

HARLAN COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS – PUBLIC HEARING
ELECTRONIC MEETING
HOSTED IN THE BOARD ROOM - HARLAN COMMUNITY HIGH SCHOOL

Join Zoom Meeting
<https://zoom.us/j/98368183298?pwd=aTBnRnJxRTAzWXJDSVZzcklCQzIYdz09>

Meeting ID: 983 6818 3298
Password: 1Jq6hG

Dial by your location
+1 312 626 6799 US (Chicago)

May 4, 2020

5:30 p.m.

AGENDA








- A. Call meeting to order and determination of a quorum
- B. Approve the Agenda
- C. Presentation of the 2020 – 2021 School Calendar
- D. Comments from the Public
- E. Adjourn

Harlan Community Schools 2020-2021 Calendar DRAFT E5

Summary of Calendar

1st Semester	83
2nd Semester	94
Total Days	177 days
(Including 1 Conference Comp days and 5 built in snow days)	

Calendar Legend

Begin/End	
New Teachers	
.5 Work Day/.5 PD Day	
Vacation Days	
Prof Development	
Conferences	
Full work Day	
2 hour early out	**

Holidays

Labor Day	Sept 7
Thanksgiving Day	Nov 26
Christmas Day	Dec 25
New Year's Day	Jan 1
Easter Sunday	April 4
Memorial Day	May 31

Contract Days

Student Days	177
Full Work Days	2
August 21	
Either January 4 or June 1	
.5 Work Day/.5 PD Day	2
October 23	
March 12	
Prof. Development	5
Aug 18, Aug 19, Aug 20, Nov 25, Feb 18,	
Teacher Choice Days	4
Total	190

Make-Up Days

The last student day could be as early as May 21st if there are no snow days. This calendar allows for 5 built in snow days and students would be out no later than May 28th.

AUGUST				
MON	TUE	WED	THUR	FRI
				1
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
SEPTEMBER				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
OCTOBER				
			1	2
5	6	7	8	9
12	13	14	15	16
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26	27	28	29	30
NOVEMBER				
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16	17	18	19	20
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DECEMBER				
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JANUARY				
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25	26	27	28	29
FEBRUARY				
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22	23	24	25	26
MARCH				
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29	30	31		
APRIL				
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5	6	7	8	9
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	1	2	3	4

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August 17	New Teacher Day
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August 21	Teacher Work Day
August 24	1st Student Day
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March 15	Begin 4th Quarter
April 2-5	Easter Break
May 14	Last Day for Seniors
May 16	Graduation
May 28	End of 4th Quarter (48 days)
May 28	End of 2nd Semester (94 days)
May 31	Memorial Day
June 1	Teacher Work Day

5 Weather/Tournament Days Built In

HARLAN COMMUNITY SCHOOL DISTRICT
BOARD OF DIRECTORS - REGULAR MEETING
ELECTRONIC MEETING
HOSTED IN THE BOARD ROOM - HARLAN COMMUNITY HIGH SCHOOL

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Meeting ID: 983 6818 3298
Password: 1Jq6hG

Dial by your location
+1 312 626 6799 US (Chicago)

May 4, 2020

Upon Adjournment of Public Hearing

AGENDA

F. Call meeting to order and determination of a quorum

G. Public Forum

In accordance with Policy 213 - Public Participation in Board Meetings the board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board has set aside this specific time for public comment.

*Citizens wishing to address the board during public comment must notify the board secretary **no later than 2 hours** prior to the board meeting. The board president will recognize these individuals to make their comments at the appropriate time during public comment. Citizens wishing to present petitions to the board may also do so at this time. The board however, will only receive the petitions and not act upon them or their contents.*

Normally, speakers will be limited to five minutes. However, the board president may modify this time limit, if deemed appropriate or necessary. Public comment is a time set aside for community input, but the board will not discuss or take any action on any matter during public comment. Only individuals recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting.

H. Approve the Agenda

I. Presentations

J. Discussion Items

1. Second Board Meeting Date
2. Plans for Senior Activities
3. Current Year End/19-20 Calendar
4. Payment Schedule for 9/10 Month Non-Exempt Employees

5. Administrator Report
 1. Jeff Moser – Primary and Intermediate School Principal

K. Action Items:

1. Resignation of Personnel
 1. Tricia Spangenberg – 1st Grade Teacher and Assistant Volleyball Coach
 2. Brenda Buman – Best Buddies Sponsor
 3. Katie Malone – K-5 Special Education Teacher
2. Employment of Personnel
 1. Elle Kloewer – HS Assistant Volleyball Coach
 2. Dean Mosher – Elementary PE Teacher
3. Approve the 2020-2021 Calendar
4. Approval of Car Bids
5. Approval of MOU with Shelby County Agricultural Extension District

L. Policy Review

1. Policy Review/Approval – First Reading/Final Review
 - Policy 504.1 – Student Government
 - Policy 504.2 – Student Organizations
 - Policy 504.3 – Student Publications
 - Policy 504.3R1 – Student Publications Code
 - Policy 504.4 – Student Performances
 - Policy 504.5 – Student Fund Raising
 - Policy 504.6 – Student Activity Program
 - Policy 505.1 – Student Progress Reports and Conferences
 - Policy 505.2 – Student Promotion – Retention – Acceleration
 - Policy 505.3 – Student Honors and Awards
 - Policy 505.4 – Testing Program
 - Policy 505.5 – Graduation Requirements
 - Policy 505.6 – Early Graduation
 - Policy 505.7 – Commencement
 - Policy 505.8 – Parent and Family Engagement District-Wide Policy
 - Policy 505.8R1 – Parent and Family Engagement Building – Level Regulation
 - Policy 506.1 – Education Records Access
 - Policy 506.1E1 – Request of Nonparent for Examination or Copies or Education Records
 - Policy 506.1E2 – Authorization for Release of Education Records
 - Policy 506.1E3 – Request for Hearing on Correction of Education Records

Policy 506.1E4 – Request for Examination of Education Records
Policy 506.1E5 – Notification of Transfer of Education Records
Policy 506.1E6 – Letter to Parent Regarding Receipt of a
Subpoena
Policy 506.1E7 – Juvenile Justice Agency Information Sharing
Agreement
Policy 506.1E8 – Annual Notice
Policy 506.1R1 – Use of Education Records Request
Policy 506.2 – Student Directory Information
Policy 506.2E1 – Authorization for Releasing Student Director
Information
Policy 506.2R1 – Use of Directory Information
Policy 506.3 – Student Photographs
Policy 506.4 – Student Library Circulation Records
Policy 507.1 – Student Health and Immunization Certificates
Policy 507.2 – Administration of Medication to Students
Policy 507.2E1 – Authorization Asthma or Airway Constricting
Medication Self-Administration Consent Form
Policy 507.2E2 – Parental Authorization and Release Form for the
Administration of Prescription Medication to Students
Policy 507.3 – Communicable Diseases – Students
Policy 507.4 – Student Illness or Injury at School
Policy 507.5 – Emergency Plans and Drill
Policy 507.6 – Student Insurance
Policy 507.7 – Custody and Parental Rights
Policy 507.8 – Student Special Health Services
Policy 507.8R1 – Special Health Services
Policy 508.1 – Class or Student Group Gifts
Policy 508.2 – Open Night

- M. Closed session to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to the affected individual's reputation and that individual requests a closed session, all pursuant to Iowa Code section 21.5(1)(i).

Motion: I move that the Board go into closed session to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to the affected individual's reputation and that individual requests a closed session, all pursuant to Iowa Code section 21.5(1)(i).

- N. Re-enter Open Session

- O. Adjournment

Senior Year End

Academic Year -

May 11: Last day of eLearning for grades K-12 for non-college courses.

May 14: Last day of finals for college courses.

May 12 - 13 - 14: Collection of School Property/Return of Personal Student Property

Senior Awards Ceremony – Moved to a digital award ceremony and slated to be released on Wednesday, May 13.

Graduation – A Virtual Graduation video will be released on the original graduation date which is Sunday, May 17 via HMU, FMCTC, and YouTube. Graduation ceremony has been rescheduled for Sunday, June 28 at 2:00 p.m.

Prom – Prom has been rescheduled to June 6. The administration and the After Prom Committee is meeting on Friday, May 1 to review the reschedule plans based on current pandemic conditions.

Senior Spotlight Media Campaign – On-going release on the district Facebook and Twitter feeds.

Harlan Community Elementary Schools

Administrative Report

E- Learning:

Teachers continue to do a wonderful job with our e-learn for students. Our numbers had stayed pretty steady, but since school has been cancelled for the rest of the year we have noticed a drop in participation. Teachers have “ramped” up the e-learning with some live lessons via Zoom and responding to activities in Seesaw and Google classroom. I'll share the data document that we use to collect our participation.

Curriculum Mapping:

The elementary has implemented the first step in a 3-phase plan to update our curriculum. Teachers have been working via zoom to create a scope and sequence for their grade level. This work includes; pacing, materials used, learning objectives, “power standards”, and formative assessments. I'll also share the document that has this information.

Ending the school year:

- **Book Return:** As you already know we have started the process of collecting our library books. We have over 4000 books out in circulation, but the response thus far has been very good. Mary Freml has been doing a great job of communicating, as well as emptying tubs 2-3 times per day. A big thanks to Conductix, who donated a huge wooden box for this purpose and Rich Freml who was kind enough to adapt this box to make it easily usable.
- **Student Belongings:** Beginning May 12-14, parents will be asked to collect their children's belongings via a drive through process. The plan is to use our electronic scheduling system (the one we use for scheduling parent-teacher conferences) in order to schedule a pick up time. Another thanks to HyVee, who has donated 1200 paper bags for us to use for this purpose.
- **Classlists, schedules, staffing needs** are being prepared for the 2020-2021 school year as well.
- **Staff** will be back in the building next week on a safe, rotating basis in order to prepare for summer cleaning schedules as well as packing up student belongings.

Professional Development:

There are two major initiatives at the elementary for the 20-21 school year:

1) *Well Managed Classrooms* - This is a building-wide behavior plan that is through Boys Town. Boys Town has agreed to train our staff yet this Spring. This will be done via zoom over a number of days later in May.

2) *Illustrative Math* - Illustrative Math is a new math material we are adopting for all K-6 classrooms. This training will not be taking place this spring, but we have been scheduled to be trained in August as we return to school.

1. Whole Staff Meeting - Monday, April 27 @2:30

Curriculum mapping - phase 1 (Tues. April 28 - May 5)

- i. Each grade level will capture what was not taught - a document with a list of all standards that they didn't get to, Power and not. - **Kay will share theirs with us.**
- ii. Grade levels need to update Year-at-a-Glance documents
 1. Start a new doc for Scope/Sequence - **Paula create**
 - a. More specific for time - Pacing
 - b. List all standards (Power and not)
 - c. List materials used

Whole Staff Meeting - Tuesday, May 5 @2:30

Curriculum mapping - Phase 2 (May 6 - May 8)

- iii. Vertical conversations
- iv. Copy of grade level Scope/Sequence with added a Highlighted portion in the unit that needs extra teaching

Curriculum mapping - Phase 3 (May 11 - May 15)

- v. SMART Goals for all Power Standards
- vi. Link Power Standards/units
- vii. I can statements for all Power standards
- viii. Formative assessments created for all grade level Power Standards (PreAssess/PostAssess as well)

HARLAN COMMUNITY SCHOOL DISTRICT
CONTRACT WITH COACH

This contract is entered into by and between **Kloewer, Elle**, and the Board of Directors, hereinafter called the Board, of the Harlan Community School District, located at 2102 Durant, Harlan, Iowa.

In consideration of the salary listed below, the coach agrees to perform the duties of the position listed below, and such other duties as may be assigned by the Board or its duly authorized representatives:

Salary: \$4,147.25
Position: HS Asst Volleyball Coach

AND IT IS FURTHER AGREED:

1. That the coach shall perform coaching duties as assigned, complete other duties related to post-season tournaments, and perform other related duties. The work to be performed and the use of the contract days identified in this contract shall be determined by the Board, or its designee.
2. That the number of contract days for this position is 92, and an amount equal to the pay for one day of service shall be deducted from the salary of the coach for each day of service not performed if absence from duty with pay is not authorized by the board or leave policy in effect.
3. That, if the coach is lawfully discharged or is released by mutual agreement before the completion of the term of this contract, final settlement shall be made so the total amount which the coach shall have received shall be an amount equal to the product of the number of days of service multiplied by the amount considered as pay for one day of service.
4. That the coach shall attend, outside of regular school hours as established by the Board, such professional meetings as might be called by school authorities for coordinating the work of the coach in the school program.
5. That the coach shall present a certificate with coaching endorsement, or a coaching authorization, to the Business Manager of the School District, and that the coach shall not accept, and the District shall not be under any obligation to pay, any part of the annual salary until the required certificate or authorization is submitted.
6. That this contract is for one school year only and that it may be terminated at any time for any lawful reason.
7. That, in the event of error, the District will recover any overpayment and make any necessary corrections for underpayment.

This contract shall be without force and effect unless it is in the hands of the Board bearing the signature of the coach and the President of the Board on or before the 11th day of May, 2020.

Date

Coach

Date

May 4, 2020

Board President

HARLAN COMMUNITY SCHOOL DISTRICT
CONTRACT WITH TEACHER

This contract is entered into by and between **Dean Mosher**, a teacher, and the Board of Directors, hereinafter called the Board, of the Harlan Community School District, located at 2102 Durant, Harlan, Iowa. This contract covers the 2020-2021 school year.

In consideration of an annual salary of **\$50,788.23**, the teacher agrees to well and faithfully perform his/her teaching duties, and such other duties as may be assigned by the board or its duly authorized representatives.

AND IT IS FURTHER AGREED:

1. That the contract term shall include 190 days of service for the entire school year as per the school calendar adopted by the Board of Directors.
2. That an amount equal to the pay for one day of service shall be deducted from the salary of said teacher for each day of service not performed if absence from duty with pay is not authorized by the board or leave policy in effect.
3. That if said teacher is lawfully discharged or is released by mutual agreement before the completion of said term, final settlement shall be made so the total amount which the teacher shall have received shall be an amount equal to the product of the number of days of service multiplied by the amount considered as pay for one day of service.
4. That the use to be made of the days in said term, which are in excess of the number of teaching days as stated herein, shall be determined by the board and may be stated in a school calendar adopted by the board.
5. That said teacher shall attend, outside of regular school hours as established by the board, such professional meetings as might be called by school authorities for coordinating the work of the teacher in the school program.
6. That the teacher shall present a certificate as required by law to the secretary of the Board of Directors of the School District, and that the teacher shall not accept, and the District shall not be under any obligation to pay, any part of the annual salary until the required certificate is submitted.
7. That this contract shall be subject to the provisions of Iowa Code §§279.19 and 279.27 and may be terminated at the end of the contract term without cause.
8. That this contract shall be invalid if the teacher is under contract with another Board of Directors in the state of Iowa to teach covering the same period of time.

9. That this contract is subject to the provisions of the Master Contract between the District and the Harlan Education Association. The provisions of the Master Contract shall prevail where the provisions of this contract are inconsistent with those of the Master Contract.

10. That, in the event of error, the District will recover any overpayment and make any necessary corrections for underpayment.

This contract shall be without force and effect unless it is in the hands of the Board bearing the signature of the teacher and the President of the Board on or before the 4th day of May, 2020.

4-28-2020
Date

Dean R. Mel
Teacher

May 4, 2020
Date








Board President

Harlan Community Schools 2020-2021 Calendar DRAFT E5

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5 Weather/Tournament Days Built In

MOTOR VEHICLE PURCHASE AGREEMENT

NO. _____

KOAST AUTO CENTER
HARLOW, IA 51537

DATE 4/28/20

BUYER HARLOW COMMUNITY SCHOOLS
 CO-BUYER _____
 ADDRESS _____
 EMAIL _____ CELL _____
 CITY _____
 STATE _____ ZIP _____
 BUYER'S REGISTRATION MONTH _____ COUNTY _____
 RES. PHONE _____ BUS. PHONE _____

SALESPERSON STEVE KOAST

DESCRIPTION OF PURCHASED VEHICLE: NEW USED DEMO CAR TRUCK VAN

STOCK NO. _____ TO BE DELIVERED ON OR ABOUT _____
 YEAR 2020 MAKE CHEVROLET MODEL MALIBU BODY TYPE LS
 V.I.N. # 1G1ZB5ST7LF101343 COLOR SILVER TRIM BLACK

PRICE OF VEHICLE	<u>LIST</u>	\$ <u>24395</u>	TRADE-IN ALLOWANCE AND OTHER CREDITS: YEAR	
ACCESSORIES			TRADE-IN MAKE	MODEL
			PLATE NO.	V.I.N. #
<u>outright w/ \$4300 bid assist</u>		<u>18000</u>	BALANCE OWED TO	
			ADDRESS	
			TRADE-IN GROSS ALLOWANCE	
			LESS AMOUNT OWING	
			NET TRADE-IN ALLOWANCE OR REMAINING TRADE-IN DEBT	
			CASH DOWN PAYMENT OR CREDIT BALANCE	
			MANUFACTURER'S REBATE (IF ANY)	
			TOTAL DOWN PAYMENT or AMOUNT OWED	
			\$	

BUYER'S TRADE-IN CERTIFICATION

If you are trading in a vehicle, you certify the following:

- That there is no salvage, repair or other history on the vehicle title that would affect the value of the vehicle. If there is salvage, repair or other history on the title, you agree that the dealer may cancel this sale. That to the best of your knowledge, the vehicle was never on a salvage, rebuilt or flood title in this or any other state.
- That the air bags are intact and in working order.
- That while you have owned the trade-in, its odometer has not been repaired, replaced, tampered with or altered in any way. That the odometer statement, damage disclosure statement and prior vehicle history which you provided us for your trade-in is true and correct.
- That the original emission control system (including the catalytic converter) is intact. That the engine and transmission have not been changed from the manufacturer's original specifications. That the trade-in does not have a cracked or defective head, block, power-train or frame.

WARRANTY DISCLAIMER

YOU UNDERSTAND THAT THE VEHICLE IS SOLD "AS IS" WITH ALL FAULTS AND THAT THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, or any other warranties, express or implied, covering the vehicle unless we make a written warranty to you or unless we enter into a service contract with you within 90 days from the date of this contract. If we do so, any implied warranty will last only as long as the limited written warranty.

This provision does not affect any warranties which may be provided by the manufacturer. If there is a manufacturer's warranty on the vehicle, we are not a party to it and it is not a part of this contract. If we are authorized by the manufacturer to perform warranty work on your vehicle, we hope that you ask us to perform the work. However, the manufacturer's warranty is between you and the manufacturer.

Documentary Fee. A documentary fee is not an official fee. A documentary fee is not required by law, but may be charged to a buyer for the preparation of documents and the performance of related services. The maximum amount that may be charged for a documentary fee is determined by Iowa Code Section 322.19A. This notice is required by law.

\$	CASH PRICE			
\$				
\$	LESS TRADE-IN ALLOWANCE			
\$	LESS MANUFACTURER'S REBATE			
\$	AMOUNT SUBJECT TO FEE FOR NEW REGISTRATION			
REG. FEE \$	TITLE FEE \$	LICENSE FEE \$		\$
	LIEN FILING FEE [credit sale only see (1) on back]			\$
	TOTAL CASH DELIVERED PRICE			\$
	LESS TOTAL DOWN PAYMENT or PLUS AMOUNT OWED			\$
	UNPAID CASH BALANCE DUE ON DELIVERY			\$

OTHER INFORMATION OR TERMS OF SALE.

You understand that this agreement (**including the terms on the back**) is an offer to purchase the vehicle described which will become a binding contract once the dealer has signed it. This document represents the complete agreement between you and the dealer regardless of any other oral, written or prior agreements or representations. However, if you are buying a used vehicle, the information you see on the window form for this vehicle is part of the contract and the information on the window form overrides any contrary provision in this contract.

Iowa law requires us to give you the following notice: You understand that liability insurance coverage which would protect you under the Iowa Motor Vehicle and Safety Responsibility Act IS NOT INCLUDED in your purchase of this motor vehicle.

By signing this contract, you are certifying that you are at least 18 years old (if there are two buyers, that at least one of you is 18 years old), that you have read this contract, front and back, and agree to its terms, and that you have received a copy of it.

X _____
 Buyer's Signature Date of Birth

 Buyer's Driver's License or F.I.D. No.

X _____
 Co-Buyer's Signature Date of Birth

 Co-Buyer's Driver's License or F.I.D. No.

Accepted By: Steve Koast
 Dealers Authorized Representative



KARL CHEVROLET Inc

Group B 2.1 - DEPARTMENT OF ADMINISTRATIVE SERVICES		Mfg. Code / NA / STD	Option Price
Upholstery	Treated to resist stains	STD	\$0.00
THIS IS A MULTIPLE AWARD ITEM		Estimated Quantity	1
TOTAL PRICE FOR EACH VEHICLE: (Includes Base Vehicle Cost, Options, and Delivery Cost)			\$17,158.00
		Make:	CHEVROLET
		Model Name:	MALIBU
		Exact Model Code:	1ZC69
		Trim Pkg. Common Name:	1FL
		Exact Trim Pkg. Code:	1FL
		Engine Code:	LFV
		Transmission Code:	MRG

FINAL BID PRICE

Group B 2.2 - IOWA STATE UNIVERSITY		Mfg. Code / NA / STD	Option Price
Driver Seat	Power with adjustable lumbar support	AER	\$400.00
Key Sets, Additional	2 additional Key sets including fobs; 4 total key sets per vehicle	DI	\$202.32
		Estimated Quantity	15
TOTAL PRICE FOR EACH VEHICLE: (Includes Base Vehicle Cost, Options, and Delivery Cost)			\$17,760.32
		Make:	CHEVROLET
		Model Name:	MALIBU
		Exact Model Code:	1ZC69
		Trim Pkg. Common Name:	1FL
		Exact Trim Pkg. Code:	1FL
		Engine Code:	LFV
		Transmission Code:	MRG

FINAL BID PRICE

Group B 2.3 - UNIVERSITY OF IOWA		Mfg. Code / NA / STD	Option Price
Bluetooth	DELETE		DEDUCT COST: \$0.00
Driver Seat	Power with adjustable lumbar support	AER	\$400.00
Key Sets, Additional	2 additional Key sets including fobs; 4 total key sets per vehicle	DI	\$202.32
Upholstery	Treated to resist stains	STD	\$0.00
		Estimated Quantity	3
TOTAL PRICE FOR EACH VEHICLE: (Includes Base Vehicle Cost, Options, and Delivery Cost)			\$17,872.82
		Make:	CHEVROLET
		Model Name:	MALIBU
		Exact Model Code:	1ZC69
		Trim Pkg. Common Name:	1FL
		Exact Trim Pkg. Code:	1FL
		Engine Code:	LFV
		Transmission Code:	MRG

FINAL BID PRICE

MEMORANDUM OF AGREEMENT

between

**SHELBY COUNTY AGRICULTURAL EXTENSION
DISTRICT**

906 6th Street
Harlan, IA 51537-1405

and

HARLAN COMMUNITY SCHOOL DISTRICT

2102 Durant St.
Harlan, IA 51537

THIS AGREEMENT is made and entered into by and between the Shelby County Agricultural Extension District, hereinafter called **Extension District** and the Harlan Community School District, hereinafter called **School District**.

PURPOSE: The **Extension District** and the **School District** enter into this Agreement for the purpose of enhancing local delivery of **Science, Technology, Engineering and Math** called the **STEM After-School program**. The cooperating parties to this Agreement desire to collaborate in implementing the **STEM Afterschool program via the School District's STEM initiative** and the **Extension District's 4-H Youth Development program**.

Mission statements:

The Harlan Community School District will prepare life-long learners and productive citizens.

Iowa State University (ISU) Extension & Outreach builds partnerships and provides research based learning opportunities to improve quality of life in Iowa. ISU Extension is the organized outreach component of the university and has a fundamental role in the three-part ISU land-grant mission of teaching, research, and extension.

Extension Districts are public bodies in each county that provide assistance and a means for ISU Extension & Outreach to fulfill its mission in that county. ISU Extension & Outreach and the Shelby County Agricultural Extension District have signed a separate memorandum defining their relationship.

Purpose for program:

1. Demonstrate more participation and interest in STEM related fields as early as the elementary grade levels.
2. Students will succeed in school and will be better prepared for a productive adulthood.
3. Students will consider STEM related career fields in Iowa, therefore developing a workforce for our future.
4. Participants will engage with others in safe and supportive communities that will increase attendance and reduce at-risk populations in the grades served by STEM Afterschool programming.

5. Students show improvement in how they apply the knowledge they learn in the classroom to real world problems. This will be gauged by the Cornell Critical Thinking test.
- I. **Extension District** agrees:
 - A. That the Extension District Chairperson, or his/her designee, shall act for the **Extension District** in administering this Agreement.
 - B. That ISU Extension Youth Program Specialist, shall act as program support for the **Extension District**.
 - C. That the Shelby County Extension Educator will focus on positive youth development in the planning and collaboration of the afterschool program with an emphasis on the STEM objectives. They will make available to after school teachers, resources from Iowa State University and the 4-H program.

The afterschool program will:

1. Take place October – April each Monday through Thursday afterschool, approximately 3:15 – 5:15 pm, including snack and recess time. If a semester by semester format is followed; the afterschool program will begin in September.
 2. Be available for a target of 160 students, grades 3-6. The program will have the flexibility to increase students based on interest and the ability to split programs into semester only classes. 10 sessions will take place in the fall and 10 will take place in the spring for a total of 20 sessions.
 3. Will not take place on snow days or early-out days.
 4. The last two school weeks in December and the last two school weeks in April will be used for make-up STEM classes, if needed. Make-up classes will be schedule on the same day of the week as the regular class is held whenever possible.
- D. That the Extension District Chairperson, or his/her designee, will meet once a year with the Harlan Community School after school STEM coordinator and administration to evaluate STEM Afterschool Program progress. And once a year the after school STEM coordinator or school administration will attend a regular Extension Council meeting to demonstrate and share program highlights.
 - E. To pay the **School District** up to a total of \$27,000 for program delivery to help defray the direct expenses associated with paying stipends to licensed teachers. The Extension District will reimburse \$2,000/club/year for 20 sessions OR \$1,000/club/year for 10 sessions if done per semester. Because FLL requires 2 coaches, stipend will be allocate for 2 full stipends to be paid equally to each coach. Each club will be no less than 6 students and no more than 10 students. Payment shall be made upon receipt of four quarterly invoices according to the following schedule:

First quarter on or after October 1
Third quarter on or after April 1

Second quarter on or after January 1
Fourth quarter on or after June 1

- E. **School District** agrees:
That the Superintendent, or his/her designee, shall act for the **School District** in administering this Agreement.
- F. To provide effective administration of STEM Afterschool programming, including but not limited to:
1. Proof of insurance coverage.
 2. Licensed teachers and appropriate youth/adult ratio (1:10)
 3. Demonstrated progress toward Iowa Afterschool Alliance (IAA) Guide to Quality Afterschool Program Standards
 4. Developmentally appropriate practices, including necessary accommodations, for all participants
 5. Teachers with non-established curriculum will provide objectives, outcomes and references to the school administration prior to weekly club meetings.
 6. Provide resources/supplies/materials for preparation and delivery, including paper, copies, tables, relative equipment, etc.
 7. Communicate need, with as much advance notice as possible, for substitute coverage by another licensed teacher should a **School District** priority program or illness arise during STEM program hours.
 8. Provide, prepare and deliver a snack for participants enrolled in the after-school program.
 9. Club topics will be chosen by May 1st so that resources can be purchased and gathered in a timely fashion. Teacher names and contact information will be provided to the Extension District before STEM clubs begin.
 10. STEM registration will be included with school registration information.
- G. To assure access to 100% of Intermediate gym, designated classrooms and the computer lab beginning at 3:15 pm until after the departure of the last student at the conclusion of the day's activities.
- H. To act as the fiscal agent for the STEM Afterschool program. To submit quarterly invoices on **School District** letterhead which reference the STEM Afterschool Program. Invoices shall be submitted to: Shelby County Extension, 906 6th St. Harlan, IA 51537 prior to Oct. 15, Jan. 15, April 15 and June 15.
- I. To allow the **Extension District** to uphold its justice statement by providing access to all. This will allow for the participation of individuals from other Shelby County school districts.
- J. That the Superintendent, or his/her designee, will meet once a year with the Harlan Community School after school STEM coordinator and Extension Educator and Extension Council Chairperson or his/her designee to evaluate STEM Afterschool Program progress. And once a year the after school STEM coordinator or school administration will attend a regular Extension Council meeting to demonstrate and

share program highlights.

- K. Each teacher will provide to the Extension District on a quarterly basis a success story and a summary of learning in each club.
- L. The superintendent or his/her designee, will provide to the Extension District on a semi-annual basis a summary of the numbers of at risk youth served.
- M. The Superintendent, or his/her designee, will provide to the Extension District by June 30th of each year a fiscal break down of actual income and expenses of the program.

II. It is mutually understood and agreed that:

- A. The effective period for this Agreement shall be July 1, 2020, through June 30, 2021. It may be extended for additional 12-month period in its present form or in a modified form by mutual written agreement.
- B. The agreement may be terminated by either party with no penalty upon thirty (30) days written notice prior to June 30, 2021.

IN WITNESS whereof the parties have agreed and signed their names effective on the date last signed below.

Renee Hansen
Shelby County Extension Council Chair

Date

Lynn Johnson
Harlan Community School District Superintendent

Date

Iowa State University Extension and Outreach does not discriminate on the basis of age, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, color, religion, sex, sexual orientation, socioeconomic status, or status as a U.S. veteran, or other protected classes. (Not all prohibited bases apply to all programs.) Inquiries regarding non-discrimination policies may be directed to the Diversity Advisor, 2150 Beardshear Hall, 515 Morrill Road, Ames, Iowa 50011, 515-294-1482, extdiversity@iastate.edu. All other inquiries may be directed to 800-262-3804.

STUDENT GOVERNMENT

The student council provides for student activities, serves as a training experience for student leaders, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

The principal, in conjunction with the students and licensed employees, will set forth the guidelines for the student government's elections, operations, and other elements of the government.

Legal Reference:
Iowa Code § 279.8

Cross Reference:
502 Student Rights and Responsibilities
504 Student Activities

STUDENT ORGANIZATIONS

Secondary school student initiated non-curriculum-related groups and student curriculum-related groups, upon receiving permission from the principal, may use school facilities for group meetings during non-instructional time.

Non-instructional time **will shall** mean any time before the first period in the day and after the last period of the day in which any student attends class. Meetings **will shall** not interfere with the orderly conduct of the educational program or other school district operations. It **is shall be** within the discretion of the **building** principal to determine whether the meetings will interfere with the orderly conduct of the educational program or other school district operations. Activities relating to and part of the educational program **will shall** have priority over the activities of any other organization.

Curriculum-Related Organizations

It **will shall** also be the responsibility of the **building** principal to determine whether a student group is curriculum-related. **One or more Any** of the following questions will be answered affirmatively if the group is curriculum curriculum-related:

- Is the subject matter of the group actually taught in a regularly offered course?
- Will the subject matter of the group soon be taught in a regularly offered course?
- Does the subject matter of the group concern the body of courses as a whole?
- **Is participation in the group required for a particular course?**
- Does participation in the group result in academic credit?

Secondary school curriculum-related student organizations may use the school facilities for meetings and other purposes before and after the instructional school day. **School district personnel shall be Employees are** assigned to monitor approved meetings and may interact with curriculum-related organizations.

Noncurriculum-Related Organizations

Student-initiated, noncurriculum-related organizations are provided access to meeting space and school district facilities.

Only students may attend and participate in meetings of noncurriculum-related groups. Such attendance is strictly voluntary and student-initiated. As a means of determining whether a student's attendance is voluntary, the principal may require parental consent for the student to attend the meetings.

Employees will be assigned to monitor approved meetings. Employees will not participate in the meeting or assist in planning, criticizing, or encouraging attendance. Only students may be involved in and attend the noncurriculum group's meetings.

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

NOTE: This policy reflects the protection given nonschool-sponsored student groups in the federal Equal Access Act. Option I should be used by school districts that have noncurricular, school-sponsored organizations.

~~Legal Reference:—~~

~~Westside Community Board of Education v Mergens, 496 U.S. 226 (1990)~~

~~Bender v. Williamsport Area Community School District, 741 F.2d 538 (3d Cir. 1984), *vacated and remanded on other grounds*, 475 U.S. 534 (1986).~~

~~20 U.S.C. §§ 4071-4074~~

~~Iowa Code §§ 287.1-.3; 297.9.~~

~~Cross Reference:—~~

~~502— Student Rights and Responsibilities~~

~~504— Student Activities~~

STUDENT PUBLICATIONS

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications is guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedure outlined in board policy 2143.1. Students who believe their freedom of expression in a student-produced official school publication has been restricted will follow the grievance procedure outlined in board policy 502.64.

The superintendent is responsible for developing a student publications code. This code will include, but not be limited to, reasonable rules including time, place, and manner of restrictions. The superintendent will also be responsible for distributing this policy and the student publications code to the students and their parents.

Legal Reference:

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).

Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).

Iowa Code § 280.22 ~~(2013)~~.

Cross Reference:

- 309 Communication Channels
- 502 Student Rights and Responsibilities
- 504 Student Activities
- 903.5 Distribution of Material

STUDENT PUBLICATIONS CODE

- A. Official school publications defined.
An "official school publication" is material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to students either free or for a fee.

- B. Expression in an official school publication.
 - 1. No student will express, publish or distribute in an official school publication material which is:
 - a. obscene;
 - b. libelous;
 - c. slanderous; or
 - d. encourages students to:
 - 1) commit unlawful acts;
 - 2) violate school rules;
 - 3) cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - 4) disrupt or interfere with the education program;
 - 5) interrupt the maintenance of a disciplined atmosphere; or
 - 6) infringe on the rights of others.

 - 2. The official school publication is produced under the supervision of a faculty advisor.

- C. Responsibilities of students.
 - 1. Students writing or editing official school publications will assign and edit the news, editorial and feature contents of the official school publications subject to the limitations of the student publications code and the law.
 - 2. Students will strive to achieve professional standards of accuracy, fairness, objectivity and thoroughness in each and every aspect of official school publications.
 - 3. Students will strive to achieve professional standards of grammar, usage, punctuation and spelling for clarity and accuracy of official school publications.

- D. Responsibilities of faculty advisors.
Faculty advisors will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech.

- E. Liability.

Student expression in an official school publication will not be deemed to be an expression of the school district. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student expression. The liability, if any, is only to the extent of interference or alteration of the speech or expression.

F. Appeal procedure.

1. Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication will seek review of the decision through the student grievance procedure, under board policy 502.4.
2. Persons who believe they have been aggrieved by a student-produced official student publication will file their complaint through the citizen grievance procedure, under board policy 213.1.

G. Time, place and manner of restrictions on official school publications.

1. Official student publications may be distributed in a reasonable manner on or off school premises.
2. Distribution in a reasonable manner will not encourage students to:
 - a. commit unlawful acts;
 - b. violate school rules;
 - c. cause the material and substantial disruption of the orderly and efficient operation of the school district or school activity;
 - d. disrupt or interfere with the education program;
 - e. interrupt the maintenance of a disciplined atmosphere; or
 - F. infringe on the rights of others.

STUDENT ~~CONTESTS~~/PERFORMANCES

Students, as part of the education program, may participate in contests or other **public and private events performances** approved by the superintendent that will be of benefit to the student and the education program. **Performance at such events is a privilege.**

~~As a school-sponsored activity, the viewpoints of student participants may be attributed to the school. In the judgment of the administration, student participants shall not encourage the breaking of laws, cause defamation of persons, or use obscenity. Further, the presentations must be appropriate to assure that the students learn and meet the goals of the activity and that the audience is not exposed to material that may be inappropriate for their level of maturity.~~

Students, who perform at such events, serve as ambassadors of the school district and must conduct themselves in the same manner as required in the regular school day. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures.

Students will be allowed to perform in these events only with proper permission and supervision and when the events do not disrupt the education program or other school district operations. The events must be approved by the superintendent, unless it involves unusual travel and expense, in which case the board must approve of the performance.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. In developing the administrative regulations, these guidelines should be followed:

- Performances by student groups below the high school level should be allowed on a very limited basis;
- All groups of students should have an opportunity to participate; and
- Extensive travel by one group of students should be discouraged.

It ~~is shall be~~ within the discretion of the superintendent to determine whether the **event contest** will benefit the education program and the participating students. Contests or other performances by students ~~not un~~approved by the superintendent ~~are shall be~~ the responsibility of the parent and the student.

Legal References:

Hazelwood School District v. Kuhlmeier, ~~408 S. Ct. 562~~ 484 U.S. 260 (1988).

Iowa Code §§ 280.13-.14 ~~(1987)~~.

281 I.A.C. 12.6.

Cross Reference:

502 Student Rights and Responsibilities

503.4 Good Conduct Rule

504 Student Activities

904 Community Activities Involving Students

STUDENT FUND RAISING

Permitted types of fund raising include:

- a. breakfasts, dinners, suppers which people attend on their own accord, with no door-to-door ticket sales;
- b. booths set up for sales situated such as not to confront or solicit patrons;
- c. advertised sales or promotions, via printed coupons or other utilization of media, mailings, or telephone contacts for information only,
- d. Solicitations of funds from businesses or individuals will be allowed on a limited basis,
- e. other non-soliciting types of fund raising such as car washes, worker auctions, and bake sales.

~~Direct solicitation of funds from businesses or individuals by any student or staff member under the auspices of the Harlan Community Schools is a restricted activity.~~ Requests for such fundraising activities shall be submitted in writing to the building principal. The building principal may reject or approve the requests. All requests involving solicitations of funds from businesses or individuals will also require final approval from the superintendent. ~~approval or he or she may forward the request to the superintendent for final approval.~~ Certain requirements may be mandated as a condition of approval.

Auxiliary organizations are not governed by Board policies. However, students shall not participate in soliciting types of fundraising for the support of any school-related organization or activity without the expressed consent of the building principal and superintendent.

Students may raise funds for school-sponsored events with the permission of the principal. Fund raising by students for events other than school-sponsored events is not allowed. Collection boxes for school fund raising must have prior approval from the principal before being placed on school property.

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

NOTE: This is a recommended policy, but the board has the discretion to write it to reflect the board's practice.

Legal Reference:

Senior Class of Pekin High School v. Tharp, 154 N.W.2d 874 (Iowa 1967).
Iowa Code § 279.8

Cross Reference:

502 Student Rights and Responsibilities
503 Student Discipline
504 Student Activities
704.5 Student Activities Fund
905.2 Advertising and Promotion

STUDENT ACTIVITY PROGRAM

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

Students will have an opportunity to participate in a school activity unless the activity is not offered or the student cannot participate for disciplinary reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

Student activity events must be approved by the superintendent unless they involve unusual travel expense, in which case the board will take action. The events must not disrupt the education program or other school district operations.

A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with approval of the athletic director. Such outside participation will not conflict with the school sponsored athletic activity.

It is the responsibility of the superintendent to develop administrative regulations for each school activity. These regulations will include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, academic requirements, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Note: This is a mandatory policy. Boards must have a policy addressing the issue of nonschool athletic participation.

Legal Reference:

20 U.S.C. §§ 1681-1683; 1685-1686 ~~(2012)~~.

34 C.F.R. Pt. 106.41 ~~(2012)~~.

Iowa Code §§ 216.9; 280.13-.14 ~~(2013)~~.

281 I.A.C. 12.3(6), 12.6., 36.15(7).

Cross Reference:

- 501 Student Attendance
- 502 Student Rights and Responsibilities
- 503 Student Discipline
- 504 Student Activities
- 507 Student Health and Well-Being

505.1 Student Progress Reports and Conferences

STUDENT PROGRESS REPORTS AND CONFERENCES

Students ~~will shall~~ receive a progress report at the end of each nine-week grading period. Students who are doing poorly, and their parents, ~~are shall be~~ notified prior to the end of the semester in order to have an opportunity to improve their grade. The board encourages the notification of students who have made marked improvement prior to the end of the semester.

Progress may also be monitored through the ~~PowerSchool~~ online grading program.

Parent-teacher conferences will be held each year to keep the parents informed. ~~Parent-teacher conferences will be held _____ at the elementary and middle school to keep the parents informed. The conferences at the high school are not individually scheduled.~~

Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher **at any time**.

Legal Reference:

Iowa Code §§ 256.11, .11A; .280, ~~284.12 (1999)~~

~~Iowa Code § 256E.1(1)(b)(1)(Supp. 1999).~~

821.I.A.C. ~~12.3(4)~~, 12.3(6), ~~3(7)~~, .5(16).

Cross Reference:

505 Student Scholastic Achievement

506 Student Records

505.2 Student Promotion - Retention - Acceleration

STUDENT PROMOTION ~~AND~~ - RETENTION - ACCELERATION

Students may be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

~~The retention of a student will be determined on the judgment of the certified staff and the building principal. When retention of a student in grades kindergarten through eight is being given serious thought, parents shall be consulted and kept well informed early on and in an ongoing manner.~~

~~In the event school officials do not feel a student qualifies for promotion, and the parents/guardians are unwilling to retain that student, the student will not be promoted but will be assigned to the next grade level.~~

~~Students in grades nine through twelve will be informed of the required coursework necessary to graduate each year. When it becomes evident a student in these grades will be unable to meet the graduation requirements, the parents will be informed. It shall be within the sole discretion of the board to deny graduation to a student.~~

~~STUDENT ACCELERATION~~

~~Students with one or more exceptional abilities who, in the judgment of administrative and certified personnel, would benefit from acceleration in the education program may take classes in areas beyond their current grade level or participate in other approved forms of acceleration. Parents shall be contacted and agree to the acceleration of the student.~~

The district shall adhere to the following:

- **~~Retention/Promotion in kindergarten – eighth grade:~~** The retention of a student will be determined based upon the judgment of the district's professional staff. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed prior to making the retention decision. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.
- **~~Retention/Promotion in ninth – twelfth grade:~~** Students in grades nine through twelve will be informed of the required coursework necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.
- **~~Acceleration in kindergarten – twelfth grade:~~** Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.
- **~~Retention or Acceleration in kindergarten – twelfth grade~~** may also occur in additional instances as provided by law.

Any student or parent who is not satisfied with the decision of the district's professional staff may seek recourse through policy 502.4 – *Student Complaints and Grievances*.

NOTE: School districts that use specific steps or processes for determining retention or acceleration should reference the applicable criteria or where to locate the criteria in the bulleted information above.

Legal Reference:

Iowa Code §§ 256.11, 259.11, .41; 279.8, ~~280.3 (1989)~~.

~~670 Iowa Admin. Code 3.3(12)~~.

~~281 I.A.C. 12.5(16). Iowa Admin. Code 12.3(7) (new standards)~~

Cross Reference:

501 Student Attendance

505 Student Scholastic Achievement

603.2 Summer School Instruction

505.3 Student Honors and Awards

STUDENT HONORS AND AWARDS

The school district will provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist students in setting goals. Students are made aware of honors and awards and the action necessary on the part of the student to achieve them. ~~Students who have not attended an accredited public or private school for their entire high school education, will not be eligible for honors and awards.~~

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

Note: The last sentence of the first paragraph is where a school district should insert a residency requirement for receipt of school district honors and awards. The policy is written to require four years of attendance prior to eligibility for honors and awards. School districts that want more specific language, such as requiring students to attend the school district for four semesters prior to being eligible for honors and awards, should add it here.

Legal Reference:
Iowa Code § 279.8

Cross Reference:
504 Student Activities
505 Student Scholastic Achievement

TESTING PROGRAM

A comprehensive testing program is established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student is required, as part of **any applicable** program, funded by the United States Department of Education (**USDE**), to submit, ~~without prior written consent from the student's parent,~~ to a surveys, analysis or evaluation **that which** reveals information concerning:

- political affiliations, **or** beliefs of the student or student's parent;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom **respondents students** have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or student's parent; or
- income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program);

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

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

It is the responsibility of the board to review and approve the evaluation and testing program.

Legal Reference:

~~No Child Left Behind, Title II, Sec. 1061, P.L. 107-110 (2002).~~

~~Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).~~

~~20 U.S.C. § 1232h (1994).~~

~~Iowa Code §§ 280.3, 256B, 282.1, .3, .6 (2001).~~

~~281 I.A.C. 12.5(13), .5(21).~~

Cross Reference:

505 Student Scholastic Achievement

506 Student Records

607.2 Student Health Services

GRADUATION REQUIREMENTS

Students must complete the required courses of study prior to graduation as determined by the State Department of Education and the Board of Directors. Forty-four (44) credits (including Physical Education unless waived) must be earned in grades nine through twelve in order to be eligible to graduate from Harlan Community High School. Forty (40) of those graduation credits must be in academic courses. Academic courses are defined as Language Art, Social Studies, Mathematics, Science, Business, Art, Family and Consumer Science, Industrial Technology, Foreign Language, and Vocational Agriculture. The remaining 4 credits may be activity or supplemental credits. Activity or supplemental credits are defined as Band, Chorus, Physical Education, Athletics and Activities. Eighth grade electives which are the equivalent of high school courses may count toward graduation requirements.

The following specific requirements shall be required for graduation from high school:

- a. Language Arts 8 credits/4.0 years
- b. Social Studies 6 credits/3.0 years
- c. Mathematics 6 credits/3.0 years
- d. Science 6 credits/3.0 years
- e. Personal Finance/Financial Literacy 1 credit/.5 year
- f. Physical Education 3 credit/1.5 years
(one credit per year unless waived)
- g. Completion of a CPR Course
- h. Elective group requirement 3 credits/1.5 years
To be selected from at least two of the following areas:
Business Education, Fine Arts (Art, Band, Chorus), Family Consumer Science,
Industrial Technology, Foreign Language, Vocational Agriculture
- i. Partial credits – A fraction of a credit (activity or supplemental) will be granted for annual participation in the classes, athletics, and activities as listed:
Band* 1; Baseball ¼; Basketball ¼; Best Buddies ¼; Bowling ¼; Business Professionals of America 1/8; Cheerleader ¼, Chorus* 1; Cross Country ¼; Cyber Patriot 1/8; Football 1/4; Future Farmers of America 1/8; Golf ¼; Individual Speech 1/4; Jazz Band 1/2; Key Club 1/8; Large Group Speech 1/4; Learning Center 1 ;Mentoring ½; Musical/Drama/School Play ¼; Physical Education* 1; Pom Pon ¼; Show Choir ½; Soccer ¼; Softball ¼; Student Council ¼; Tennis ¼; Track ¼; Volleyball ¼; Wrestling 1/4

*Marked courses taken for 1 semester worth ½ of the credit.

Beginning with the class of 2022, graduation requirements for special education students will include successful completion of four years of English, three years of math, three years of social studies, and three years of science.

Graduation requirements for any student who transfers into Harlan Community High School during his/her high school years shall be determined by the superintendent, high school principal, and guidance counselor. The graduation requirements of the school of origin as well as the requirements of Harlan Community High School shall be taken into consideration.

No outside agency shall have the authority to grant credits applicable to graduation requirements for Harlan Community High School.

Legal Reference:

Iowa Code §§256.7, 11, .11A, .41; 279.8; 280.3, .14
281 Iowa Admin. Code 12.2, .5;12.3(5)

Cross Reference:
505 Student Scholastic Achievement
603.3 Special Education

IA-SB Recommended Policy

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

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

English/Language Arts	____ credits
Science	____ credits
Mathematics	____ credits
Social Studies	____ credits
Physical Education	____ semesters
United State Government	____ credits
American History	____ credits
Financial Literacy	____ credits*

*Beginning with graduating class of 2020

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

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP).

NOTE: This is a mandatory policy.

EARLY GRADUATION

Students may graduate prior to the completion of grade twelve if the course work required for graduation under board policy 505.5 – Graduation Requirements – has been fulfilled. In such cases, the student must have a request signed by the student and parent on file in the principal's office before the end of the first semester.

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

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in commencement exercises.

NOTE: This is a mandatory policy. School districts do not have the authority to limit when a student may graduate early. Students can graduate early whenever they meet the school district's graduation requirements. It is recommended that when a student graduates early, the student either gets the diploma or a notice from the school district that the student has graduated. The board should determine in policy how an early graduate will be treated after the student graduates. The board should determine whether the early graduate will be allowed to participate in activities and, if so, which activities.

Legal Reference:

Iowa Code §§ 279.8; 280.3(2013).
281 I.A.C. ~~Iowa Admin. Code~~ 12.2; .5; 12.3(5)

Cross Reference:

505 Student Scholastic Achievement

COMMENCEMENT

Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district. It is the responsibility of the principal to solicit input from each graduating class regarding the proceedings for their commencement.

Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

Legal Reference:

Iowa Code §§ 279.8; 280.3
281 I.A.C. 12.5.

Cross Reference:

505 Student Scholastic Achievement

PARENT AND FAMILY ENGAGEMENT DISTRICTWIDE POLICY

Parent and family engagement is an important component in a student's success in school. The board encourages parents and families to become involved in their child's education to ensure the child's academic success. **In order to facilitate parent and family involvement, it is the goal of the district to conduct outreach and implement programs, activities and procedures to further involve parents and families with the academic success of their students.** The board will:

(In each of the following six items, the board must describe within this policy how it will accomplish each of the items. This mandatory policy is not complete without providing specific information for each of these six categories.)

- (1) Involve parents and families in the development of the Title I plan, the process for school review of the plan and the process for improvement **by hosting an annual meeting for parents and interested parties;**
- (2) Provide the coordination, technical assistance and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance **by encouraging and inviting parents to be part of the designed activities which include parent informational meetings, surveys, and conferences.**
- (3) To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant Federal, State, and local laws and programs **by including these strategies in the compact plan and communicating it to parents.**
- (4) Conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the school served including identifying: barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, parents of any racial or ethnic minority, parents with disabilities and parents with limited literacy); **needs of parents and family to assist their children's learning; and strategies to support successful school and family interactions by addressing these components during the annual meeting and at parent information meetings, with surveys, and during conferences.**
- (5) Use the findings of the annual evaluation to design strategies for more effective parent and family involvement and to revise, as necessary, the parent-and family involvement policies **by implementing feedback received through the review process and in other settings;** and
- (6) Involve parents and families in Title I activities **by: inviting and encouraging parents and family members to participate in the activities, ensure information is provided in accessible formats, and provide other reasonable supports to encourage parental involvement.**

The district shall involve parents in determining how to allocate reserved Title I funds in accordance with applicable laws.

The board will review this policy annually. The superintendent is responsible for notifying parents and families of this policy annually or within a reasonable time after it has been

amended during the school year. The superintendent may develop an administrative process or procedures to implement this policy.

NOTE: This is a mandatory policy and accompanying regulation. The intent of this portion of Every Student Succeeds Act is that districts will uniquely tailor this policy in a manner and format that suits the needs of their individual community. As a result, there are underlined spaces within this policy that indicate areas where the district should add their own plans after having taken the steps to collaborate with parents and families. This policy is not complete without the necessary description of how each district intends to implement the policy.

Legal References:

20 U.S.C. §6318

Cross References:

903.2 Community Resource Persons and Volunteers

PARENT AND FAMILY ENGAGEMENT BUILDING-LEVEL REGULATION

To further the interests of student achievement, the superintendent will create necessary rules to engage parents and family members within the district in the following ways on a building-level basis:

1. Policy Involvement: The district will host an annual meeting and invite all parents to attend; and inform parents of their rights and the district's requirements under Title I. This meeting will also invite parents to become involved in the planning, review and improvement of a building policy and in developing the district plan. The district will inform parents of:
 - o programs under this policy,
 - o curriculum and assessment used for students,
 - o the opportunity to meet with administration to participate in decisions related to their children's education,
 - o a description and explanation of curriculum used in the school forms of academic assessment used to measure student progress, and
 - o achievement levels of the challenging State academic standards.

2. Accessibility: Provide opportunities for informed participation of parents and family members in understandable formats and languages. This includes participation by parents and family members who may have disabilities, limited English proficiency, and migratory children. Offer a flexible number of meetings during the day, evening and weekends to facilitate parent involvement. The superintendent has discretion to allow schools to provide childcare for families of students during these meetings through Title I funds.

3. High Student Academic Achievement: Each school in the district will jointly develop with parents and family members a school-parent compact that outlines how parents, staff and students share responsibility for improving student academic achievement; and how a partnership will be built to achieve this. The compact will describe the responsibility of the school to provide high quality curriculum and instruction, and the parents' responsibility to support their children's learning. This will also address the importance of communication between schools and parents through parent teacher conferences, regular reports to parents on their children's progress, and ensuring regular meaningful communication between family and school staff.

4. Building Capacity for Involvement: Each school within the district will include in their plan ways to achieve the following:
 - o Assist parents and families to understand topics including academic standards and assessments and how to monitor student progress;
 - o Provide materials and training to help parents work with students to improve achievement;
 - o Educate teachers and staff in how to communicate with parents and build ties to foster academic success;
 - o Coordinate and integrate other federal, state and local programs to support parents in more fully participating in students' education;

- Ensure information related to programs is sent to parents and families in understandable formats; and
- Provide other reasonable support to encourage parental involvement

5. Schools Operating a Schoolwide Program: Each school operating a schoolwide program under this policy shall:

- Involve parents on a timely and ongoing basis in the planning, review and improvement of programs, including the parent and family engagement school policy drafting and review, and the joint development of the schoolwide program.
- If the schoolwide program plan is not satisfactory to the parents of the participating children, parent comments will be requested and submitted with the plan to the district.