

**HARLAN COMMUNITY SCHOOL DISTRICT BOARD MEETING  
(For approval on 7-27-2020)**

JUNE 22, 2020

The Board met for a regular meeting at 5:30 p.m. on Monday, June 22, 2020, for an electronic Zoom meeting that was hosted in the Media Center at Harlan Community High School. President Amy Rueschenberg presided with Board members Jessica Anderson, Al Hazelton, Joni Larsen, Seth Piro, and Tarah Devlin-Lawler. Monte Schechinger was absent.

Administrators Present: Lynn Johnson and Bill Mueller

Media: Bob Bjoin and HMU

**APPROVAL OF AGENDA:** Hazelton moved, seconded by Larsen, to approve the agenda. Motion carried 6-0.

**DISCUSSION ITEMS:** The board discussed the Community Engagement data, Mrs. Johnson shared an update on the Return to Learn Plan, and Tarah Devlin-Lawler announced that she would be resigning from her role as District 6 Board member effective August 1<sup>st</sup>.

**ACTION ITEMS:**

**RESIGNATION OF PERSONNEL:** Anderson moved, seconded by Hazelton to approve the resignation of Bob Burton as Bus Driver. Motion carried 6-0.

**EMPLOYMENT OF PERSONNEL:** Devin-Lawler moved, seconded by Anderson to approve the employment of Marie Peters as Best Buddies Sponsor; Katie Arentson as .5 MS STEM Teacher; Brandi Eckles as K-5 Special Education Teacher; Lisa Olsen as .5 K-5 Special Education Teacher; Thomas Kurtz as HS Assistant Bowling Coach; Whitney Hillgartner as HS Assistant Volleyball Coach; Dean Mosher as MS Football Coach; and Erin Sibbald as Co-Dance Sponsor. Motion carried 6-0.

**APPROVAL OF FUEL BIDS:** Hazelton moved, seconded by Larsen to approve the low fuel bid from Farm Service Coop. Motion carried 6-0.

**APPROVAL OF PASSENGER VAN BIDS:** Anderson moved, seconded by Devlin-Lawler to approve the local bid of \$38,900 from Keast Auto. Motion carried 6-0.

**APPROVAL OF IA-SB MEMBERSHIP:** Hazelton moved, seconded by Larsen to approve the annual IA-SB membership. Motion carried 6-0.

**APPROVAL OF ISFIS MEMBERSHIP:** Anderson moved, seconded by Devlin-Lawler to approve the annual ISFIS membership. Motion carried 6-0.

**RESOLUTION AUTHORIZING THE TRANSFER OF \$5,759.80 FROM THE GENERAL FUND TO THE STUDENT ACTIVITY FUND FOR PROTECTIVE AND SAFETY EQUIPMENT FOR EXTRACURRICULAR INTERSCHOLASTIC ATHLETIC CONTEST OR COMPETITION:** Hazelton moved, seconded by Piro to approve the resolution authorizing the transfer of \$5,759.80 from the general fund to the student activity fund for protective and safety equipment for extracurricular interscholastic athletic contest or competition. Motion carried 6-0.

**APPROVAL OF OPERATIONAL SHARING AGREEMENT WITH EXIRA-ELK HORN-KIMBALLTON CSD FOR TRANSPORTATION DIRECTOR:** Piro moved, seconded by Devlin-Lawler to approve the operational sharing agreement with Exira-Elk Horn-Kimballton CSD for transportation director. Motion carried 6-0.

**APPROVAL OF CONSENT AGENDA:** Hazelton moved, seconded by Anderson to approve the consent agenda as presented. This included the minutes from the previous board meetings, accounts payable for May and June, June General Fund (Operating Warrants), Trust Fund Warrants, Agency Fund Warrants, Physical Plant and Equipment Fund Warrants, and Financial Reports. The approved warrants are as follows:

**OPERATING FUND**

|  |                                |           |
|--|--------------------------------|-----------|
| ACCELERATE LEARNING, INC.                | SUPPLIES                       | 2,142.00  |
| AHLERS & COONEY, P.C.                    | LEGAL SERVICES                 | 1,246.50  |
| AHSTW COMMUNITY SCHOOL DISTRICT          | OPEN ENROLLMENT TUITION        | 10,757.00 |
| ASSOCIATION FOR MIDDLE LEVEL EDUCATION   | MEMBERSHIP                     | 99.97     |
| BAXTER LUMBER AND HARDWARE               | SUPPLIES                       | 652.50    |
| BENCHMARK EDUCATION COMPANY              | NON-PUBLIC TEXTBOOK ALLOCATION | 1,743.37  |
| BOMGAARS                                 | SUPPLIES                       | 293.04    |
| BOYER VALLEY COMMUNITY SCHOOL DISTRICT   | OPEN ENROLLMENT TUITION        | 24,882.00 |
| CAM COMMUNITY SCHOOL DISTRICT            | OPEN ENROLLMENT TUITION        | 3,905.55  |
| CARQUEST                                 | PARTS                          | 893.07    |
| CENTRAL IOWA DISTRIBUTING INC.           | SUPPLIES                       | 263.00    |
| CINTAS                                   | LAUNDRY                        | 135.25    |
| CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT  | OPEN ENROLLMENT TUITION        | 7,062.50  |
| COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT | SPED BILLING                   | 8,048.14  |
| CYCLONE CUSTOM PRINTS                    | SUPPLIES                       | 80.25     |
| DAVE'S BODY SHOP                         | REPAIRS                        | 921.36    |
| DELTA DENTAL                             | EMPLOYEE INSURANCE             | 10,069.11 |
| DENISON CCOMMUNITY SCHOOL DISTRICT       | OPEN ENROLLMENT TUITION        | 14,125.00 |
| DIAMOND VOGEL                            | SUPPLIES                       | 914.75    |
| EASTERN NEBRASKA HUMAN SERVICES          | SPED BILLING                   | 2,752.00  |
| ED M. FELD EQUIPMENT CO.                 | PURCHASED SERVICES             | 2,360.00  |
| FARM SERVICE COOP                        | FUEL                           | 1,521.53  |
| FARMERS MUTUAL COOP TELEPHONE CO.        | TELEPHONE SERVICE              | 3,789.87  |
| GABRIEL FIRST CORP                       | SUPPLIES                       | 4,318.64  |
| GAWLEY TIRE AND REPAIR, INC.             | TIRES AND TUBES                | 225.00    |
| GREATAMERICA FINANCIAL SERVICES          | COPIER LEASES                  | 1,585.00  |

|  |                                |            |
|--|--------------------------------|------------|
| HARLAN AUTO MART                         | REPAIRS                        | 581.65     |
| HARLAN MUNICIPAL UTILITIES               | UTILITIES                      | 20,876.02  |
| HARLAN NEWSPAPERS                        | SUPPLIES/LEGAL PUBLICATIONS    | 655.51     |
| HARRIS BANK P-CARD                       | TRAVEL/SUPPLIES/POSTAGE        | 288.51     |
| HARRISON COUNTY AUDITOR                  | ELECTION SERVICE               | 260.69     |
| HEARTLAND CARPET CLEANING                | PURCHASED SERVICES             | 2,505.06   |
| HINELINE HOME FURNISHINGS                | SUPPLIES                       | 64.20      |
| HOTSY EQUIPMENT CO.                      | EQUIPMENT                      | 7,200.00   |
| IKM MANNING COMMUNITY SCHOOL DISTRICT    | OPEN ENROLLMENT TUITION        | 28,705.46  |
| IOWA DEPARTMENT OF HUMAN SERVICES        | MEDICAID STATE SHARE           | 6,824.99   |
| IOWA SCHOOL FINANCE INFORMATION SYSTEMS  | BACKGROUND CHECKS              | 84.00      |
| ITSVAVY LLC                              | PURCHASED SERVICES             | 3,137.48   |
| JUNIOR LIBRARY GUILD                     | SUPPLIES                       | 956.90     |
| KROGER & SONS HAULING, LLC               | GARBAGE COLLECTION             | 1,000.00   |
| LAYTON FLOWER TECHNOLOGIES LLC           | PURCHASED SERVICES             | 5,624.00   |
| LEWIS CENTRAL COMMUNITY SCHOOL DISTRICT  | OPEN ENROLLMENT TUITION        | 1,136.23   |
| LIFESCAPE - CHILDREN'S CARE              | SPED BILLING                   | 8,934.00   |
| LIGHTING PLASTICS OF MINNESOTA, INC      | SUPPLIES                       | 945.60     |
| LOGAN MAGNOLIA COMMUNITY SCHOOL DISTRICT | OPEN ENROLLMENT TUITION        | 7,062.50   |
| MADISON NATIONAL LIFE                    | EMPLOYEE INSURANCE             | 2,914.09   |
| MID AMERICAN ENERGY                      | UTILITIES                      | 20.21      |
| MONTGOMERY COUNTY MEMORIAL HOSPITAL      | TRAINING                       | 200.00     |
| MURPHY SIGNS                             | PURCHASED SERVICES             | 137.80     |
| NAPA                                     | SUPPLIES                       | 128.19     |
| NELSON FARM SUPPLY                       | SUPPLIES                       | 90.65      |
| OUR OWN UPHOLSTERY                       | PURCHASED SERVICES             | 80.00      |
| PAPER CORPORATION                        | SUPPLIES                       | 2,223.81   |
| PETERSEN FAMILY WELLNESS CENTER          | WELLNESS PROGRAM               | 269.10     |
| PETSCHKE PLUMBING & HEATING INC          | SUPPLIES/REPAIRS               | 2,412.00   |
| PITTS FAMILY & SPORTS CHIROPRACTIC       | EMPLOYEE PHYSICALS             | 95.00      |
| ROCHESTER 100 INC                        | SUPPLIES                       | 135.00     |
| ROGERS PEST CONTROL LLC                  | PEST CONTROL                   | 392.00     |
| RSM US LLP                               | SUPPLIES                       | 307.00     |
| SCHOLASTIC INC.                          | MATERIALS                      | 444.95     |
| SCHOOL SPECIALTY, INC.                   | SUPPLIES                       | 4,844.62   |
| SEGEBART, CARRIE                         | OPEN ENROLLMENT TRANSPORTATION | 831.23     |
| SHELBY COUNTY EMERGENCY MANAGEMENT       | PURCHASED SERVICES             | 1,200.00   |
| SHELBY COUNTY ENGINEERS OFFICE           | SUPPLIES                       | 1,096.20   |
| SHELBY COUNTY SOLID WASTE AGENCY         | GARBAGE                        | 36.00      |
| SOFTWARE UNLIMITED, INC                  | SOFTWARE RENEWAL               | 7,550.00   |
| SORENSEN EQUIPMENT CO.                   | REPAIRS                        | 852.47     |
| STUDER HARLAN DO IT BEST HARDWARE        | SUPPLIES                       | 394.10     |
| TIMBERLINE BILLING SERVICES LLC          | MEDICAID BILLING SERVICES      | 266.34     |
| TRICENTER COMMUNITY SCHOOL DISTRICT      | OPEN ENROLLMENT TUITION        | 7,389.00   |
| VERIZON WIRELESS                         | TELEPHONE SERVICE              | 1,300.84   |
| VETTER EQUIPMENT CO.                     | PARTS                          | 445.94     |
| VISUAL EDGE INC. DBA COUNSEL OFFICE      | COPIER LEASES                  | 241.09     |
| W.W. GRAINGER, INC.                      | SUPPLIES                       | 1,450.63   |
| WELLMARK BLUE CROSS/BLUE SHIELD          | EMPLOYEE INSURANCE             | 128,681.72 |

## STUDENT ACTIVITY FUND

|                                 |                         |          |
|---------------------------------|-------------------------|----------|
| ALBERTSEN, JADE                 | PROM REFUND             | 130.00   |
| ANDERSEN, MICHELLE              | PROM REFUND             | 130.00   |
| ANDERSON, JENNIFER              | PROM REFUND             | 65.00    |
| ANDERSON, LAURA                 | PROM REFUND             | 65.00    |
| BARNES, DENISE                  | PROM REFUND             | 65.00    |
| BARTLEY, SHANNON                | PROM REFUND             | 65.00    |
| BLADT, SHILO                    | PROM REFUND             | 65.00    |
| BROOKS, BECKY                   | PROM REFUND             | 130.00   |
| BSN SPORTS                      | SUPPLIES                | 4,318.00 |
| CHRISTENSEN, MICHAEL            | PROM REFUND             | 130.00   |
| CONNELY, SANDRA                 | PROM REFUND             | 65.00    |
| CYCLONE LANES                   | PURCHASED SERVICES      | 490.50   |
| DOTZLER, KRISTINA               | PROM REFUND             | 65.00    |
| ECKERMANN, MICHELE              | PROM REFUND             | 65.00    |
| FAH, JEFF                       | PROM REFUND             | 65.00    |
| FLESHMAN, SHARI                 | PROM REFUND             | 65.00    |
| FRIES, BRENDA                   | PROM REFUND             | 65.00    |
| HALL, MICHELE                   | PROM REFUND             | 65.00    |
| HARRIS BANK P-CARD              | TRAVEL/SUPPLIES/POSTAGE | 820.50   |
| HEITHOFF, ANN                   | PROM REFUND             | 65.00    |
| HENRY, CHARISSA                 | PROM REFUND             | 65.00    |
| IOWA HIGH SCHOOL ATHLETIC ASSN. | SUPPLIES                | 251.00   |
| JOSTENS INC.                    | SUPPLIES                | 628.50   |
| K-MAC AWARDS                    | MATERIALS/SERVICES      | 39.00    |
| KASSINGER, JAMIE                | PROM REFUND             | 130.00   |
| KJERGAARD, PAULA                | PROM REFUND             | 65.00    |
| KLOEWER, LORA                   | PROM REFUND             | 130.00   |
| KOHL, ABILENE                   | PROM REFUND             | 65.00    |
| LANGUAGE TESTING INTERNATIONAL  | PURCHASED SERVICES      | 99.00    |
| LASHER, JOEY                    | PROM REFUND             | 65.00    |
| LEFEVER, JENNIFER               | PROM REFUND             | 65.00    |
| LEINEN, BARB                    | PROM REFUND             | 65.00    |
| LEINEN, DENA                    | PROM REFUND             | 65.00    |
| LOCKARD, ANGELA                 | PROM REFUND             | 130.00   |
| LOHOFF, ADAM                    | PROM REFUND             | 65.00    |
| LOTENSCHTEIN, DANIEL            | PROM REFUND             | 65.00    |
| MUENCHRATH, MARCY               | PROM REFUND             | 130.00   |
| OBRECHT, RENIETTA               | PROM REFUND             | 130.00   |
| PAULEY, MARY                    | PROM REFUND             | 65.00    |
| PHIPPS, NANCY                   | PROM REFUND             | 65.00    |
| REDLER, CINDY                   | PROM REFUND             | 65.00    |
| RUST, RUTH                      | PROM REFUND             | 65.00    |
| SCHECHINGER, AMBERLEY           | PROM REFUND             | 65.00    |
| SCHECHINGER, AMY                | PROM REFUND             | 65.00    |
| SCHLEIMER, JUNE                 | PROM REFUND             | 65.00    |
| SCHMIDT, LEAH                   | PROM REFUND             | 65.00    |
| SCHUMACHER, JENNIFER            | PROM REFUND             | 65.00    |



|   |                             |           |
|---|-----------------------------|-----------|
| SCHUMACHER, SARAH                         | PROM REFUND                 | 130.00    |
| SLATER, CHRISTINA                         | PROM REFUND                 | 130.00    |
| STEIN, KAREN                              | PROM REFUND                 | 65.00     |
| SWANK, BECKY                              | PROM REFUND                 | 130.00    |
| TAGGS, MARY                               | PROM REFUND                 | 65.00     |
| UPTOWN SPORTING GOODS                     | SUPPLIES                    | 1,163.50  |
| WAGNER, MANDY                             | PROM REFUND                 | 65.00     |
| WEGNER, JULIE                             | PROM REFUND                 | 65.00     |
| WILWERDING, TRACY                         | PROM REFUND                 | 65.00     |
| <br><b>MANAGEMENT FUND</b>                |                             |           |
| THE AGENCY                                | INSURANCE                   | 197.00    |
| <br><b>CAPITAL FUNDS PROJECT</b>          |                             |           |
| AMERICAN CAPITAL FINANCIAL SERVICES       | COMPUTERS                   | 45,210.00 |
| HARRIS BANK P-CARD                        | TRAVEL/SUPPLIES/POSTAGE     | 16.04     |
| <br><b>PHYSICAL PLANT &amp; EQUIPMENT</b> |                             |           |
| ANDERSEN PAINTING                         | PURCHASED SERVICES          | 10,200.00 |
| CLARK EQUIPMENT CO.                       | EQUIPMENT                   | 4,723.40  |
| CONTROL SERVICES INC.                     | PURCHASED SERVICES          | 5,761.40  |
| GETZSCHMAN HEATING, LLC                   | PURCHASED SERVICES          | 2,316.00  |
| HARRIS BANK P-CARD                        | TRAVEL/SUPPLIES/POSTAGE     | 4,087.83  |
| INTERFACE AMERICAS, INC                   | CARPET                      | 4,101.54  |
| ITSAVVY LLC                               | PURCHASED SERVICES          | 6,928.50  |
| MEINERS PLUMBING AND HEATING              | PURCHASED SERVICES          | 2,784.00  |
| SCHMITT MUSIC CENTERS                     | PURCHASED SERVICES          | 1,301.92  |
| <br><b>DEBT SERVICE FUND</b>              |                             |           |
| UMB BANK, NA                              | LOAN PROCESSING FEES        | 300.00    |
| <br><b>SCHOOL NUTRITION FUND</b>          |                             |           |
| CROGHAN, REBECCA                          | LUNCH REFUND                | 103.59    |
| EARTHGRAINS COMPANY                       | SUPPLIES                    | 379.80    |
| FARMERS MUTUAL COOP TELEPHONE CO.         | TELEPHONE SERVICE           | 30.00     |
| HARLAN NEWSPAPERS                         | SUPPLIES/LEGAL PUBLICATIONS | 129.75    |
| HARRIS BANK P-CARD                        | TRAVEL/SUPPLIES/POSTAGE     | 8.52      |
| HARRIS SCHOOL SOLUTIONS                   | MERCHANT PROCESSING         | 77.00     |
| HENRY, CHARISSA                           | LUNCH REFUND                | 21.78     |
| HILAND DAIRY                              | SUPPLIES                    | 5,059.08  |
| LARSEN SUPPLY COMPANY                     | SUPPLIES                    | 224.80    |
| MARTIN BROS. DISTRIBUTING CO.             | SUPPLIES                    | 8,957.25  |
| SCHOOL NUTRITION ASSOCIATION OF IOWA      | REGISTRATION                | 240.00    |

**POLICY REVIEW/APPROVAL – FIRST READING/FINAL REVIEW:** Devlin-Lawler moved, seconded by Larsen to approve the first reading and final review of policies as presented. Policy 602.4 – Pilot – Experimental – Innovative Projects: Policy 603.1 –

Basic Instruction Program; Policy 603.2 – Summer School Instruction; Policy 603.5E1 – Human Growth and Development Student Excuse Form; Policy 603.8 – Teaching About Religion; Policy 603.8R1 – Teaching about Religion Regulation – Religious Holidays; Policy 603.9 – Academic Freedom; Policy 603.9R1 – Teaching Controversial Issues; Policy 604.2 – Individualized Instruction; Policy 604.8 – Foreign Students; Policy 604.9 – Home School Assistance Program; Policy 606.1 – Class Size – Class Grouping; Policy 606.2 – School Ceremonies and Observances; Policy 606.3 – Animals in the Classroom; Policy 606.4 – Student Production of Materials and Services; Policy 606.5 – Student Field Trips and Excursions; Policy 607.1 – Student Guidance and Counseling Program; and Policy 607.2R1 – Student Health Services Regulation are new policies and will be officially adopted at the second and final reading at the next meeting. Policy 501.14 – Open Enrollment Transfers – Procedures as a Sending District; Policy 603.6 – Physical Education; Policy 604.1 – Private Instruction; Policy 604.4 – Program for At-Risk Students; Policy 604.7 – Dual Enrollment; Policy 605.6 – Internet – Appropriate Use; Policy 605.6E1 – Internet Access Permission Letter to Parents; Policy 605.6R1 – Computer/Network/Internet Use Regulation are current policies that the board will be reviewing again to finalize revisions at the next meeting. Policy 600 – Goals and Objectives of the Education Program; Policy 601.1 – School Calendar; Policy 601.2 – School Day; Policy 602.1 – Curriculum Development; Policy 602.2 – Curriculum Implementation; Policy 602.3 – Curriculum Evaluation; Policy 603.3 – Special Education; Policy 603.4 – Multicultural/Gender Fair Education; Policy 603.5 – Health Education; Policy 603.7 – Career Education; Policy 603.10 – Global Education; Policy 603.11 – Citizenship; Policy 604.3 – Program for Talented and Gifted Students; Policy 604.5 – Religious-Based Exclusion from a School Program; Policy 604.6 – Instruction at a Post-Secondary Educational Institution; Policy 605.1 – Instructional Material Selection; Policy 605.1R1 – Selection of Instructional Materials; Policy 605.2 – Instructional Materials Inspection; Policy 605.3 – Objection to Instructional Materials; Policy 605.3E1 – Instructions to the Reconsideration Committee; Policy 603.3E2 – Reconsideration of Instructional Materials; Policy 603.3E3 – Sample Letter of Individual Challenging Instructional Materials; Policy 605.3R1 – Reconsideration of Instructional Materials Regulation; Policy 605.4 – Technology and Instructional Materials; Policy 605.5 – School Library; Policy 605.7 – Use of Information Resources; Policy 605.7R1 – Use of Information Resources Regulation; Policy 606.6 – Insufficient Classroom Space; Policy 607.2 – Student Health Services; were reviewed by the board with no changes. Policy 605.6E2 – Internet Appropriate Use Violation Notice was deleted. Motion carried 6-0.

**ADJOURNMENT:** Piro moved, seconded by Anderson to adjourn. Motion carried 6-0 and the meeting was adjourned at 6:50 p.m.

Next Meeting: – July 27, 2020, 5:30 p.m. – Board Room (via Zoom)

---

Board President

---

Board Secretary

**HARLAN COMMUNITY SCHOOL DISTRICT BOARD WORKSHOP**  
**(For approval on 7-23-2020)**

JULY 16, 2020

The Board met for a board workshop on Thursday, July 16, 2020, in the Gym at the Harlan Community High School. Amy Rueschenberg presided with Board members, Jessica Anderson, Al Hazelton, Joni Larsen, Monte Schechinger, and Tara Devlin-Lawler were present. Seth Piro was present via phone.

President Rueschenberg began the workshop at 5:32 p.m. No action was taken and board discussion only occurred. The discussion included an overview presentation to the board by Superintendent Johnson on the draft Return to Learn Plan. The board received comments from 10 patrons during the workshop. The workshop ended at 8:06 p.m.

Next Meeting: Thursday, July 23, 2020, 5:30 p.m. – Media Center – High School

---

Board President

---

Board Secretary

HARLAN COMMUNITY SCHOOL DISTRICT  
BILLS FOR BOARD APPROVAL  
JULY 23, 2020

OPERATING FUND

|  |                                     |            |
|--|-------------------------------------|------------|
| AHLERS & COONEY, P.C.                    | LEGAL SERVICES                      | 809.50     |
| ALL AMERICAN SPORTS CORP.                | SUPPLIES                            | 5,759.80   |
| AMAZON SYNCHRONY BANK                    | NON-PUBLIC COVID RELIEF SUPPLIES    | 1,669.43   |
| APPLIED EDUCATIONAL SYSTEMS              | SOFTWARE LICENSE                    | 799.00     |
| BAXTER LUMBER AND HARDWARE               | SUPPLIES                            | 109.04     |
| BOMGAARS                                 | SUPPLIES                            | 300.92     |
| BONINE GARAGE DOORS                      | REPAIRS                             | 5,975.00   |
| BOYER VALLEY COMMUNITY SCHOOL DISTRICT   | SPED BILLING                        | 8,305.20   |
| CAMBIUM LEARNING                         | SUPPLIES                            | 231.88     |
| CAMBLIN PLUMBING & HEATING, INC.         | REPAIRS                             | 1,385.39   |
| CCP INDUSTRIES                           | COVID SUPPLIES                      | 636.56     |
| CDW GOVERNMENT INC.                      | NON-PUBLIC COVID RELIEF SUPPLIES    | 3,838.78   |
| CENGAGE LEARNING                         | SOFTWARE LICENSE                    | 440.00     |
| CINTAS                                   | LAUNDRY                             | 91.60      |
| COLLEGE ENTRANCE EXAM BOARD              | TEST MATERIALS                      | 295.00     |
| CONTROL SERVICES INC.                    | PURCHASED SERVICES                  | 182.20     |
| COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT | SPED BILLING                        | 1.74       |
| CULLIGAN                                 | SUPPLIES                            | 1,130.00   |
| DIAMOND VOGEL                            | PAINT                               | 143.16     |
| DRIVE SAFELY LLC                         | PURCHASED SERVICES                  | 15,980.00  |
| EASTERN NEBRASKA HUMAN SERVICES          | SPED BILLING                        | 2,752.00   |
| ED M. FELD EQUIPMENT CO.                 | PURCHASED SERVICES                  | 178.50     |
| EMPIRICAL RESOLUTION, INC.               | SUPPLIES                            | 80.00      |
| FARMERS MUTUAL COOP TELEPHONE CO.        | TELEPHONE SERVICE                   | 3,792.71   |
| FLINN SCIENTIFIC INC.                    | MATERIALS                           | 527.89     |
| GABRIEL FIRST CORP.                      | SUPPLIES                            | 3,502.83   |
| GREATAMERICA FINANCIAL SERVICES          | COPIER LEASES                       | 1,585.00   |
| GREEN HILLS AEA                          | PURCHASED LIBRARIAN SERVICES        | 3,770.33   |
| HARLAN MUNICIPAL UTILITIES               | UTILITIES                           | 27,053.72  |
| HARLAN NEWSPAPERS                        | SUPPLIES/LEGAL PUBLICATIONS         | 403.58     |
| HARRIS BANK P-CARD                       | TRAVEL/SUPPLIES/POSTAGE             | 4,331.25   |
| HEARTLAND CARPET CLEANING                | PURCHASED SERVICES                  | 5,387.40   |
| IKM MANNING COMMUNITY SCHOOL DISTRICT    | SPED BILLING                        | 14,446.07  |
| IOWA ASSOCIATION OF SCHOOL BOARDS        | MEMBERSHIP                          | 5,781.00   |
| IOWA SCHOOL FINANCE INFORMATION SYSTEMS  | MEMBERSHIP                          | 2,747.65   |
| IOWA WESTERN COMMUNITY COLLEGE           | CON-CURRENT ENROLLMENT CLASSES      | 104,356.50 |
| JMC COMPUTER SERVICE INC.                | SUPPLIES                            | 183.85     |
| K-LOG, INC.                              | EQUIPMENT                           | 931.63     |
| KLAASSEN, KELLI                          | REIMBURSEMENT FOR COVID SUPPLIES    | 30.39      |
| KROGER & SONS HAULING, LLC               | GARBAGE COLLECTION                  | 500.00     |
| KRUSE REFRIGERATION & ELECTRIC           | PURCHASED SERVICES                  | 136.00     |
| LIFESCAPE - CHILDREN'S CARE              | SPED BILLING                        | 17,376.00  |
| MADISON NATIONAL LIFE                    | EMPLOYEE INSURANCE                  | 2,902.66   |
| MARCHING WAREHOUSE                       | PURCHASED SERVICES                  | 1,330.00   |
| MCGRRAW-HILL                             | MATERIALS/TEXTBOOKS                 | 85.02      |
| MEINERS PLUMBING AND HEATING             | PURCHASED SERVICES                  | 3,293.07   |
| MEYER, MALLORY                           | REIMB. PREPAID WELLNESS CENTER FEES | 56.40      |
| MID AMERICAN ENERGY                      | UTILITIES                           | 10.00      |
| MURPHY SIGNS                             | PURCHASED SERVICES                  | 554.00     |
| NELSON FARM SUPPLY                       | SUPPLIES                            | 88.30      |
| NEW BOHEMIAN INNOVATION                  | REGISTRATION                        | 2,000.00   |
| NEWCOMB, MATTHEW                         | PHONE REIMBURSEMENT                 | 120.00     |

HARLAN COMMUNITY SCHOOL DISTRICT  
BILLS FOR BOARD APPROVAL  
JULY 23, 2020

|                                       |                              |            |
|---------------------------------------|------------------------------|------------|
| O'KEEFE ELEVATOR COMPANY, INC.        | ELEVATOR INSPECTION          | 466.88     |
| OMAHA TRUCK CENTER, INC.              | PARTS                        | 170.81     |
| PAPER CORPORATION                     | SUPPLIES                     | 1,312.48   |
| PERFECTION LEARNING CORP.             | MATERIALS                    | 509.98     |
| PITSCO, INC.                          | MATERIALS                    | 695.00     |
| PITTS FAMILY & SPORTS CHIROPRACTIC    | EMPLOYEE PHYSICALS           | 665.00     |
| PREMIER FURNITURE & EQUIPMENT LLC     | EQUIPMENT                    | 6,600.00   |
| QUILL CORPORATION                     | SUPPLIES                     | 394.53     |
| ROGERS PEST CONTROL LLC               | PEST CONTROL                 | 196.00     |
| SAVVAS                                | MATERIALS                    | 3,175.78   |
| SCHOLASTIC INC.                       | MATERIALS                    | 631.84     |
| SCHOOL HEALTH CORPORATION             | COVID SUPPLIES               | 2,432.46   |
| SCHOOL SPECIALTY, INC.                | SUPPLIES                     | 3,565.35   |
| SHELBY COUNTY SOLID WASTE AGENCY      | GARBAGE                      | 26.50      |
| SPORTSGRAPHICS, INC.                  | SUPPLIES                     | 2,350.00   |
| STAPLES                               | SUPPLIES                     | 1,137.64   |
| STORM LAKE COMMUNITY SCHOOL DISTRICT  | SPED BILLING                 | 40,393.36  |
| STUDER HARLAN DO IT BEST HARDWARE     | SUPPLIES                     | 618.26     |
| SWANK MOVIE LICENSING                 | LICENSE FEES                 | 1,904.00   |
| TOTAL ADMINISTRATIVE SERVICES CORP.   | FLEX ENROLLMENT FEE          | 811.05     |
| TRICENTER COMMUNITY SCHOOL DISTRICT   | SPED BILLING                 | 16,515.98  |
| U.S. CELLULAR                         | PURCHASED SERVICES           | 1,157.50   |
| ULTIMATE DRILL BOOK                   | PURCHASED SERVICES           | 950.00     |
| US PLASTIC CORP.                      | COVID SUPPLIES               | 295.99     |
| VERIZON WIRELESS                      | TELEPHONE SERVICE            | 613.04     |
| VISUAL EDGE INC. DBA COUNSEL OFFICE   | COPIER LEASES                | 354.46     |
| W.W. GRAINGER, INC.                   | SUPPLIES AND COVID SUPPLIES  | 6,661.35   |
| WELLMARK BLUE CROSS/BLUE SHIELD       | EMPLOYEE INSURANCE           | 126,558.73 |
| WIESER EDUCATIONAL, INC.              | MATERIALS                    | 325.42     |
| WOODBINE COMMUNITY SCHOOL DISTRICT    | OPEN ENROLLMENT 2ND SEMESTER | 3,531.25   |
| STUDENT ACTIVITY FUND                 |                              |            |
| ALL AMERICAN SPORTS CORP.             | SAFETY EQUIPMENT             | 8,229.07   |
| BACUS, JOHN                           | OFFICIATING                  | 140.00     |
| BRUCK, JAMES                          | OFFICIATING                  | 90.00      |
| BSN SPORTS                            | SUPPLIES                     | 570.36     |
| BUSCH, SCOTT                          | OFFICIATING                  | 140.00     |
| CONRAD, DARRELL                       | OFFICIATING                  | 120.00     |
| FLORAL ELEGANCE AND UNIQUE GIFTS      | SUPPLIES                     | 135.00     |
| FORT DODGE COMMUNITY SCHOOL DISTRICT  | ENTRY FEE                    | 75.00      |
| FREED, WAYNE                          | OFFICIATING                  | 120.00     |
| FREKING, ROMAN                        | OFFICIATING                  | 140.00     |
| GLS & ASSOC.                          | OFFICIATING                  | 120.00     |
| GRADOVILLE, RON                       | OFFICIATING                  | 140.00     |
| HANDY, JAMES                          | OFFICIATING                  | 140.00     |
| HARLAN NEWSPAPERS                     | SUPPLIES/LEGAL PUBLICATIONS  | 69.00      |
| HARRIS BANK P-CARD                    | TRAVEL/SUPPLIES/POSTAGE      | 528.41     |
| HAWKINSON, BOB                        | OFFICIATING                  | 120.00     |
| HAYNES, AUSTAN                        | OFFICIATING                  | 140.00     |
| HOOGESTRAAT, J.D.                     | OFFICIATING                  | 240.00     |
| IOWA ASSOCIATION OF TRACK COACHES     | REGISTRATION                 | 50.00      |
| IOWA GIRLS HIGH SCHOOL ATHLETIC UNION | SUPPLIES                     | 162.00     |
| JONES, RON                            | OFFICIATING                  | 120.00     |

HARLAN COMMUNITY SCHOOL DISTRICT  
BILLS FOR BOARD APPROVAL  
JULY 23, 2020

|   |                                 |            |
|---|---------------------------------|------------|
| KENKEL, DONNIE                            | OFFICIATING                     | 140.00     |
| LANGUAGE TESTING INTERNATIONAL            | TESTING FEES                    | 5.00       |
| MCDERMOTT, MIKE                           | OFFICIATING                     | 140.00     |
| MCLAUGHLIN, WILL                          | OFFICIATING                     | 90.00      |
| NAHNSEN, JOHN                             | OFFICIATING                     | 240.00     |
| NICKLAUS, TROY                            | OFFICIATING                     | 120.00     |
| OSBORN, ZACH                              | OFFICIATING                     | 280.00     |
| PETERSEN, TRACE                           | OFFICIATING                     | 85.00      |
| ROMINE, RON                               | OFFICIATING                     | 240.00     |
| SANOW, BRETT                              | OFFICIATING                     | 140.00     |
| SCHMIDT, DON                              | OFFICIATING                     | 120.00     |
| SHANTZ, STEVE                             | OFFICIATING                     | 225.00     |
| TAYLOR, DUSTIN                            | OFFICIATING                     | 140.00     |
| VEJVODA, JOHN                             | OFFICIATING                     | 120.00     |
| WOHLERS, KEITH                            | OFFICIATING                     | 140.00     |
| <br><b>MANAGEMENT FUND</b>                |                                 |            |
| THE AGENCY                                | INSURANCE                       | 266,906.50 |
| EMC INSURANCE CASUALTY COMPANY            | WORKERS COMPENSATION DEDUCTIBLE | 424.36     |
| TRAVIS, LEANNE                            | RETIREE INSURANCE BENEFIT       | 3,000.00   |
| TUCKER, BRENT                             | RETIREE INSURANCE BENEFIT       | 2,500.00   |
| ZACCONE, KIM                              | RETIREE INSURANCE BENEFIT       | 2,500.00   |
| <br><b>CAPITAL FUNDS PROJECT</b>          |                                 |            |
| EDUSPIRE SOLUTIONS, LLC                   | SOFTWARE RENEWAL                | 3,000.00   |
| HARRIS BANK P-CARD                        | TRAVEL/SUPPLIES/POSTAGE         | 272.84     |
| ITSAVVY LLC                               | SOFTWARE RENEWAL                | 8,000.00   |
| JAMF                                      | SOFTWARE RENEWAL                | 1,325.50   |
| THINKSPACE IT                             | COMPUTERS                       | 27,541.80  |
| <br><b>PHYSICAL PLANT &amp; EQUIPMENT</b> |                                 |            |
| COMBUSTION CONTROL CO.                    | REPAIRS                         | 1,987.30   |
| CONTROL SERVICES INC.                     | PURCHASED SERVICES              | 3,979.40   |
| FRONTLINE TECHNOLOGIES GROUP, LLC         | SOFTWARE RENEWAL                | 9,554.22   |
| INTERFACE AMERICAS, INC                   | CARPET                          | 254.71     |
| KS STATEBANK                              | COMPUTER LEASE                  | 52,369.00  |
| MEINERS PLUMBING AND HEATING              | PURCHASED SERVICES              | 10,135.00  |
| RIEMANN MUSIC, INC.                       | REPAIRS                         | 194.00     |
| RIVERSIDE TECHNOLOGIES, INC.              | SUPPLIES                        | 9,153.00   |
| STEVE WEISS MUSIC                         | REPAIRS                         | 246.85     |
| <br><b>DEBT SERVICE FUND</b>              |                                 |            |
| UMB BANK, NA                              | LOAN PROCESSING FEES            | 300.00     |
| <br><b>SCHOOL NUTRITION FUND</b>          |                                 |            |
| COUNTRY VIEW DAIRY                        | SUPPLIES                        | 84.00      |
| EARTHGRAINS COMPANY                       | SUPPLIES                        | 116.76     |
| FARMERS MUTUAL COOP TELEPHONE CO.         | TELEPHONE SERVICE               | 30.64      |
| HARLAN NEWSPAPERS                         | SUPPLIES/LEGAL PUBLICATIONS     | 55.50      |
| HARRIS BANK P-CARD                        | TRAVEL/SUPPLIES/POSTAGE         | 4.47       |
| HARRIS SCHOOL SOLUTIONS                   | MERCHANT PROCESSING             | 14.30      |
| HILAND DAIRY                              | SUPPLIES                        | 182.92     |
| JORGE'S ORGANICS, FIOG                    | SUPPLIES                        | 105.00     |

HARLAN COMMUNITY SCHOOL DISTRICT  
BILLS FOR BOARD APPROVAL  
JULY 23, 2020

|                               |                         |           |
|-------------------------------|-------------------------|-----------|
| LARSEN SUPPLY COMPANY         | SUPPLIES                | 379.65    |
| MARTIN BROS. DISTRIBUTING CO. | SUPPLIES                | 12,410.67 |
| MEINERS PLUMBING AND HEATING  | PURCHASED SERVICES      | 1,410.23  |
| <br>                          |                         |           |
| AGENCY FUND                   |                         |           |
| HARRIS BANK P-CARD            | TRAVEL/SUPPLIES/POSTAGE | 50.00     |

HARLAN COMMUNITY SCHOOL DISTRICT  
P-CARD FOR BOARD APPROVAL  
JULY 23, 2020

|   |          |
|---|----------|
| AED SUPERSTORE - SUPPLIES                           | 68.15    |
| AMAZON - SUPPLIES                                   | 1,172.42 |
| BEST BUDDIES - MEMBERSHIP                           | 350.00   |
| CABELAS - SUPPLIES                                  | 192.59   |
| CREES GARDEN CENTER - SUPPLIES                      | 50.00    |
| DR AVID TECHNOLOGY - SUBSCRIPTION                   | 10.59    |
| FAREWAY - SUPPLIES                                  | 294.42   |
| STUDER DO IT BEST HARLAN HARDWARE - SUPPLIES        | 38.96    |
| HARLAN TRIBUNE - SUPPLIES                           | 11.00    |
| HINELINE HOME - SUPPLIES                            | 26.75    |
| HOMEPRO VACCUM CENTER - EQUIPMENT                   | 978.72   |
| HYVEE - SUPPLIES                                    | 11.74    |
| IHEALTH LABS - SUPPLIES                             | 456.47   |
| IOWA ASSN. SCHOOL BUSINESS OFFICIALS - REGISTRATION | 175.00   |
| LAREDALMEDICAL - SUPPLIES                           | 76.45    |
| LUCKY MOBILE - REFUND OF PREVIOUS CREDIT            | 43.11    |
| PIONEER ATHLETICS - SUPPLIES                        | 149.41   |
| PRUFROCK PRESS INC - SUPPLIES                       | 57.85    |
| ROCHESTER 100 - SUPPLIES                            | 607.50   |
| UPS - POSTAGE                                       | 143.00   |
| VEMEO.COM - SUBSCRIPTION                            | 256.80   |
| ZOOM.US - SUBSCRIPTION                              | 16.04    |
|   | <hr/>    |
|   | 5,186.97 |
|   | <hr/>    |



## **OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A SENDING DISTRICT**

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

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

Parents of children who will begin kindergarten in the school district are exempt from the open enrollment March 1 deadline. Parents of children who will begin kindergarten will file in the same manner set forth above by September 1. Parents who have good cause as defined by law for failing to meet the March 1 deadline may make an open enrollment request by September 1 unless another deadline applies. **The board will not approve late filed applications (without good cause) absent extreme circumstances.**

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

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

An open enrollment request out of the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs. The area education agency director of special education serving the receiving district will determine whether the program is appropriate. The special education student will remain in the school district until the final determination is made.

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

### **Legal Reference:**

Iowa Code §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1.  
281 I.A.C. 17.

### **Cross Reference:**

501 Student Attendance  
506 Student Records

Adopted: 8.28.2000

Revised/Reviewed: 4.20.2020

### **PILOT - EXPERIMENTAL - INNOVATIVE PROJECTS**

The board welcomes new ideas in curriculum. Proposals for pilot or experimental projects will first be reviewed and analyzed by the superintendent. Projects recommended by the superintendent will be considered by the board. Pilot and experimental projects approved by the board, the Iowa Department of Education, or the U.S. Department of Education may be utilized in the education program.

Students, who may be or are asked to participate in a research or experimental project or program, must have their parents' written consent on file prior to participating in the project or program. A research or experimental program or project requiring parents' prior written consent is a program or project designed to explore or develop new or unproven teaching methods or techniques. These programs or projects are designated as research or experimental projects or programs. The educational materials of a program or project designated as a research or experimental program or project may be inspected and reviewed by the parents of the students participating or being considered for participation in the program or project. The inspection and review by the parents is in accordance with board policy 605.2, "Instructional Materials Inspection."

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

**Legal Reference:**

20 U.S.C. § 1232h.

34 C.F.R. Pt. 98.

Iowa Code §§ 279.8, .10; 280.3.

281 I.A.C. 12.5, .8

**Cross Reference:**

602 Curriculum Development

603 Instructional Curriculum



## **BASIC INSTRUCTION PROGRAM**

The basic instruction program will include the courses required for each grade level by the State Department of Education. The instructional approach will be gender fair and multicultural. The basic instruction program of students enrolled in kindergarten is designed to develop healthy emotional and social habits, language arts and communication skills, the capacity to complete individual tasks, character education and the ability to protect and increase physical well-being with attention given to experiences relating to the development of life skills and human growth and development.

The basic instruction program of students enrolled in grades one through six will include English-language arts, social studies, mathematics, science, health, human growth and development, physical education, traffic safety, music, and visual art.

The basic instruction program of students enrolled in grades seven and eight will include English-language arts, social studies, mathematics, science, health, human growth and development, family and consumer, career, technology education, physical education, music, and visual art.

The basic instruction program of students enrolled in grades nine through twelve will include English-language arts (6 units), social studies (5 units), mathematics (6 units), science (5 units), health (1 unit), physical education (1 unit), fine arts (3 units), foreign language (4 units), financial literacy (1/2 unit) and vocational education (12 units).

The board may, in its discretion, offer additional courses in the instruction program for any grade level.

Each instruction program is carefully planned for optimal benefit taking into consideration the financial condition of the school district and other factors deemed relevant by the board or superintendent. Each instruction program's plan should describe the program, its goals, the effective materials, the activities and the method for student evaluation.

It is the responsibility of the superintendent to develop administrative regulations stating the required courses and optional courses for kindergarten, grades one through six, grades seven and eight, and grades nine through twelve.

### **Legal Reference:**

20 U.S.C. § 1232h.

34 C.F.R. Pt. 98.

Iowa Code §§ 216.9; 256.11; 279.8; 280.3-.14.

281 I.A.C. 12.5.

### **Cross Reference:**

102 Equal Educational Opportunity

103 Long-Range Needs Assessment

505 Student Scholastic Achievement

602 Curriculum Development

603 Instructional Curriculum

## **SUMMER SCHOOL INSTRUCTION**

The Harlan Community School District recognizes the importance of ongoing learning opportunities for students. As such, the district shall offer summer school instruction in accordance with the following:

- The board, in its discretion, may offer summer school for one or more courses and student activities for students who need additional help and instruction or for enrichment in those areas. Upon receiving a request for summer school, the board will weigh the benefit to the students and the school district as well as the school district's budget and availability of licensed employees to conduct summer school.
- If a child who is eligible for special education has been determined to need extended school year services as necessary to receive a free appropriate public education, as determined according to state and federal law, such services shall be provided as described in the child's individualized education program.
- In additional instances as provided by law.

The superintendent may develop administrative regulations regarding this policy.

### **Legal Reference:**

Iowa Code §§ 279.8; 280.3; 282.6.

Iowa Admin. Code. 41.106.

### **Cross Reference:**

410.2 Summer School Licensed Employees

505.2 Student Promotion – Retention – Acceleration

603 Instructional Curriculum

711.4 Summer School Transportation

**HUMAN GROWTH AND DEVELOPMENT STUDENT EXCUSE FORM**

Student Name:  
Grade:  
Parent/Guardian:  
Phone #:

Please list the curricular objective(s) from which you wish to have your child excused and the class or grade in which each is taught. An example is provided for you to follow.

|     | <u>Objective</u>   | <u>Class / Grade</u> |
|-----|--|----------------------|
| Ex. | To understand the consequences of responsible and irresponsible sexual behavior. | Health Education / 6 |
| 1.  |  |                      |
| 2.  |  |                      |
| 3.  |  |                      |
| 4.  |  |                      |
| 5.  |  |                      |
| 6.  |  |                      |
| 7.  |  |                      |
| 8.  |  |                      |

Attached to this request, as per Policy 603.5, the parent/guardian will include an attachment which captures the proposed alternate activity or study for superintendent approval.

I have reviewed the Human Growth and Development program goals, objectives, and materials and wish my child to be excused from class when these objectives are taught. I understand my child will incur no penalty but may/will be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or Guardian)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(School Administrator)



## PHYSICAL EDUCATION

~~All physically able students shall be required to participate in physical education activities for a minimum of one-eighth unit during each semester per academic year for which they are enrolled except as follows:~~

~~A. A student may be excused from the physical education requirements by the principal if extenuating circumstances exist that do not allow a student to participate in physical education. Each case will be reviewed on a case by case basis. In such cases a request in writing must be made by the parent or guardian of the student to the principal stating the reasons why the student cannot participate in physical education classes.~~

~~B. A student is not required to enroll in physical education classes if the pupil's parent or guardian files a written statement with the school principal that the course conflicts with the student's religious belief.~~

~~Legal Reference: —~~

~~Iowa Code §§256.11~~

~~670 Iowa Admin. Code 3.5(10)~~

~~281 Iowa Admin. Code 12.5(3)(f), .5(4)(f), 5(5)(f), .5(6)~~

~~Students in grades one through twelve are required to participate in physical education courses unless they are excused by the principal of their attendance center.~~

~~Students may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or the student has been exempted because of a conflict with the student's religious beliefs.~~

~~Students in grades 9-12 may also be excused from physical education courses if:~~

- ~~• the student is enrolled in academic courses not otherwise available, or~~
- ~~• the student has obtained a physical education waiver for a semester because the student is actively involved in an athletic program.~~

~~Twelfth grade students may also be excused from physical education courses if the student is enrolled in a cooperative, work study or other educational program authorized by the school which requires the student's absence from school.~~

~~Students who will not participate in physical education must have a written request or statement from their parents.~~

~~Legal Reference:~~

~~Iowa Code § 256.11~~

~~281 I.A.C. 12.5.~~

~~Cross Reference:~~

~~504 Student Activities~~

~~603 Instructional Curriculum~~

## TEACHING ABOUT RELIGION

The school district is required to keep the practice of religion out of the school curriculum. The board recognizes the key role religion has played in the history of the world and authorizes the study of religious history and traditions as part of the curriculum. Preferential or derogatory treatment of a single religion will not take place.

It is the responsibility of the superintendent to ensure the study of religion in the schools in keeping with the following guidelines:

- the proposed activity must have a secular purpose;
- the primary objective of the activity must not be one that advances or inhibits religion; and
- the activity must not foster excessive governmental entanglement with religion.

### Legal Reference:

U.S. Const. amend. I.

Lee v. Weisman, 112 S.Ct. 2649 (1992).

Lemon v. Kurtzman, 403 U.S. 602 (1971).

Graham v. Central Community School District of Decatur County, 608 F.Supp. 531 (S.D. Iowa 1985).

Iowa Code §§ 279.8; 280.6.

### Cross Reference:

603 Instructional Curriculum

604.5 Religious-Based Exclusion from a School Program

606.2 School Ceremonies and Observances



## **TEACHING ABOUT RELIGION REGULATION - RELIGIOUS HOLIDAYS**

The historical and contemporary significance of religious holidays may be included in the education program provided that the instruction is presented in an unbiased and objective manner. The selection of holidays to be studied will take into account major celebrations of several world religions, not just those of a single religion. Holiday-related activities will be educationally sound and sensitive to religious differences and will be selected carefully to avoid the excessive or unproductive use of school time. Teachers will be especially careful in planning activities that are to take place immediately preceding or on a religious holiday.

Music, art, literature and drama having religious themes (including traditional carols, seasonal songs and classical music) will be permitted if presented in an objective manner without sectarian indoctrination. The emphasis on religious themes is only as extensive as necessary for a balanced and comprehensive study or presentation. Religious content included in student performances is selected on the basis of its independent educational merit and will seek to give exposure to a variety of religious customs, beliefs and forms of expression. Holiday programs, parties or performances will not become religious celebrations or be used as a forum for religious worship, such as the devotional reading of sacred writings or the recitations of prayers.

The use of religious symbols (e.g. a cross, menorah, crescent, Star of David, lotus blossom, nativity scene or other symbol that is part of a religious ceremony) are permitted as a teaching aid, but only when such symbols are used temporarily and objectively to give information about a heritage associated with a particular religion. The Christmas tree, Santa Claus, Easter eggs, Easter bunnies and Halloween decorations are secular, seasonal symbols and as such can be displayed in a seasonal context.

Expressions of belief or nonbelief initiated by individual students is permitted in composition, art forms, music, speech and debate. However, teachers may not require projects or activities which are indoctrinate or force students to contradict their personal religious beliefs or nonbeliefs.



### **ACADEMIC FREEDOM**

The board believes students should have an opportunity to reach their own decisions and beliefs about conflicting points of view. Academic freedom is the opportunity of licensed employees and students to study, investigate, present, interpret, and discuss facts and ideas relevant to the subject matter of the classroom and appropriate to and in good taste with the maturity and intellectual and emotional capacities of the students.

It is the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or biased positions in the classroom or through teaching methods. Teachers are not discouraged from expressing personal opinions as long as students are aware it is a personal opinion and students are allowed to reach their own conclusions independently. It is the responsibility of the principal to ensure academic freedom is allowed but not abused in the classroom.

**Legal Reference:**

Iowa Code §§ 279.8; 280.3, .6.

**Cross Reference:**

502 Student Rights and Responsibilities

603 Instructional Curriculum

903.5 Distribution of Materials

### **TEACHING CONTROVERSIAL ISSUES**

A "controversial issue" is a topic of significant academic inquiry about which substantial groups of citizens of this community, this state or this nation hold sincere, conflicting points of view.

It is the belief of the board that controversial issues should be fairly presented in a spirit of honest academic freedom so that students may recognize the validity of other points of view but can also learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the facts related to the controversy.

It is the responsibility of the instructor to present full and fair opportunity and means for students to study, consider and discuss all sides of controversial issues including, but not limited to, political philosophies.

It is the responsibility of the instructor to protect the right of the student to study pertinent controversial issues within the limits of good taste and to allow the student to express personal opinions without jeopardizing the student's relationship with the teacher.

It is the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or selfish propaganda of any kind through any classroom or school device; however, an instructor will not be prohibited from expressing a personal opinion as long as students are encouraged to reach their own decisions independently.

The board encourages full discussion of controversial issues in a spirit of academic freedom that shows students that they have the right to disagree with the opinions of others but that they also have the responsibility to base the disagreement on facts and to respect the right of others to hold conflicting opinions.



## **COMPETENT PRIVATE INSTRUCTION**

~~In the event a child of compulsory attendance age, over age six and under age sixteen, does not attend public school or an accredited nonpublic school the child must receive competent private instruction.~~

~~A parent choosing competent private instruction for a student must notify the school district prior to the first day of school on forms provided by the school district. The forms are available in the central administration office. One copy of the completed forms will be kept by the school district and another copy will be forwarded to the Loess Hills Area Education Agency.~~

~~The superintendent will determine whether the completed form is in compliance with the law. Specifically, the superintendent will determine whether the individual providing the instruction is either the student's parent, guardian, legal custodian or an Iowa licensed practitioner; whether the licensed practitioner's license is appropriate for the age and grade level of the student; that the student is being instructed a minimum of one hundred and forty-eight days per year; that immunization evidence is provided for students placed under competent private instruction for the first time and that the report is timely filed.~~

~~The school district shall report noncompliance with the reporting, immunization, attendance, instructor qualifications, and assessment requirements of the compulsory attendance law to the county attorney of the county of residence of the student's parent, guardian or custodian.~~

~~Students receiving competent private instruction are eligible to request open enrollment to another school district. Prior to the request for open enrollment, the student shall request dual enrollment in the resident district. The receiving district shall not bill the resident district unless the receiving district complies with the reporting requirements. If the parent, guardian or custodian fails to comply with the compulsory attendance requirements, the receiving district shall notify the resident district. The resident district shall then report the noncompliance to the county attorney of the county of residence of the parent, guardian or custodian.~~

~~Students receiving competent private instruction from a parent, guardian or legal custodian must be evaluated annually by May 1. The parent, guardian or legal custodian may choose either a standardized test approved by the Iowa Department of Education or a portfolio evaluation. If the parent, guardian or legal custodian chooses standardized test and the student is dual enrolled, the school district shall pay for the cost of the standardized test and the administration of the standardized test. If the student is not dual enrolled the parent, guardian or legal custodian shall reimburse the school district for the cost of the standardized test and the administration of the standardized test. If a parent, guardian or legal custodian of a student receiving competent private instruction chooses portfolio assessment as the means of annual assessment, the portfolio evaluator must be approved by the superintendent. Portfolio evaluators must verify that they have received portfolio training. Portfolio evaluators must hold a valid Iowa practitioner license or teacher certificate appropriate to the ages and grade levels of the children whose portfolios are being assessed. No annual evaluation is required for students receiving competent private instruction from an appropriately licensed or certified Iowa practitioner.~~

~~Upon the request of a parent, guardian or legal custodian of a student receiving competent private instruction or upon referral of a licensed practitioner who provides instruction or~~



~~instructional supervision of a student under competent private instruction, the school district shall refer a student who may require special education to the Loess Hills Area Education Agency, Division of Special Education, for evaluation.~~

~~Students in competent private instruction must make adequate progress. Adequate progress includes scoring at the thirtieth percentile on a standardized test or a report by the portfolio evaluator indicating adequate progress. Students who fail to make adequate progress under competent private instruction provided by the student's parent, guardian or legal custodian shall attend an accredited public or nonpublic school beginning the next school year. The parent, guardian or legal custodian of a student who fails to make adequate progress may apply to the director of the Department of Education for approval of continued competent private instruction under a remediation plan.~~

~~The remediation plans shall be for no more than one year. Before the beginning of the school year, the student may be re-tested and if the student achieves adequate progress the student may remain in competent private instruction.~~

The Harlan Community School District recognizes that families with students of compulsory attendance age may select alternative forms of education outside the traditional school setting, including private instruction. The applicable legal requirements for private instruction, including, but not limited to those relating to reporting and evaluations for progress, shall be followed. Except as otherwise exempted, in the event a child of compulsory attendance age as defined by law does not attend public school or an accredited nonpublic school, the child must receive private instruction. Private instruction means instruction using a plan and a course of study in a setting other than a public or organized accredited nonpublic school.

Private instruction can take the form of competent private instruction and independent private instruction. The Iowa Department of Education recognizes three options for delivery of this form of instruction: two options for delivery of competent private instruction and one option for independent private instruction.

Competent private instruction means private instruction provided on a daily basis for at least one hundred forty-eight days during a school year, to be met by attendance for at least thirty-seven days each school quarter, which results in the student making adequate progress. Competent private instruction is provided by or under the supervision of a licensed practitioner or by other individuals identified in law.

Independent private instruction means instruction that meets the following criteria: (i) is not accredited, (ii) enrolls not more than four unrelated students, (iii) does not charge tuition, fees, or other remuneration for instruction, (iv) provides private or religious-based instruction as its primary purpose, (v) provides enrolled students with instruction in mathematics, reading and language arts, science, and social studies, (vi) provides, upon written request from the superintendent of the school district in which the independent private instruction is provided, or from the director of the department of education, a report identifying the primary instructor, location, name of the authority responsible for the independent private instruction, and the names of the students enrolled, (vii) is not a nonpublic school and does not provide competent private instruction as defined herein, and (viii) is exempt from all state statutes and administrative rules applicable to a school, a school board, or a school district, except as otherwise provided by law.

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

Legal Reference:

Iowa Code §§ 299, 299A.  
281 I.A.C. 31.

Cross Reference:

501 Student Attendance  
502 Student Rights and Responsibilities  
504 Student Activities  
507.1 Student Health and Immunization Certificates  
604.7 Dual Enrollment  
604.9 Home School Assistance Program

## **INDIVIDUALIZED INSTRUCTION**

The board's primary responsibility in the management of the school district is the operation and delivery of the regular education program. Generally, students attending the school district will receive the regular education program offered by the district. Only in exceptional circumstances will the board approve students receiving individualized instruction at the expense of the school district.

Recommendations from the superintendent for individualized instruction will state the need for the instruction, the objectives and goals sought for the instruction, the employee requirements for the instruction, the implementation procedures for the instruction and the evaluation procedures and processes that will be used to assess the value of the instruction. It is the responsibility of the superintendent to develop administrative regulations for individualized instruction.

**Legal Reference:**

Iowa Code §§ 256.11; 279.8, .10, .11; 280.3, .14; 299.1-.6, .11, .15, .24; 299A.

**Cross Reference:**

501.12 Pregnant Students

604.1 Competent Private Instruction



### PROGRAM FOR AT-RISK STUDENTS

The Board recognizes some students require additional assistance in order to graduate from the regular education program. The Board ~~will shall~~ provide a ~~plan program~~ to encourage and provide an opportunity for at risk students to achieve their potential and obtain their high school diploma.

It ~~is shall be~~ the responsibility of the superintendent to develop a ~~plan program~~ for students at risk for drop out ~~which provides for identifying students, for program evaluation, and for the training of employees.~~ ~~The following elements may be considered:~~

- ~~• developing a competency in basic skills;~~
- ~~• assuring new learning opportunities;~~
- ~~• offering counseling to a wide variety of social and personal problems;~~
- ~~• involving the members of the school district community;~~
- ~~• stimulating interest in learning;~~
- ~~• assuring flexibility of physical facilities, programs, schedules, and resources, both human and material.~~

Legal reference:

Iowa Code §§ ~~257.38-.41 256.9, 261C, 262.72, 280.19, .19A 442.51-.54 (1989)~~

~~670 Iowa Admin. Code 58~~

281 I.A.C. 12.5 (13); ~~33; 65. (new standards)~~

Cross References:

505 Student Scholastic Achievement

607.1 Student Guidance and Counseling Program

## DUAL ENROLLMENT

The parent, guardian, or custodian of a student receiving competent private instruction may also enroll the student in the school district in accordance with state law and policy. The student ~~is shall be~~ considered under dual enrollment. The parent, guardian, or custodian requesting dual enrollment for the student should notify the board secretary no later than September 15 of the school year in which dual enrollment is sought on forms provided by the school district. On the form, they ~~will shall~~ indicate the extracurricular and academic activities in which the student is interested in participating. The forms are available at the central administration office.

A dual enrollment student is eligible to participate in the school district's extracurricular and academic activities in the same manner as other students enrolled in the school district. The policies and administrative rules ~~of the school district will apply to the dual enrollment students in the same manner as the other students enrolled in the school district. These policies and administrative rules will shall~~ include, but not limited to, athletic eligibility requirements, the good conduct rule, academic eligibility requirements, and payment of applicable fees.

A dual enrollment student whose parent, guardian, or custodian has chosen standardized testing as the form of the student's annual assessment will not be responsible for the cost of the tests or the administration of the test.

~~After the student notifies the school district which activities in which they wish to participate, the school district will provide information regarding the specific programs. The school district shall notify the dual enrollment student of the extracurricular and academic activities in which the student wishes to participate. Notification can be either by letter, bulletin board, school newsletter or other similar means of informing the student.~~

The applicable legal requirements for dual enrollment including, but not limited to those related to reporting and eligibility, shall be followed. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

### Legal reference:

Iowa Code § 279.8, 299A.  
281. I.A.C. 31.

### Cross References:

502 Student Rights and Responsibilities  
503 Student Discipline  
504 Student Activities  
507 Student Health and Well-Being}  
604.1 Private Instruction  
604.9 Home School Assistance Program



## FOREIGN STUDENTS

Foreign students must meet all district entrance requirements including age, place of residence and immunization. ~~Foreign students must be approved by the board. The board reserves the right to limit the number of foreign students accepted.~~ Students who are citizens of a foreign country will be considered residents if they meet one of the following requirements:

- The student resides with his/her parents(s) or legal guardian;
- The student is in the United States with appropriate documentation (Form I-20) from the United States Department of Justice-Immigration and Naturalization Services; or
- The student is a participant in a recognized foreign exchange program; and,
- The student is physically able to attend school and has provided the school district with such proof, including a current TB test.

***NOTE: The only legal requirement for foreign students is stated in the second bullet. However, the other requirements are strongly recommended.***

Legal Reference:  
Iowa Code § 279.8

Cross Reference:  
501 Student Attendance

### **HOME SCHOOL ASSISTANCE PROGRAM**

The board, recognizing alternatives to education outside the formal public school system, authorizes the establishment of a home school assistance program. This program will assist students receiving competent private instruction by providing licensed employees of the school district to assist the parent, guardian or legal custodian in the education of the student.

The parent, guardian or legal custodian registering for the home school assistance program will agree to comply with the requirements established by the faculty of the program.

Students registered for the home school assistance program will be counted in the basic enrollment.

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

**Legal Reference:**

Iowa Code §§ 279.8; 299A.  
281 I.A.C. 31.

**Cross Reference:**

504 Student Activities  
507 Student Health and Well-Being  
604.1 Competent Private Instruction  
604.8 Dual Enrollment