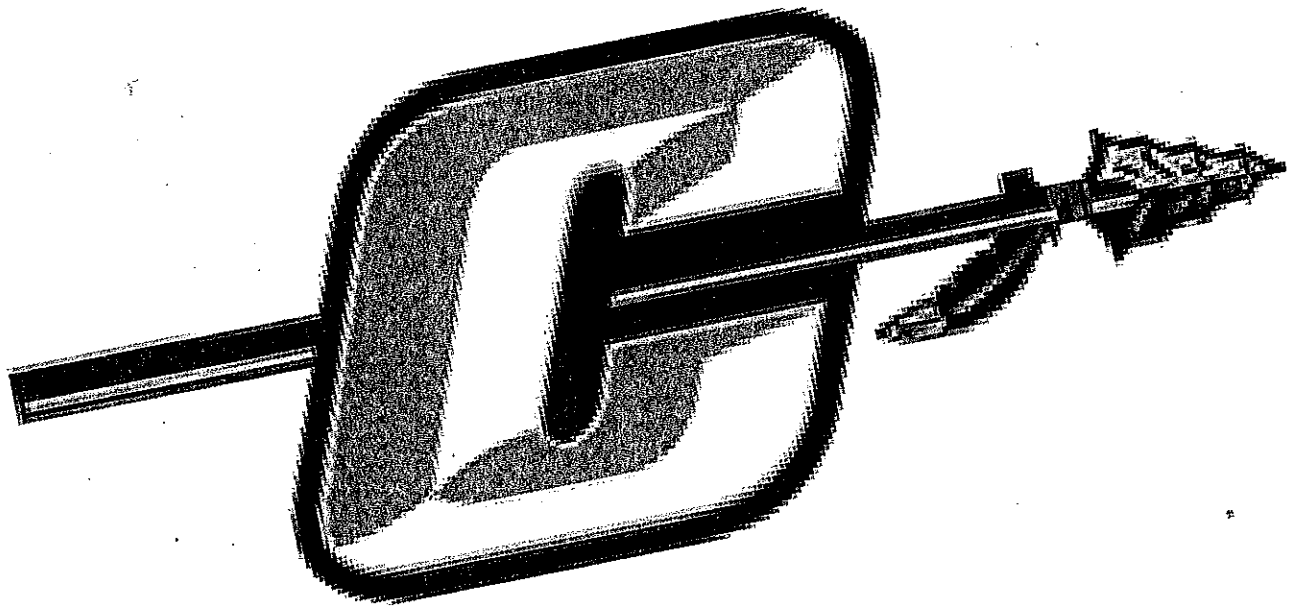


Cherokee Community School District



Regular Board Meeting
September 16, 2024
CWSHS Library

Board Members:

Mrs. Jodi Thomas, President
Mr. Ray Mullins, Vice-President
Mr. Jared Barkley
Mr. Brian Freed
Mrs. Jocelyn Riggert
Mrs. Joyce Lundsgaard, Board Secretary
Mr. Tom Ryherd, Superintendent

**Special Meeting [No Action] - School Improvement Advisory Committee
Cherokee Community School District
600 West Bluff Street
Monday, September 16, 2024 @ 4:30 PM**

The tentative agenda contains a list of subjects known at the time of distribution. A copy of the agenda kept continuously current is available for inspection at the office of the superintendent during regular business hours. This agenda may be changed up to 24 hours before the scheduled commencement of the meeting. The agenda sequence is provided as a courtesy only. The board reserves the right to consider each item in any sequence it deems appropriate. Therefore, we encourage visitors to attend the meeting from the beginning.

1. Call the meeting to order
2. Approve the agenda
3. Special Meeting - School Improvement Advisory Committee - Information
A. Welcome School Improvement Advisory Committee [SIAC] Members
B. Discussion of/ information concerning ISASP Reports 2023-2024
C. Discussion of/ information concerning ISASP Growth Reports 2023-2024
D. Discussion of/ information concerning major educational needs
E. Discussion of/ information concerning student learning goals
F. Discussion of/ information concerning long-range and annual improvement goals in reading, mathematics, and science achievement
G. Discussion of/ information concerning desired levels of student performance
H. Discussion of/ information concerning progress towards meeting student learning goals; long-range and annual improvement goals in reading, mathematics, and science achievement; and desired levels of student performance
I. Discussion of/ information concerning harassment or bullying prevention goals, programs, training, and other initiatives
J. Discussion of/ information concerning infusing character education into the educational program
K. Discussion of/ information concerning Title programs
4. Adjournment

**Regular Board of Education Meeting
Cherokee Community School District, 600 West Bluff Street
Agenda for Monday, September 16, 2024 at 5:30 PM**

The tentative agenda contains a list of subjects known at the time of distribution. A copy of the agenda kept continuously current is available for inspection at the office of the superintendent during regular business hours. This agenda may be changed up to 24 hours before the scheduled commencement of the meeting. The agenda sequence is provided as a courtesy only. The board reserves the right to consider each item in any sequence it deems appropriate. Therefore, we encourage visitors to attend the meeting from the beginning.

NOTICE: If you have comments that you wish to be considered please submit those comments to: Tom Ryherd, Superintendent, at tryherd@ccsd.k12.ia.us by September 16, 2024 by 2:00 PM along with your phone number and you will be called prior to the agenda item you wish to address.

1. Call the meeting to order
2. Pledge of Allegiance and Mission Statement
3. Approve the agenda
4. Roll call of members in attendance
5. Action to excuse board members not in attendance
6. Welcome Visitors

Recognition of media and persons who wish to speak to the board regarding a school issue not on the agenda	
7. Consent agenda	<ul style="list-style-type: none"> A. Approve the minutes of the regular meeting [8-19-24] B. Approve financial statements C. Approve monthly bills D. Approve fundraising requests E. Approve update of policy - 501.9 - Chronic Absenteeism and Truancy F. Approve resignations <ul style="list-style-type: none"> Jillian Westergard - CMS Para Sandy Marker - CWHS Para Nancy Ruhland - CMS Mentoring Coordinator G. Approve retirements H. Approve internal transfers I. Approve contract extensions <ul style="list-style-type: none"> Teagen Slaughter - Volunteer Girls Basketball Coach Rachel Bruneau - CWHS Para Katie Westphal - Co-Prom Sponsor Tally Rasmus - Co-Prom Sponsor Hailey Enderlin - CES Para Cindy Askvig - CES Para
8. Communication and Reports	<ul style="list-style-type: none"> A. Principals' Building Reports/ Instructional Coaches' Reports B. Directors'/ Superintendent's Report
9. Policy	<p>Clerical Change(s): Clerical changes and edits as recommended by IASB Policy Manual Review by Siobhan Schneider, IASB Policy/Legal Services Director, received on 12/22/21</p> <p>Affirm: 102.e.3 - Notice of Section 504 - Student and Parent Rights; 102.e.4 - Complaint Form; 102.e.5 - Witness Disclosure Form; 102.e.6 - Disposition of Complaint Form; 102.r.1 - Grievance Procedure; 103 - Educational and Operational Plan; 104 - Anti-bullying/Anti-harassment Policy; 104.e.1 Complaint Form; 104.e.2 - Witness Disclosure Form; 104.e.3 - Disposition of Complaint Form</p>
10. New Business	<ul style="list-style-type: none"> A. Discussion of/ action concerning Board Policy 713 - Responsible Technology Use and Social Networking [Second Reading] B. Discussion of/ action concerning Board Policy 713.r.1 - Responsible Technology Use and Social Networking Regulation [Second Reading] C. Discussion of/ action concerning Board Policy 401.12 - Employee Use of Cell Phones [Second Reading] D. Discussion of/information concerning Board Policy 501.9.r.1 - Chronic Absenteeism and Truancy [First Reading] E. Discussion of/action concerning IDATP (Iowa Drug and Alcohol Testing Program for the 2024-2025 school year F. Discussion of/ action concerning contract amendments due to lane advancement G. Discussion of/ action concerning 2nd Grade out-of-state field trip to the Omaha Zoo in October H. Discussion of/ action concerning FFA out of state travel to Indianapolis to attend National Convention in October. I. Discussion of/ information concerning IASB Annual Convention - November 20 - 22 J. Discussion of/ information concerning preliminary enrollment numbers
11. Board Committee Reports	<ul style="list-style-type: none"> A. Curriculum and Instruction – Thomas & Barkley B. Policy – Thomas & Riggert C. Finance* – Freed & Mullins D. Building, Grounds, Capital Projects – Freed & Mullins E. Transportation, Nutrition – Barkley & Riggert
13. Next Meeting [October 21, 2024 @ 5:30 PM]	

14. Adjournment

Projected Dates/Times for Regular Board of Education Meetings 2024-2025

August 19, 2024 @ 5:30 pm	September 16, 2024 @ 5:30 pm	October 21, 2024 @ 5:30 pm	November 18, 2024 @ 5:30 pm
December 16, 2024 @ 5:30 pm	January 20, 2025 @ 5:30 pm	February 17, 2025 @ 5:30 pm	March 17, 2025 @ 5:30 pm
April 21, 2025 @ 5:30 pm	May 19, 2025 @ 5:30 pm	June 16, 2025 @ 5:30 pm	July 21, 2025 @ 5:30 pm

**Cherokee Community School District
Regular Meeting
August 19, 2024**

The Cherokee Community School District Board of Education held a regular meeting on Monday, August 19, 2024 at 5:30 P.M. The meeting was held in the CWSHS Library, 600 W. Bluff St., Cherokee, IA.

1. Call the meeting to order

The meeting was called to order at 5:31 P.M.

2. Pledge of Allegiance and Mission Statement

The Pledge of Allegiance and Mission Statement were recited.

3. Action to approve the agenda

Moved by Mullins, seconded by Barkley to approve the agenda. All Ayes

4. Roll call of members in attendance

Roll call of board members was taken. Present were Jared Barkley, Jocelyn Riggert, Ray E. Mullins, Brian Freed, Jodi Thomas

5. Excuse board members not in attendance

All board members were present.

6. Welcome Visitors

Visitors were welcomed. Thomas referenced board policy 213, Public Participation in Board Meetings.

7. Action to approve the consent agenda

Moved by Freed, seconded by Riggert to approve the consent agenda. All Ayes

- Minutes of the regular meeting – [7/15/24]; special meeting [7/25/24]
- Monthly Bills
- Financial Statements
- Resignations – Debbie Kelley – CWSHS Para; Jennifer Nice – CMS Para; Mason Timmerman – Assistant Large Group Speech, Libby Timmerman – Assistant Large Group Speech
- Contract Extensions – Tom Mongan – CWSHS Industrial Tech; Kaysie Johnson – CES Para; Jennifer Marshal – CES Para; Rachel Elder – CES Para; Addisyn Van Oort – CES Para; Emily Kreber – CMS Para; Morgan Lester – CMS Para; Shannon Cates – CMS Para; Brandy Taggart – CMS Para; Jillian Westergard – CMS Para; Audriana Goble – CWSHS Para; Sandy Marker – CWSHS Para; Kellen Ludvigson – MS Football Coach; Jordan Murphy – CES Food Service; Tim Stoneking – Mentor Teacher; Alanna Fuller – Mentor Teacher; Kathy Jochims – School Social Worker; Zoe Meadows – Assistant Large Group Speech

8. Communication and Reports

Principal and Superintendent reports were given.

9. Policy

Moved by Mullins, seconded by Freed to affirm board policies 905.1.e.2- Community Use of School District Facilities and Equipment Indemnity and Liability Insurance Agreement; 905.1.e.3 - Use of Facility Forms, Fee Schedule, & Supervisor; 905.1.r.1 - Use of School District Facilities Regulations; 905.2 -Tobacco Nicotine-Free Environment; 100 - Legal Status of the School District; 101 - Educational Philosophy of the School District; 102 - Equal Educational Opportunity; 102.e.1 Annual Notice of Nondiscrimination; 102.e.2 - Continuous Notice of Nondiscrimination. All Ayes

10. New Business

A. Discussion of/information concerning transition to Bound Ticketing

Jason Spooner discussed the transition to Bound Cashless Ticketing at home events this year. This is in line with other schools in our conference and across the state.

B. Discussion of/information concerning Board Policy 713 – First Reading

The board reviewed Policy 713 – Responsible Technology Use and Social Networking – First Reading.

C. Discussion of/information concerning Board Policy – 713.r.1 – First Reading

The board reviewed Policy 713.r.1 – Responsible Technology Use and Social Networking Regulation– First Reading.

D. Discussion of/information concerning Board Policy – 401.12 – First Reading

The board reviewed Policy 401.12 – Employee Use of Cell Phones – First Reading.

E. Discussion of/information concerning preliminary enrollment numbers

Tom Ryherd presented preliminary enrollment numbers for fiscal year 2024/25. Official count day is October 1.

F. Discussion of action concerning RSAI legislative priorities

Moved by Mullins, seconded by Riggert to approve the following RSAI legislative priorities for the 2024-2025 school year: SSA/Adequate School Resources, Opportunity Equity/Increasing Student Needs/Mental Health, Quality Preschool, Local Board Authority, and Staff Shortage. All Ayes

G. Discussion of/action concerning SIAC members

Moved by Barkley, seconded by Mullins to approve the SIAC (School Improvement Advisory Committee) Members as presented. All Ayes

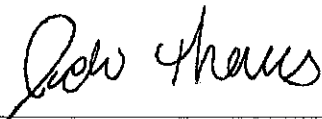
H. Discussion of/information concerning IASB Annual Convention

The IASB Annual Convention will be held on November 20-22, 2024.

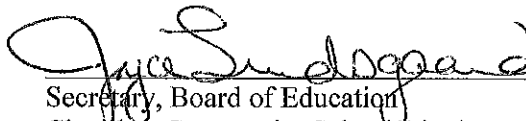
11. Adjournment

Moved by Mullins, seconded by Barkley to adjourn the meeting at 6:21 P.M. All Ayes

Regular Meeting – September 16, 5:30 P.M.



President, Board of Education
Cherokee Community School District



Secretary, Board of Education
Cherokee Community School District

Published Budget Report
All Funds
8/31/2024

Category	Function #'s	Sub Total Exp.	Expenditures	Amt Published	% of Published
INSTRUCTION	(1000-1999)	303,710.50	303,710.50	10,815,000.00	3%
Perkins	(5210)	-			
SUPPORT SERVICES	(2000-2999)				
Student Support Svcs	(2000-2199)	17,452.64			
Inst. Staff Support Svcs	(2200-2299)	65,336.29			
General Administration	(2300-2399)	39,075.60			
Building Administration	(2400-2499)	89,975.00			
Business Administration	(2500-2599)	175,509.20			
Plant Operation & Maint	(2600-2699)	305,560.59			
Student Transportation	(2700-2799)	14,419.98			
TOTAL SUPPORT SERVICES			707,329.30	5,160,000.00	14%
NON INSTRUCTIONAL PGMS	(3000-3999)	20,518.70	20,518.70	825,000.00	2%
OTHER EXPENDITURES	(4000-5999)				
Facilities	(4000-4999)	61,308.43			
Debt Service	(5000-5999)	-			
AEA Support Direct	(5200)	445,221.00			
TOTAL OTHER EXPENDITURES			506,529.43	3,644,091.00	14%
TOTAL EXPENDITURES			1,538,087.93	20,444,091.00	8%

8/31/2024

Fund	Beginning Balance	Receipts	Expenditures	Ending Balance
Operating	\$ 2,968,188.07	259,511.84	671,641.26	2,556,058.65
Management	804,230.46	3,481.67	-	807,712.13
Self-Insurance Fund	828,949.79	20,697.18	15,618.82	834,028.15
TPRA Grant		-	-	
Subtotal General Fund	4,601,368.32	283,690.69	687,260.08	4,197,798.93
Activity	141,431.65	11,413.82	8,050.74	144,794.73
PPEL	241,366.79	377.29	35,573.63	206,170.45
Capital Projects (Sales Tax)	2,540,810.54	137,758.42	38,615.78	2,639,953.18
Debt Service	39,182.82	175.83	-	39,358.65
Hot Lunch	360,936.12	20,841.54	57,370.76	324,406.90
Trust and Agency	42,670.19	3,475.52	2,950.00	43,195.71
Braves Bank	25,920.68	-	745.00	25,175.68
Total - All Funds	\$ 7,993,687.11	\$ 457,733.11	\$ 830,565.99	\$ 7,620,854.23

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Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Therapeutic Classroom Supplies		
- CMS		
15214	Action Based Learning	5,401.99
Supplies Reimbursement		
14383	Barnes, Pam	76.99
Salt		
CMS Nurse Supplies		
Salt		
Nurse Supplies		
Salt		
Softener & Cooler Rent		
10079	Blaine's Culligan	418.40
Supplies- Maintenance, Tech & Nurse		
10021	Bomgaars Supply	1,959.63
14427	C-M-L Telephone Cooperative Assoc	1,087.05
Water & Sewage		
10084	City of Cherokee	2,505.98
Comm Services Jan 2024		
Comm Services April 2024		
Comm Services- May 2024		
14832	Donovan Group I	3,500.00
Marching Drill		
15027	Peters, Michael	1,307.00
Postage Machine Lease		
14866	Quadient Leasing USA, Inc	491.25
Cell Phone Service		
18319	Verizon Wireless	615.19
Fuel		
10361	Your FleetCard Program	970.28
Fund Number 10	Fund Number 22	MANAGEMENT FUND
Checking Account ID 1	Fund Number 22	MANAGEMENT FUND
Insurance Premium		
11652	Central Ins at Central Bank	256,072.93
Fund Number 22	Fund Number 21	STUDENT ACTIVITY FUND
Checking Account ID 1	Fund Number 21	STUDENT ACTIVITY FUND
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
9/13 V football		
15348	Arend, Jamie	130.00
9/12 MS volleyball		
15041	Christensen, Dean	85.00
9/3 JVR football		
9/12 MS football		
30991	Eekhoff, Kevin	215.00

Vendor Number	Vendor Name	Amount
Invoice Description		
9/12 MS football		
14119	Evans, Lynn	120.00
9/6 V football		
12982	Grau, Daniel	130.00
9/6 Varsity football		
12983	Hytrek, Nicholas	130.00
9/12 MS volleyball		
14461	Jansen, James	85.00
JV Football Official		
14857	Jenness, Colvin	95.00
9/12 V volleyball		
13995	Johnson, Dwayne	135.00
9/6 Varsity football		
12808	Kreber, Christopher	130.00
9/6 V football		
15349	Kreber, Jason	130.00
9/6 Varsity football		
30461	Kreber, Kelly	130.00
9/13 V football		
15347	Krogman, Nick	130.00
9/12 Varsity volleyball		
31446	Maxfield, Ken	135.00
9/3 JVR football		
14874	Nixon, Derek	95.00
9/12 MS football		
30706	PEDERSEN, LES	120.00
9/13 V football		
15346	Richardson, Marty	130.00
9/13 Varsity football		
30583	Schmidt, John	130.00
JV/V fee for 8/29/24 volleyball		
30824	Sheldon High School	175.00
8/30 XC starter		
14506	Sones, Linda	110.00
8/31/24 Vball Tourney Fee		
30884	Unity Christian High School	120.00
9/3 JVR football		
31584	Wessling, Doug	95.00
9/13 V football		
15345	Wetrich, Andrew	130.00
9/12 MS football		

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Vendor Number	Vendor Name	Amount
30383	WHITEING, DEVLUN	120.00

Fund Number 21

Checking Account ID 3

Checking Account ID 6 Fund Number 81 NON-EXPENDABLE TRUST FUNDS

CWHS Scholarship & Jeans
Scholarship

15352	DMACC & Brooklyn Brunsting	600.00
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Rotary Scholarship

15359	Hawkeye Community College & Whitney Johnson	1,000.00
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Fund Number 81

Checking Account ID 6

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Screen cleaners		
Computer Repairs & Tech Supplies		
Replacement toner for accounts payable		
Replacement Battery		
13771	Amazon Capital Services	378.80
Payment for AP Tests		
11576	College Board	574.00
Maintenance Supplies		
12325	Iowa One Call	9.90
ISASPs		
10555	Iowa Testing Programs	3,767.75
In Control Call Reporting Package Licens		
14115	Midwest Technology Services, LLC	540.00
Posters for CAPS Showcase Classroom Items		
10125	Northwest AEA	825.78
No Limits Conference		
18328	Prairie Lakes AEA	45.00
SAI Conference		
10087	School Administrators of Iowa	215.00
All items from Pocket of Preschool		
Curriculum bundles for forensics		
Climate & Culture Activity		
13214	Teacher Synergy, LLC	660.30
History through films		
13216	Teacher Synergy, LLC	49.95
Mop Service April 2024		
Mop Service - May 2024		
10183	VESTIS	213.01
CMS - Wenger Panel Treatment		
10942	WENGER CORP	6,000.00
Fund Number 10		
Checking Account ID 1		
Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
CMS - Wenger Panel Treatment		
10942	WENGER CORP	4,986.06
Fund Number 36		
Checking Account ID 2		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
2024 senior awards		
12371	Creative Services	25.49
Update Wrestling Boards		

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Vendor Number Vendor Name

Amount

Invoice Description

Softball Supplies - sign
replacement

10188 Pilot Rock Signs 375.18

General Football Supplies

30698 Riddell All American
Sports Corp. 393.05

Fund Number 21

Checking Account ID 3

Checking Account ID 4 Fund Number 61 SCHOOL NUTRITION FUND

Salaries, Fica, Ipers & Health

19014 Cherokee Comm School 18,052.81
District .

Fund Number 61

Checking Account ID 4

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Meals during Whole Brain Teaching Confer		
15331	Alesch, Libby	26.68
CWHS - Band Supplies		
CWHS - Band Instructional Supplies		
14383	Barnes, Pam	1,099.87
HRS Conf Meals		
Meals at SAI Conference		
15332	Christiansen, Brian	76.78
Clothing for Nurse's Office for Students		
14372	Doeden, Rachel	175.70
Hotel Room		
Storage Boxes		
Labels for Labeler		
High Reliability Conf Lodging 7/21-7/24		
Any Desk Refund		
Activity Passes		
14961	Elan Financial Services	2,676.91
U of IA First Tech Conference		
14850	Fowler, Amy	726.64
CMS Annual Renewal		
14472	Gimkit, Inc	650.00
ISP Band/Vocal Instructional Supplies		
12200	J.W. Pepper and Son, Inc.	460.99
Activity Sponsor Meals		
14902	Johnson, Veranda	41.92
GoGuardian Content filtering		
14765	Liminex, Inc.	6,000.00
Perkins Equipment-CNC Machine		
15343	Loven, Scott	5,172.04
Math Endorsement Course		
15039	Matthews, Bailey	1,364.00
Meals at HRS Conference		
Therapeutic Classroom Storage-IKEA		
15018	Miller, Krista	389.96
2 coats wax on CWHS Gym Floor		
14815	MJ Floors	7,769.70
Postage		
14903	Quadient Finance USA, Inc.	1,000.00
IKEA Shelf- School Supply Order		
15333	Reuter, Kayla	85.99

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User ID: ALG

Vendor Number	Vendor Name	Amount	
Invoice Description			
HRS Conf Meals & Gas for School Vehicle			
Meals at SAI Conference			
14811	Ryherd, Tom	88.93	
Preschool Instructional Supplies			
11884	School Specialty, LLC	35.97	
5th/6th grade supplies			
13214	Teacher Synergy, LLC	120.97	
TPRA - VanOort			
14875	Western Governors University	4,025.00	
Meals & Gas for Conference			
19043	ZWIEFEL, STACEY	106.90	
Fund Number 10			
Checking Account ID 1			
Checking Account ID 2	Fund Number 36		PHYSICAL PLANT & EQUIPMENT
Copier Lease			
Copier Lease			
14869	Access Systems Leasing	1,001.53	
Fund Number 36			
Checking Account ID 2			
Checking Account ID 3	Fund Number 21		STUDENT ACTIVITY FUND
Can Boxes & Roll of Bags			
10314	De Vos, Jaylene	23.00	
FTC registration			
Weightroom equipment			
14961	Elan Financial Services	2,733.95	
WHS Speech Fees			
30733	Iowa High School Speech Association	150.00	
NHS Dues			
30908	NASSP	385.00	
Fund Number 21			
Checking Account ID 3			
Checking Account ID 6	Fund Number 81		NON-EXPENDABLE TRUST FUNDS
Dorothy Feriks Scholarship			
15353	Buena Vista University & Kael Miller	500.00	
IGHSAA Scholarship			
15355	Drake University & Parissa Barnes	250.00	
Jeans Scholarship			
15357	Hawkeye Community College & Henry Rettleff	100.00	
Rotary Scholarship			
15358	Northwestern College and Amelia Brown	1,000.00	
CWHS Scholarship			
15351	SDSU & Allison Gunn	500.00	
Vera Pratt Scholarship			
15354	Simpson College and Jadyen	500.00	

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User ID: ALG

Vendor Number Vendor Name

Amount

Invoice Description

Burch

Jeans Scholarship

15356 UNI & Connor Mahnke

100.00

Fund Number 81

Checking Account ID 6

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
2024 CWHS Math Curriculum		
10221	Cengage Learning	37,878.80
Fund Number 10		
Checking Account ID 1		
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
Vball official for 8/20/24		
15530	Fedders, Daniel	125.00
8/20 Varsity vball scrimmage		
12712	Meyer, Daryl	125.00
8/23 V football scrimmage		
15226	Roufs, Jayson	130.00
8/23 V football scrimmage		
12650	Sanow, Brett	130.00
8/20 V vball scrimmage		
30666	Slaughter, Brandon	125.00
8/23 V footballs scrimmage		
30853	Stowers, Ronald	130.00
8/23 V football scrimmage		
15225	Tetzlaff, Andrew	130.00
8/20 varsity volleyball scrimmage		
15224	Van Es, Jolyn	125.00
8/23 V football scrimmage		
30474	Zalme, Mark	130.00
Fund Number 21		
Checking Account ID 3		

09/12/2024 04:12 PM

User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
Checking Account ID 1	Fund Number 10	GENERAL FUND
Legal Service thru 8/15/24		
20291	Ahlers and Cooney, PC	174.00
Classroom order- Elem Supplies		
Foundation Instructional Supplies		
CMS Social Studies Instructional Supply		
CWHS Math Instructional Supplies		
Elem Office Supplies		
Ed Foundation order		
Calming Room: Education Foundation		
CWHS Office Supplies		
13771	Amazon Capital Services	2,350.61
new color guard flags		
31105	Band Shoppe	328.45
Preserved dissection items		
13135	Bio Corporation	294.00
2024-2025 Blick Art Supplies		
11466	Blick Art Materials	38.85
Service Units		
12780	Boji Portable Toilets Inc	200.00
Parts		
Chain Sharpen		
Parts		
Trimmer Repair		
10396	Builder's Sharpening and Service	304.29
Publication Expense		
18221	Cherokee Chronicle Times	437.92
Lodging for SAI Conference		
11545	Comfort Inn & Suites - Des Moines, IA	1,218.56
Legal Service		
10305	Cornwall, Avery, Bjornstad & Scott	2,500.00
CMS Art Instructional Supplies		
10776	Dakota Potters Supply	518.00
TSA Annual Admin Fee		
11657	Department of Administrative Services	700.00
Annual UHF Repeater Service		
10522	Electronic Specialties, Inc.	370.56
Special Education Reading Curriculum		
15068	EPS Operations, LLC	4,612.97
2024 CES Curriculum Annual Renewal		
14162	ESGI, LLC	259.00

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User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
S-Web Hosting		
13767	FES	1,950.00
End of Year Orders		
11332	Flinn Scientific	624.18
Applied Bio Materials		
15228	Flying Colors Science	476.00
24-25 PE Order Equipment		
Elem Teacher Supplies		
11005	Gopher Sport	582.50
CMS Special Education Math Curriculum		
CMS Special Education Math Curriculum		
CMS Special Education Math Curriculum		
10399	Houghton Mifflin Company	4,800.44
IASBO Membership		
12821	IASBO	250.00
Membership fees and conference signup		
14858	IHSADA	305.00
Speeches Convention Fee & Friday Lunches		
30733	Iowa High School Speech Association	525.00
GASB 75 Compliance Services		
4 Background Checks		
11789	ISFIS, Inc.	3,936.00
Special Education Resource License		
15217	LessonPix, Inc.	37.68
Instructional Supplies - Stem		
10268	Letsche, Amy	41.02
Live School		
15227	LiveSchool	3,168.00
Instructional Coach Resource		
19017	Marzano Resources LLC	89.95
2024 CES Math Curriculum Purchase		
2024 CES Math Curriculum Purchase		
2024 CMS Math Curriculum Purchase		
2024 CMS Math Curriculum Purchase		
11317	McGraw-Hill, LLC	160,178.88
Electricity		
Electricity		
Electricity		
Electricity		

Vendor Number	Vendor Name	Amount	
Invoice Description			
Electricity			
Electricity			
12363	MidAmerican Energy Company	17,747.30	
Mystery Science Subscription			
13926	Mystery Science, Inc.	2,790.00	
Classroom furniture (chairs)			
14144	Premier F and E	2,115.00	
Garbage Collection			
10217	Sanitary Services, Inc.	2,274.30	
CMS Special Education			
15211	School Connect, LLC	350.00	
Securly Ipad security			
14764	Secure Content Technologies, Ltd.	1,995.00	
Preschool Gold Assessment License			
18288	TEACHING STRATEGIES, LLC.	791.05	
Fund Number 10			
Checking Account ID 1	Fund Number 22	MANAGEMENT FUND	
Worker's Compensation Policy			
14160	Risk Administration Services, Inc.	2,339.00	
Insurance Premium			
13585	SU Insurance Company	15,726.50	
Fund Number 22			
Checking Account ID 1	Fund Number 71	SELF-INSURANCE FUND	
Admin Fee			
13725	Mid-American Benefits LLC	1,837.50	
Fund Number 71			
Checking Account ID 1			
Checking Account ID 2	Fund Number 36	PHYSICAL PLANT & EQUIPMENT	
Copier Leases			
14869	Access Systems Leasing	1,001.53	
Roof repairs			
14092	Elevate Roofing	1,915.00	
Parts & Labor for Cooling Unit			
Building Improvement			
Repaired Heat Pump & Cooling Issues			
Repaired Heat Pump & Cooling Issues			
15176	M & S HVAC Services, LLC	2,915.00	
Fund Number 36			
Checking Account ID 2			
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND	
WHS Concession Equipment			
13771	Amazon Capital Services	711.10	
HS Volleyballs			
MS Footballs			

09/12/2024 04:12 PM

User ID: ALG

Vendor Number	Vendor Name	Amount
Invoice Description		
30263	CENTER SPORTS, INC	968.00
New volleyball net system		
10676	Decker Sporting Goods	6,400.00
Football down marker		
15220	Gilman Gear	503.58
All-State Choir Auditions 24-25		
31080	Iowa High School Music Association	196.00
fee to participate		
30321	MOC/FV High School	225.00
Referee Communication System		
13599	Sweetwater Music Instrument and Pro Audio	1,516.01
Final Payment 2024		
13776	Walsworth	3,738.66
Fund Number 21		
Checking Account ID 3		
Checking Account ID 4	Fund Number 61	SCHOOL NUTRITION FUND
Shoes		
14647	Conley, Renee	100.00
Shoes		
40077	Dowdy, Carmen	100.00
Shoes		
14648	Driggs, Stacie	100.00
Shoes		
14643	Duebner, Ona	100.00
Shoes		
40232	Gravenish, Cindy	100.00
Shoes/Clothing		
40288	Halder, Kathi	96.16
Shoes		
15053	HORTON, DENISE	100.00
Mileage		
14299	Horton, Laura	35.50
Shoes		
12942	Jacobson, Cara	100.00
Shoes		
15099	KOHN, SARA	100.00
Shoes		
14409	Reinholdt, Bev	100.00
Shoes		
14624	THORSEN, LYNN	100.00
Shoes		
40001	Wilkie, Melissa	100.00

Vendor Number Vendor Name

Amount

Invoice Description

Fund Number 61

Checking Account ID 4

Chronic Absenteeism and Truancy

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. Students who are present in school and engaged active learners take greater ownership over their educational outcomes. For this reason, it is the priority of the district to foster regular student attendance throughout the school year and reduce barriers to regular attendance for students in the district.

Chronic absenteeism/absences means any absence from school for more than ten percent of the days in the semester established by the district.

Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the days in the semester. Truancy does not apply to the following students who:

- have completed the requirements for graduation in an accredited school or has obtained a high school equivalency diploma
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are unable to attend school due to legitimate medical reasons;
- have an individualized education program that affects the student's attendance;
- have a plan under section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending a private college preparatory school accredited or probationally accredited;
- are excused under *Iowa Code* §299.22; and
- are exempt under *Iowa Code* §299.24.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to designated disciplinary action unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It is the responsibility of the superintendent, in conjunction with the designated school officials, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

Legal Reference: 34 C.F.R. sec. 300
 28 C.F.R. Pt. 35
 Iowa Code §§ 294.4; 299.
 281 I.A.C. 12.3(4).

I.C. Iowa Code	Description
Iowa Code § 294.4	<u>Teachers - Daily Register</u>
Iowa Code § 299	<u>Compulsory Education</u>
I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	<u>Administration</u>
C.F.R. - Code of Federal Regulations	Description
28 C.F.R. 35	<u>Judicial - Disability - Nondiscrimination</u>
34 C.F.R. Pt. 300	<u>Education - Disabilities/Children/Assistance to States</u>

Approved _____ Reviewed 2/20/17, 11/18/19,12/19/22 Revised 9/16/2024

Cherokee Elementary School

September 2024 Brian Christiansen, Principal

Jen Burch, Instructional Coach



DISTRICT GOAL 1 COLLEGE & CAREER READINESS

Certified and support staff members completed the Working Genius and DISC assessments as part of our beginning of the year professional development. After completing each assessment, results were given to each staff member that identified their preferred communication style, leadership strengths, and areas in which they are most comfortable. Dianne Young from the Foundation Analytical Lab reviewed the results with each building. These assessments helped us learn more about ourselves and those on our team, helping us to more effectively communicate with each other and continue to build a collaborative working environment.

DISTRICT GOAL 2 21ST CENTURY SKILLS PROBLEM SOLVING, TEAM BUILDING & INTERPERSONAL SKILLS

As a district we have started the process of following the High Reliability Schools framework of school improvement. We will be focusing on Level 1 indicators during the 2024-2025 school year. Level 1 lead indicators are all focused around safe, supportive, and collaborative culture. All certified and support staff members completed a survey on our current level of adoption of each leading indicator. The CES building leadership team will be reviewing the survey data and coming up with 2-3 areas for us to focus on improving for this school year.

CES is excited to have three student teachers with us to start the year. Two student teachers will be with us for the entire first semester and one will be with us for the first quarter of the school year. Shaylin Carlson is from Iowa State and she will be in Mrs. Lucas' kindergarten classroom. Alondra Rangel is from the University of Iowa and she will be student teaching in Mrs. Carver's third grade classroom. Finally, Noelle Ebert will be student teaching with Mrs. Alesch's third grade classroom and Mrs. Hanson's Title Reading classroom. We will also have student from Buena Vista University completing a variety of observations throughout the semester.

DISTRICT GOAL 3 COMMUNICATION & POSITIVE RELATIONSHIPS

Our fourth grade student council members planned their first activity for the school year. They chose to have a "Penny War" to raise money for a shade tree to be planted on the playground. Students were asked to bring in pennies to vote for what team would win the Iowa versus Iowa State football game. The Hawkeyes were the winners of the building challenge, raising over \$250 dollars for a shade tree.

Last month we highlighted that our Teacher Leaders spent time reviewing and rewriting building goals for the 2024-2025 school year. Below are the goals that we will be working toward this year:

1. Classrooms will collaborate with PIE partners at least once each quarter to develop school, career and community relationships
2. Classroom teachers will building community within their classroom and students will participate in monthly assemblies focused on positive values
3. During the 2024-2025 school year, monthly newsletters will be shared with stakeholders to communicate building goals and activities.



Cherokee Middle School

September 2024

Krista Miller, Principal

Linda Ducommun, Instructional Coach



DISTRICT GOAL 1 **COLLEGE & CAREER** **READINESS**

DISTRICT GOAL 2 **21ST CENTURY SKILLS** **PROBLEM SOLVING,** **TEAM BUILDING &** **INTERPERSONAL SKILLS**

DISTRICT GOAL 3 **COMMUNICATION &** **POSITIVE** **RELATIONSHIPS**

The year is off to a great start! The students are getting familiar with the routines and expectations.

As a district we are focusing on the High Reliability Schools framework. We will focus on Level 1 indicators this school year. We had all staff members participate in a survey on our current level of the indicators. Our BLT will be looking over the data in upcoming weeks to focus in on the indicators needed at the middle school. Each teacher will focus on one element within the HRS model for their Individualized Career Development plans. They will collaborate and reflect on their work throughout the year.

We finished MAP testing all of the middle school students last week in the areas of Reading, Language, Science and Math. We have used that data to look at our strength areas and also find what students need intervention in during our WIN time. Our WIN time provides small group intervention on what they need according to their MAP test scores from this fall.

All staff members have completed the Working Genius and DISC assessments and have helped us learn about how to best communicate as a team and on individual basis. We were able to spend time in our weekly PLC to go over the results as team and look forward to this helping us in our PLC's throughout the year.

The fifth grade students participated in the Farm Field Trip this week and heard from presenters about various Agriculture careers and insights into our local Ag community. We are thankful for the partnerships between local businesses, farmers and the Chamber of Commerce to put on this annual event for Cherokee County students.

Cherokee State Bank came last week to talk to the 7th & 8th grade students about becoming tellers for the Braves Bank. Students have to fill out an application and participate in an interview. It is a great learning opportunity for our students.

Teachers have been giving points on LiveSchool to students who are showing their positive experiences following the school wide expectations. Our parents get a weekly report. Students can use these points at our Braves Store in each month or save them up for another time. Their points also accumulate in their houses and rewards are given to houses at the end of each quarter.

Cherokee Washington High School

September 2024 Matt Malausky, Principal

Natalie Barkley, Instructional Coach



DISTRICT GOAL 1

COLLEGE & CAREER READINESS

Mrs. Barkley and I have been meeting with teachers to start working toward high reliability schools goals and framework. Our initial meetings are finishing up this week, and then we will follow up with every teacher to assist in the development of their individual career development plans. This will give teachers a simple, but definite target for them to work on improving their instruction and student achievement.

Our BLT is currently working on a couple of different items for our building. We recently did a staff wide survey on the level 1 indicators for the High Reliability Schools. We will address any of our lower levels scores, and create an action plan of how to move forward. We are also working on getting our course offerings up to date and ready for registration.

DISTRICT GOAL 2

21ST CENTURY SKILLS

PROBLEM SOLVING,
TEAM BUILDING &
INTERPERSONAL SKILLS

Our first few weeks have been fast and furious. Students and staff are getting acclimated to their new schedules and reviewing rules and procedures. We have received some great feedback from parents, staff, substitutes and students alike regarding our cell phone policy. While we will always have a few that push the envelope, the majority of our students are embracing this new policy and engaging with their teachers and classmates throughout the day.

We are piloting a cross curricular class this semester with Construction and Math. Students are in Construction for 2 periods each day. Mrs. Mathews attends part of class each day to help students make the connection between their Construction work and Math. This class will result in the students earning a CTE and a Math credit at the end of the year as they demonstrate competencies in both Construction and Math.

DISTRICT GOAL 3

COMMUNICATION & POSITIVE RELATIONSHIPS

Our students had lots of fun celebrating Homecoming! The week was filled with fun activities for students with 2:00 class dismissal for activities up until regular dismissal time. The activities included decorating the school, powder puff football, a pep rally, gym olympics, and powder puff volleyball. Homecoming week is a great way to build relationships and celebrate school spirit together! Our Communication Teacher Leader, Jill Phillips did a great job sharing the activities on social media so others could share in our fun!

Mr. DeVos AP Biology class made their annual trip to the Clay County Fair. The students work with fourth grade students while the fourth graders are touring the fair, working on STEM activities. Our high school students introduce the youngsters to DNA, and even work with them to extract DNA from a strawberry and look at it together.

Mrs. Cox and our outdoor PE students have been going fishing with our elementary students throughout homecoming week. They go out to Spring Lake Park and teach the students about the joys of fishing, and also serve as mentors for the elementary students. I know our high school students really enjoy it, and what better time to do this than when the weather is this nice out!



Superintendent Report
September, 2024

Board/District Goal #1: To support and expand career opportunities with local entities, in addition to college readiness, by prioritizing/allocating resources

- Planning continues for work on the greenhouse. The plan is to get utilities run to the site and the concrete poured this fall with installation of the actual greenhouse to take place in Spring of 2025. Liz Pinnow, the new Ag teacher and Veranda Mulligan, science teacher, are excited for the progress. Liz has extensive experience through her time at Morningside as a student.

Board/District Goal #2: To develop problem solving skills, interpersonal skills, and team building skills for all students, while increasing implementation/alignment of Iowa Common Core, by prioritizing/allocating resources.

- Lour Gvist from IASB will be here on October 1 to work with the Board on a self assessment. We will meet at WITCC from 1:00 - 3:00.
- High Reliability School work has begun in each building. Teachers are getting familiar with the elements that they will choose to drive their individual growth plans for the school year. Instructional coaches have been given the opportunity to work more closely with teachers this year on the implementation of these elements and overall coaching. Principals have conducted surveys with their staff and are working through the data with their BLTs to put together plans of improvement. We are in the initial stages of the HRS process, but I like the direction we are going.

Board/District Goal #3: Improve communication between all stakeholders in the district that will promote an atmosphere that encourages positive relationships.

- We have sent formal applications to the Siouxland and Western Valley Conferences and have been denied acceptance to both conferences. Spirit Lake and Estherville have also applied and been denied to the Siouxland Conference. Spencer and Storm Lake have applied and are waiting for a response from the Siouxland Conference. The five schools in the Lakes Conference continue to support one another through the process of seeking a solution to the current five-team Lakes Conference. At this time, there is not a definitive solution, but we are seeking guidance from the athletic association and union to navigate our current situation.
- Summer projects are mostly wrapped up other than a couple HVAC projects. The CWHS air handlers will hopefully be installed in the next couple weeks. The HVAC units for the classrooms in the north hallway will be installed over time starting in October or so. It all depends on when the units are delivered.

SRO & Technology Update

- **School Resource Officer, Sergeant Brett Gannon**
 - The NOVA program is up and running this semester and already into lesson 4.
 - Safety and Security are my top priorities. We had good participation during the PD before school started on August 20th. Lessons were learned on many levels from how a gun shot sounds like in your area to running vs barricading. I anticipate some good lessons learned in the upcoming intruder training at the

Middle/Elementary campus this month. Again I am very grateful for being here and being a part of the Cherokee School District.

- And a special thanks to Mrs. Miller and Mrs Kruse for making room for me at the Middle School with my own office and classroom.

- **IT Director, Dan Bringle**

- The Technology Department has been off the wall busy this last month. With 210 tickets, we have completed 187. A new referee wireless mic system has been installed for football, and it worked great our first game. A new digital menu has been installed in the football concession stand. Two new ad boards have been installed in the CWHS gym. Mr. Stoneking will be doing marketing with his students to promote advertising on those boards.

Nursing, Nutrition & Transportation Update

- **Director of Nursing, Rachel Doeden**

- We started the year with quite a bit more illness than usual, ranging from respiratory to tummy stuff, but that has seemed to slow down this week. I think we are pretty adjusted to new routines/schedules with our higher needs students. Julie stepped right into the role at CMS/WHS and this has been a huge relief! We are anxiously awaiting the arrival of the sink for the CMS office which should be any day now.

- **Food Service Director, Cara Jacobson**

- The school year has started off great! I have a full staff and some great subs!! We are doing free breakfast again this year and we are already serving 250-275 daily and that will increase with colder weather and awareness! Lunch is 800-850!
- We offer lactose free milk everyday for any student.. this seems to be an area of increase for diet modifications, so we are fortunate that our milk company Prairie Farms offers this option!
- Otherwise business as usual!! Go Braves!

- **Transportation Director, Rachel Mallory**

- Our 2 new drivers have started, still looking for another driver. Megan P is filling in for the time being.
- Activities and field trips are in full swing.
- All country routes are approximately 20 to 30 minutes longer due to the 2 mile buffer. It has added approximately 26 kids to routes.

Activities, Building, Grounds, & Capital Projects Update

- **Maintenance Director, Mike Fiedler & Grounds Director, Jamie Hodgdon**

- Bleachers in the high school gym are complete except for the curtain on the north end of the mezzanine. They are functional and look great!
- We are hoping that they start the replacement of the air handler unit in the gym at the high school this next week. Have not had confirmation on that yet.
- It was a pretty smooth start to the school year after a busy summer.
- Have some custodians in new locations and shifts after Richard's retirement. They all seem to be adjusting well.

- Planning and prep continues on the greenhouse project. Working towards a full spring installation of the greenhouse.
- Jamie is staying busy with mowing and beginning prep for colder weather.
- **Activities Director, Jason Spooner**
 - Fall sports are off to a great start, and it is also Homecoming week.
 - Volleyball is off to a 10-1 start and plays Sx City North this week.
 - Football is 2-0 and plays Ridge View for Homecoming on Friday
 - Cross Country Boys and Girls both have a first place win this year as well.
 - Marching band is working hard every morning and have been performing at the football games as well as playing music in between plays during the games providing a great atmosphere for our fans.
 - MS volleyball and football start today 9/12/24
 - Our facilities are top notch, it's great to be a Brave!!

Policy/Legislative Update

- Board Policy - on the agenda
- IASB Annual Convention - November 16, 2023

NOTICE OF SECTION 504 STUDENT AND PARENTAL RIGHTS

The Cherokee Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of the Cherokee 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 the office of the superintendent, 600 West Bluff Street, Cherokee, Iowa 51012, 712-225-6767

COMPLAINT FORM
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: _____

Name of Complainant: _____

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

Who or what entity do you
believe discriminated against,
harassed, or bullied you (or
someone else)?

Date and place of alleged
incident(s):

Names of any witnesses (if any): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

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

Signature: _____

Date: _____

WITNESS DISCLOSURE FORM

Name of Witness: _____

Date of interview: _____

Date of initial complaint: _____

Name of Complainant (include whether the Complainant is a student or employee): _____

Date and place of alleged incident(s): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of incident witnessed: _____

_____Additional information: _____

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

Signature: _____

Date: _____

DISPOSITION OF COMPLAINT FORM

Date: _____

Date of initial complaint: _____

Name of Complainant (include whether the Complainant is a student or employee): _____

Date and place of alleged incident(s): _____

Name of Respondent (include whether the Respondent is a student or employee): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Summary of Investigation: _____

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

Signature: _____

Date: _____

GRIEVANCE PROCEDURE

It is the policy of the Cherokee 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 the office of the superintendent, 600 West Bluff Street, Cherokee, Iowa 51012, 712-225-6767

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within *180 days* of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within *15* working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

EDUCATIONAL AND OPERATIONAL PLANNING

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectation of students and determine how well students are meeting student learning goals. The board will conduct ongoing and in-depth needs assessment, soliciting information from business, labor, industry, higher education and community members, regarding their expectations for adequate student preparation.

At least every 5 years the board shall conduct an in-depth needs assessment, soliciting information from business, labor, industry, higher education and community members, regarding their expectations for adequate student preparation. One purpose of this assessment is to assist the board in developing and evaluating a statement of philosophy for the school district. The second purpose of this assessment is to determine the areas of student performance, knowledge, and attitudes and the areas of school district operations which are judged to be most crucial in meeting school or school district goals. As part of its assessment, the board shall develop a process for communicating with business, industry, labor and higher education regarding their expectations for adequate student preparation. The statement of philosophy shall describe the board's beliefs about topics which shall include the nature of learning, the purpose of the school district, the scope of educational experiences that the school district should provide, the nature of its learners and a description of a desirable learning atmosphere.

In conjunction with the in-depth needs assessment of the school district, the board will authorize the appointment of a committee, representing administrators, employees, parents, students and community members, to make recommendations and assist the board in determining the priorities of the school district in addition to the basic skills areas of the education program.

It is the responsibility of the superintendent to ensure the school district community is informed of students' progress on state and locally determined indicators. The superintendent will report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the board will determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the educational needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community and Iowa Department of Education.

Legal Reference: Iowa Code §§ 21; 256.7; 280.12.
281 I.A.C. 12.8(1)(b).

Cross Reference:	101	Educational Philosophy of the School District
	200	Legal Status of the Board of Directors
	208	Committees of the Board of Directors
	603.1	Basic Instruction Program
	801.1	Buildings and Sites Long Range Planning
	801.2	Buildings and Sites Surveys

Approved 3/18/1996 Reviewed 7/16/18, 7/19/2021, 9/16/24 Revised _____

ANTI-BULLYING/ANTI-HARASSMENT POLICY

The Cherokee Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. 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.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the individual in reasonable fear of harm to the individual’s person or property.
 2. Has a substantial detrimental effect on the individual’s physical or mental health.
 3. Has the effect of substantially interfering with the individual’s academic or career performance. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the individual” includes but is 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.
- “Volunteer” means an individual who has regular, significant contact with students.

Publication of Policy

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 web site

Legal References: 20 U.S.C. §§ 1221-1234i.
 29 U.S.C. § 794.
 42 U.S.C. §§ 2000d-2000d-7.
 42 U.S.C. §§ 12101 *et. seq.*
 Iowa Code §§ 216.9; 280.28; 280.3.
 281 I.A.C. 12.3(6).
 Morse v. Frederick, 551 U.S. 393 (2007)

Cross References: 102 Equal Educational Opportunity
 502 Student Rights and Responsibilities
 503 Student Discipline
 506 Student Records

Approved 7/16/2007 Reviewed 6/20/16, 8/20/18, 7/19/2021, 9/16/24 Revised 6/18/2012

COMPLAINT FORM
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: _____

Name of Complainant: _____

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

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?

Date and place of alleged incident(s):

Names of any witnesses (if any): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

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

Signature: _____

Date: _____

WITNESS DISCLOSURE FORM

Name of Witness: _____

Date of interview: _____

Date of initial complaint: _____

Name of Complainant (include whether the Complainant is a student or employee): _____

Date and place of alleged incident(s): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Description of incident witnessed: _____

Additional information: _____

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

Signature: _____

Date: _____

DISPOSITION OF COMPLAINT FORM

Date: _____

Date of initial complaint: _____

Name of Complainant (include
whether the Complainant is a
student or employee): _____Date and place of alleged
incident(s): _____

_____Name of Respondent (include
whether the Respondent is a
student or employee): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Summary of Investigation: _____

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

Signature: _____

Date: _____

RESPONSIBLE TECHNOLOGY USE AND SOCIAL NETWORKING

Computers, electronic devices and other technology are powerful and valuable education and research tools and, as such, are an important part of the instructional program. In addition, the school district depends upon technology as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the board's expectations in regard to these different aspects of the school district's technology resources. Students, staff and volunteers must conduct themselves in a manner that does not disrupt the educational process and failure to do so may result in discipline, up to and including student discipline under all relevant district policies and discharge for employees.

General Provisions

The superintendent is responsible for designating the IT Director who will oversee the use of school district technology resources. The IT Director will prepare in-service programs for the training and development of school district staff and relevant volunteers in technology skills, appropriate use of district technology and for the incorporation of technology use in subject areas.

The superintendent, working with appropriate staff, shall establish regulations governing the use and security of the school district's technology resources. The school district will make every reasonable effort to maintain the security of the district networks and devices. All users of the school district's technology resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action, up to and including discharge or expulsion, as well as suspension and/or revocation of technology access privileges.

Usage of the school district's technology resources is a privilege, not a right, and that use entails responsibility. District-owned technology and district-maintained Internet-based collaboration software, social media, and e-mail accounts are the property of the school district. Therefore, users of the school district's network must not expect, nor does the school district guarantee, privacy for use of the school district's network websites visited. The school district reserves the right to access and view any material stored on school district equipment, within district-owned software or any material used in conjunction with the school district's network.

The superintendent, working with the appropriate staff, shall establish procedures governing management of technology records in order to exercise appropriate control over technology records, including financial, personnel and student information. The procedures will address at a minimum:

- passwords,
- system administration,
- separation of duties,
- remote access,
- data back-up (including archiving of e-mail),
- record retention, and
- disaster recovery plans.

Social Networking or Other External Web Sites

For purposes of this policy, any website, other than the school district website or school-school district sanctioned websites, are considered external websites. Employees and volunteers shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external website without prior written consent of the superintendent. Employees and volunteers shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external websites. Employees, students and volunteers shall not use the school district logos, images, iconography, etc. on external websites unless authorized in advance by school administration. Employees shall not use school district time or property on external sites that are not in direct relation to the employee's job duties. Employees, students and volunteers need to realize that the internet is not a closed system and anything posted on an external site may be viewed by others. Employees, students and volunteers who don't want school administrators to know their personal information, should refrain from sharing it on the internet. Employees and volunteers should not connect with students via external websites without consent of the building level administrator.

Employees and volunteers who wish to connect with students through an Internet-based software application that is not District-approved must first obtain the prior written consent of the building administrator. At all times, no less than two licensed employees must have access to all accounts and interactions on the software application. Employees and volunteers who would like to start a social media site for school district-sanctioned activities should obtain prior written consent from the superintendent.

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

Legal Reference: Iowa Code § 279.8.
282 I.A.C. 25, 26.

I.C. Iowa Code	Description
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
I.A.C. Iowa Administrative Code	Description
282 I.A.C. 25	<u>Educational Examiners - Code of Professional Conduct</u>
282 I.A.C. 26	<u>Educational Examiners - Code of Rights and Responsibilities</u>
Cross References	
Code	Description
104	<u>Anti-Bullying/Harassment Policy</u>

Code	Description
104-R(1)	<u>Anti-Bullying/Harassment Policy - Investigation Procedures</u>
104-E(1)	<u>Anti-Bullying/Harassment Policy - Complaint Form</u>
104-E(2)	<u>Anti-Bullying/Harassment Policy - Witness Disclosure Form</u>
104-E(3)	<u>Anti-Bullying/Harassment Policy - Disposition of Complaint Form</u>
305	<u>Administrator Code of Ethics</u>
401.11	<u>Employee Orientation</u>
401.14	<u>Employee Expression</u>
604.11	<u>Appropriate Use of Online Learning Platforms</u>
712	<u>Technology and Data Security</u>
712-R(1)	<u>Technology and Data Security - Security Requirements of Third-Party Vendors Regulation</u>

RESPONSIBLE TECHNOLOGY USE & SOCIAL NETWORKING – REGULATION

General

The following rules and regulations govern the use of the school district's network systems, employee access to the internet, and management of digital records:

- Employees will be issued a school district e-mail account. Passwords must be changed periodically.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- Employees are expected to review their e-mail regularly and shall reply promptly to inquiries with information that the employee can reasonably be expected to provide.
- Communications with parents and/or students must be made on a school district computer, unless in the case of an emergency.
- Employees may access the internet for education-related and/or work-related activities.
- Employees shall refrain from using technology resources for personal use, including access to social networking sites.
- Use of the school district technology and school e-mail address is a public record. Employees cannot have an expectation of privacy in the use of the school district's network and technology.
- Use of technology resources in ways that violate the acceptable use and conduct regulation, outlined below, will be subject to discipline, up to and including discharge.
- Use of the school district's network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Off-site access to the school district network will be determined by the superintendent in conjunction with appropriate personnel.
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the school district's network must notify appropriate staff. Any network user identified as a security risk or having a history of violations of school district technology use guidelines may be denied access to the school district's network.
- Employees are representatives of the district at all times and must model appropriate character, both on and off the worksite. This applies to material posted with personal devices and on personal websites and/or social media accounts. Posted messages or pictures which diminish the professionalism or discredit the capacity to maintain respect of students and parents may result in disciplinary action up to and including termination if the content posted is found to be disruptive to the educational environment and adversely impacts the employee's ability to effectively serve as a role model or perform his/her job duties for the district. The type of material that would affect an employee's ability to serve as an appropriate role model includes, but is not limited to, text or depictions involving hate speech, nudity, obscenity, vulgarity or sexually explicit content. Employee communications with students should be limited as appropriate. If there is any uncertainty, employees should consult their building administrator.

Prohibited Activity and Uses

The following is a list of prohibited activity for all employees concerning use of the school district's network. Any violation of these prohibitions may result in discipline, up to and including discharge, or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising, or personal gain.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the school district network. *See Policy 605.07, Use of Information Resources* for more information.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material
- Using the network to receive, transmit or make available to others messages that are racist, sexist, and abusive or harassing to others.
- Use of another's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a virus on the network.
- Using the network to send anonymous messages or files.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal technology on the school district's technology and/or network without the permission of the IT Director.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

Other Technology Issues

Employees should contact students and their parents through the school district's technology or phone system unless in the case of an emergency or with prior consent of the principal. Employees should not release their cell phone number, personal e-mail address, etc. to students or their parents.

EMPLOYEE USE OF CELL PHONES

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.

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.

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 and as provided in the administrative regulation developed by the superintendent. 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 and any such use must comply with applicable state and federal law and district policies and regulations.

Cell phones are not to be used for conversations involving confidential student or employee 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. Any such use must comply with applicable state and federal law and district policies and regulations.

Employees violating the policy will be subject to discipline, up to and including, discharge. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Internal Revenue Comment Notice, 2009-46,
http://www.irs.gov/irb/2009-23_IRB/ar07.html
Iowa Code §§ 279.8; 321.276.

I.C. Iowa Code	Description
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 321.276	<u>Motor Vehicles - Electronic Devices/Driving</u>

Chronic Absenteeism and Truancy

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

SECTION I – Legal Requirements

Chronic Absenteeism

When a student meets the threshold to be considered chronically absent, the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent, guardian or legal or actual custodian via certified mail that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

School officials will send notice when the student's absences meet the threshold, but before the student is deemed chronically absent.

School Engagement Meeting

If a student is absent from school for at least fifteen percent of the days in the semester, the school official will attempt to find the cause of the absences and start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

Absenteeism Prevention Plan

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

SECTION II – Academic and Disciplinary Requirements

Students who are absent without a reasonable excuse, as determined by the principal, will be assigned to designated disciplinary action. Reasonable excuses include illness, family emergencies, recognized religious observances and school-sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation. Age appropriate designated disciplinary action will be assigned on a two-for-one basis.

A student who is unexcused for one or more classes for less than a whole school day, will be assigned to age appropriate designated disciplinary action for the number of days necessary to make up the time and work that was missed for the class period(s) missed. If a student is unexcused for a whole day of classes, he or she will receive age appropriate designated disciplinary action for the next two days. Parents are expected to telephone the school office to report a student's absence prior to 8:00 a.m. on the day of the absence. Students with unexcused absences may also be referred to the at-risk coordinator.

School work missed because of absences must be made up within two times the number of days absent, not to exceed 10 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students will be allowed to make up all work missed due to any absence and will receive full credit for make-up work handed in on time. Teachers will not have attendance or grading practices that are in conflict with this provision.

I.C. Iowa Code	Description
Iowa Code § 294.4	<u>Teachers - Daily Register</u>

Iowa Code § 299

Compulsory Education**I.A.C. Iowa Administrative
Code****Description**

281 I.A.C. 12.3

Administration**C.F.R. - Code of Federal
Regulations****Description**

28 C.F.R. 35

Judicial - Disability - Nondiscrimination

34 C.F.R. Pt. 300

Education - Disabilities/Children/Assistance to States

DELEGATE ASSEMBLY & PRE-CONVENTION — WEDNESDAY, NOV. 20

DELEGATE ASSEMBLY

Rookie Delegate Orientation

8:15–8:45 a.m.

This free orientation will provide new delegates, or those wishing for a refresher, a brief overview of Delegate Assembly. Learn about the importance of setting a legislative platform and the role you play as the voice for your district. Attendees can also expect to learn about the voting and amendment processes and how to get the most out of their day. Join fellow delegates and IASB staff for this essential informational training! You **DO NOT** need to register for this orientation.

Delegate Assembly & Annual Meeting

9 a.m.–Noon or until completion

Make your district's voice heard at the Delegate Assembly! Representatives from school boards across the state will vote to set the 2025 legislative platform that guides IASB's legislative work. Delegate Assembly is offered annually in conjunction with the IASB Annual Convention.

Delegates! Signing up for an afternoon event in advance helps ensure you are guaranteed a seat in your favorite workshop.

PRE-CONVENTION WORKSHOPS

With the exception of the free Basics for Board Secretaries Workshop, the registration fee for Pre-Convention Workshops is \$110 for members and \$165 for non-members.

Ready, Set, Govern! New Board Member Onboarding Workshop

9–11:30 a.m.

CALLING ALL APPOINTED OR NEWLY ELECTED SCHOOL BOARD MEMBERS! Take advantage of the Ready, Set, Govern! workshop at Convention, which will set you on the road to success. We will cover foundational elements of good governance, such as understanding the roles of the board, management roles of the superintendent and tips for fostering good communication to support an effective board-superintendent partnership.





Breaking Barriers—Using a Poverty-Informed Lens to Transform Education

9–11:30 a.m. OR 1–3:30 p.m. (repeat offerings)

Donna Beegle, Keynote Speaker & Poverty-Informed Leadership Expert

Today, students born into poverty face incredible hurdles throughout their educational journey. But together, we can change that! School board members and education leaders play a crucial role in creating environments that deeply impact children and families living in poverty. Adopting a poverty-informed lens can transform school communities, creating an environment which uplifts and supports **ALL** students.

Join us for an eye-opening session where you'll participate in an interactive poverty simulation, which will challenge your beliefs, dispel pervasive myths, and uncover the real obstacles to educational success. You'll walk away with actionable, proven tools to remove poverty barriers and improve educational outcomes for all students. Don't miss this chance to revolutionize your approach and make a lasting impact on your students' lives!

Keynote speaker Donna Beegle grew up in generational poverty and dropped out of high school in ninth grade. Donna went from high school dropout to earning her doctorate, and brings 34 years of research and practical experience to the table. Co-facilitator Elia Hernandez-Moreno contributes extensive expertise in breaking the cycle of poverty and promoting college readiness. Elia will weave her insights on adding value to others' lives, and how to transform compassion fatigue into compassion satisfaction in this interactive workshop.



Generative AI & Education

9–11:30 a.m. OR 1–3:30 p.m. (repeat offerings)

Amanda Bickerstaff, AI for Education Co-Founder, Consultant & Speaker

What is generative AI? How does it function? How quickly is it evolving? A strong understanding of AI is crucial to aligning its potential with your district's educational goals and priorities. Dive into the future of education with AI!

In this interactive, two-and-a-half-hour workshop, you'll work with leading expert Amanda Bickerstaff to build a foundation of generative AI basics, explore AI ethics, and examine the limitations and opportunities an AI policy can create in your district. You'll leave the workshop with practical tools and deep insights to ensure your AI policy truly reflects and serves your community's needs. Seize this opportunity to transform your approach and lead your district into an AI-driven future!

Basics for Board Secretaries

11 a.m.–Noon

This free mini-workshop is designed to support newer board secretaries with practical tips on foundational basics such as meeting minutes, agendas and more. Connect with peers, get your questions answered and then deepen your learning by attending the afternoon Board Secretary Workshop. This session offers SBO credit.

PRE-CONVENTION—WEDNESDAY, NOV. 20

Board Secretary Workshop

1–3:30 p.m.

Our popular Board Secretary workshop is a staple in our Wednesday workshop lineup! With all new content, we'll once again shape an afternoon of interactive networking and learning focused on issues and questions most pressing to Iowa's PK–12 and AEA board secretaries. **This session offers SBO credit.**

School Finance 101, 201 & 301

9–11:30 a.m. OR 1–3:30 p.m. (repeat offerings)

Newer board members will value School Finance 101's introduction and overview of basic school finance concepts and terminology. Board members with intermediate level knowledge will learn about authorized budgets; unspent balance and real-world data trends in School Finance 201. Attend School Finance 301 for an in-depth analysis of important concepts like cash/fund balance, spending authority, use of the School Budget Review Committee and more. **This session offers SBO credit.**

Buffet lunch from 11:30 a.m.–1 p.m. included with Pre-Convention workshops!

Sponsor is an IASB-Affiliated Program

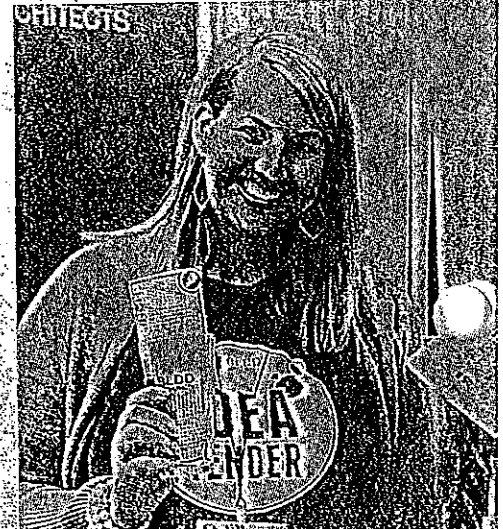
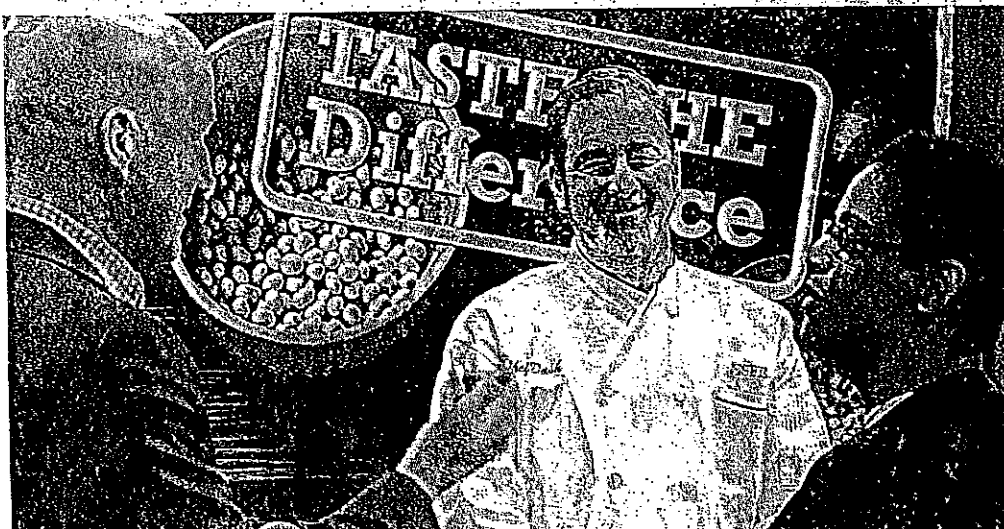
Special thanks to Frontline Analytics* for sponsoring the morning and afternoon school finance workshops.

MEMBER-VENDOR SOCIAL

3:30–5 p.m.

Take advantage of this opportunity to visit one-on-one with more than 150 vendors at this annual favorite. Enjoy free giveaways and complimentary refreshments while you learn about their products and services.

Special thanks to Jester Insurance Services*, CMBA Architects and Mid-America Sports Construction for sponsoring the Member-Vendor Social.



CONVENTION—THURSDAY, NOV. 21

GENERAL SESSIONS



If You Can't Say Something Nice, What DO You Say?

Opening General Session—8 a.m.

Sarita Maybin, Communication Expert & Author—Practical Solutions for Working Together Better

We've all been told, "If you can't say something nice, don't say anything at all." Yet, navigating difficult conversations while preserving relationships can be tough. In her lively keynote, communication expert Sarita Maybin will offer practical strategies and positive techniques to navigate tough conversations at the board table with tact and respect. Kick off the 79th IASB Annual Convention by learning to transform uncomfortable conversations into constructive communication! You'll leave with new tools to assess when it's time to confront challenges head-on to help your board team build and maintain positive, constructive relationships at the board table, and with your community.

Special thanks to DLR Group for sponsoring the Opening General Session.



Changing Lives for Iowa's Students Impacted by Poverty

Second General Session & Luncheon—Noon

Donna Beegle, Poverty-Informed Leadership Expert

Statistics show that Iowa's students living in poverty are the least likely to gain an education—what if your actions as a leader could change that? Students experiencing poverty face significant barriers to education, making it imperative for school board members and education leaders to be well-informed on how our decisions impact students in poverty. In her compelling keynote, Donna Beegle will dive into the impact of poverty on students' education and why poverty-informed Iowa school board members are more important than ever to break barriers for the one in five students struggling with basic needs. Don't miss out on this incredible opportunity to lunch and learn during the second general session—you'll leave inspired and empowered to be a voice for Iowa's students living in poverty!

Special thanks to Jester Insurance Services* for sponsoring the Second General Session.



CONVENTION—THURSDAY, NOV. 21



Time for Change! Transforming School Culture

Closing General Session—3 p.m.

Anthony Muhammad, School Culture Consultant

Today's era of constant change requires leaders who understand the importance of drawing from everyone's strengths and insight to create positive change. School culture provides the foundation for positive change in your district. As leaders, how can we develop a culture that supports change? Anthony Muhammad will introduce us to the importance of transformational leadership and the key competencies that **ALL** board teams can practice as you lead transformation in your own district. Acquire practical skills that inspire others to embrace change at our fantastic final general session of the day!

EDUCATION SESSIONS & DEEPER DIALOGUES

Convention attendees can choose between 30+ breakout session topics and two session formats—education sessions and deeper dialogues. Led by your peers, local and nationally renowned experts and IASB staff, sessions are focused on issues impacting PK-12, AEA and community college board members and administrators.

Topics include:

- » The Board's Role in Student Learning
- » Artificial Intelligence (AI)
- » Student Mental Health
- » Crisis Response
- » Cell Phone Policies
- » Collaborative Leadership
- » Open Meeting Laws
- » Fundraising
- » IASB Financial Tools Overview
- » Fostering District Culture
- » Public Participation in Board Meetings
- » Student Behaviors
- » Effective Communication
- » Collective Bargaining Practices
- » Supports for Students Experiencing Poverty
- » Superintendent Evaluations
- » Developing Shared Goals
- » Student Handbook
- » Innovative Salary Schedules
- » Social Media Engagement

EXHIBIT HALL & REFRESHMENTS

9 a.m.—2 p.m.

Network with and learn from vendors in the Exhibit Hall! These organizations offer important services and products to help your schools succeed. Complimentary refreshments will be served throughout the day for your enjoyment.

Special thanks to frk architects + engineers for sponsoring the Exhibit Hall Breaks.

KEY DATES & REGISTRATION DETAILS

- » **SCHED Launches**
Wednesday, Sept. 18, 2024
- » **Deadline to Register Delegates**
Wednesday, Nov. 13, 2024 at 5 p.m.
- » **Online Convention Registration Closes**
Wednesday, Nov. 13, 2024 at 5 p.m.
- » **Delegate Assembly & Pre-Convention**
Wednesday, Nov. 20, 2024
- » **Convention**
Thursday, Nov. 21, 2024
- » **Post-Convention**
Friday, Nov. 22, 2024

Delegate Assembly & Annual Meeting
Wednesday, Nov. 20, 2024

Members: No Fee
Non-Members: No Fee

Pre-Convention Workshops
Wednesday, Nov. 20, 2024

Members: \$110
Non-Members: \$165

Convention & Trade Show
Thursday, Nov. 21, 2024

Members: \$225
Non-Members: \$340

Post-Convention Workshop
Friday, Nov. 22, 2024

Members: \$110
Non-Members: \$165

Featuring three thrilling keynote speakers, you won't want to miss the **79th IASB Annual Convention**, Nov. 20–22, 2024. See you there!

Online registration runs through **Nov. 13, 2024**. Walk-ins welcome on site. Visit www.ia-sb.org/convention or scan the QR code (right) to register today!

Location: Iowa Events Center, 730 3rd St., Des Moines, IA 50309

Lodging: IASB has reserved blocks of rooms for Nov. 19–21, 2024 at area hotels. Rooms must be reserved in advance and dates vary. More details are available on our website at www.ia-sb.org/convention. Lodging is now open!

Cancellations: Last day to cancel with a full refund is Nov. 17, 2024. Cancellations after Nov. 17 and no-shows will be charged the full registration fee. Walk-in registrants will be charged the full registration fee.

For questions, email Emily Miller at emiller@ia-sb.org or call (515) 247-4699.

79TH IASB[®]
ANNUAL CONVENTION
and Trade Show



Membership Count Report Codes

KA = 4 Year Old Students

KB = Not Assigned

KC = 3 Year Old Students

KD = Transitional Kindergarten Students

EC - Preschool Special Education Students

Membership Count Report

From: 09/12/2023 - Tuesday to: 09/12/2023 - Tuesday

Day		KA	KB	KC	KD	EC	HK	KG	1	2	3	4	5	6	7	8	9	10	11	12	Total
09/12/2023	F	20	0	4	7	1	0	45	44	32	51	34	45	40	42	49	53	49	46	58	620
	M	17	0	10	3	2	0	40	39	41	48	50	52	49	41	44	51	45	40	38	610
	X	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Totals	37	0	14	10	3	0	85	83	73	99	84	97	89	83	93	104	94	86	96	1230

Membership Count Report

From: 09/12/2024 - Thursday to: 09/12/2024 - Thursday

Day		KA	KB	KC	KD	EC	HK	KG	1	2	3	4	5	6	7	8	9	10	11	12	Total
09/12/2024	F	11	0	5	10	2	0	36	45	37	33	48	33	43	38	41	51	52	46	44	575
	M	20	0	6	16	2	0	32	39	39	38	51	47	46	47	40	43	52	45	37	600
	X	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Totals	31	0	11	26	4	0	68	84	76	71	99	80	89	85	81	94	104	91	81	1175