.93%
Reduced 72.57% 84.47% 11.91% Reduced 71.05% 88.95% 17.89%
Paid 45.42% 47.08% 1.66% Paid 52.48% 47.45% -5.03%
Total 57.47% 60.99% 3.52% Total 64.96% 61.39% -3.57%

**Lunch 2015 2016 +/- Lunch 2015 2016 +/-**

Free 86.16% 84.83% -1.32% Free 79.69% 76.62% -3.06%
Reduced 74.64% 84.47% 11.91% Reduced 71.05% 88.95% 17.89%
Paid 45.42% 47.08% 1.66% Paid 52.48% 47.45% -5.03%
Total 57.47% 60.99% 3.52% Total 64.96% 61.39% -3.57%

**Lunch 2015 2016 +/- Lunch 2015 2016 +/-**

Free 74.45% 70.99% -3.47% Free 72.10% 70.56% -1.54%
Reduced 68.49% 65.80% -2.69% Reduced 65.52% 64.93% -0.60%
Paid 42.19% 41.57% -0.62% Paid 41.78% 39.11% -2.67%
Total 57.59% 56.00% -1.59% Total 57.38% 55.37% -2.02%