

SOUTH TAMA COUNTY SCHOOLS

THE SOUTH TAMA COUNTY BOARD OF EDUCATION WILL HOLD A
PUBLIC HEARING
MONDAY, MARCH 9, 2015, AT 5:30 P.M. IN THE
PROFESSIONAL LEARNING ROOM, PARTNERSHIP CENTER,
215 WEST 9TH STREET, TAMA, IOWA

AGENDA

- I. Call to Order Michelle Yuska, Board President
- II. Roll Call and Declaration of Quorum Mary Boege, Board Secretary
- III. Adoption of Agenda
- IV. Public Hearing:
 - Public comments regarding the Board's request to commence classes for regularly established elementary and secondary schools prior to the September 1, 2015 start date as specified in Iowa Code section 279.10 subsection 1. That starting on or after Sept. 1, 2015 date will have significant negative educational impact.
- V. Adjournment

The Special Session will begin immediately following the Public Hearing

SPECIAL SESSION AGENDA

- I. Call to Order Michelle Yuska, Board President
- II. Roll Call and Declaration of Quorum Mary Boege, Board Secretary
- III. Adoption of Agenda
- IV. Public Comment
- V. Action Items:
 - A. Approve the early start date and calendar for the 2015-2016 and 2016-2017 school years Kerri Nelson
 - B. Approve the alternate school calendars for the 2015-2016 and 2016-2017 school years Kerri Nelson
 - C. Policy 402.68 Drug and Alcohol Testing Program Third Reading Kerri Nelson
 - D. Policy 402.71 Mileage Third Reading Kerri Nelson
 - E. Policy 404.10 Administrators Holidays/Vacations Third Reading Kerri Nelson
 - F. Policy 502.11 Bullying & Harassment Third Reading Kerri Nelson
 - G. Policy 601.5 School Day Third Reading Kerri Nelson
 - H. Policy 605.42 Early Graduation Third Reading Kerri Nelson
- VI. Discussion Items
- VII. Adjournment

Exempt Session: The Board will meet to discuss negotiations

Agenda Item V.A. Approve the early start date and calendar for 2015-2016 and 2016-2017 school years

The board heard public comments regarding the request to commence classes for regularly established elementary and secondary schools prior to the September 1 start date specified in Iowa Code section 279.10 subsection 1. That starting on or after the September 1 date will have a significant negative educational impact. Iowa Code does allow for school to start the week in which September 1 falls.

The start date on the calendar accommodates families who want to participate in the State Fair which is held August 13-23, 2015, and August 11-21, 2016.

Starting classes on the proposed dates is more consistent with the community college courses that many of our high school students take. This year 100 students took dual credit courses in the fall semester. It is in the best interest of these students to have school in session to support them with this course work.

It is recommended that school start earlier than what Iowa Code currently allows. A change in Iowa code is being discussed and districts are allowed to submit a waiver requesting an early start prior to March 15, 2015. The application requires districts to demonstrate the magnitude of the impact on student learning and also to provide scientific peer reviewed research to support the claim. The district has considered submitting a waiver but it very unlikely that the waiver would be approved.

It is recommended the Board approve the early start date and calendar proposal for the 2015-2016 and 2016-2017 school years in the event Iowa Code is amended and or waiver would be approved.

Superintendent's Recommendation:

Approve the proposed early start date and school calendar for 2015-2016 and 2016-2017 school years.

Agenda Item V.B. Approve the alternate school calendars for the 2015-2016 and 2016-2017 school years

It is recommended the Board approve the early start date and calendar proposal for the 2015-2016 and 2016-2017 school years in the event Iowa Code is amended and or the waiver would be approved. The district cannot predict the outcome at this point. An alternate proposed calendar has been developed in the event Iowa Code remains in force an or waiver would not be approved.

Superintendent's Recommendation:

Approve the alternate proposed school calendar for the 2015-2016 and 2016-2017 school years.

Agenda Item V.C. Approve 402.68 Drug and Alcohol Testing Program Third Reading

**Superintendent's Recommendation:
Approve the third reading of Policy 402.68.**

Agenda Item V.D. Approve 402.71 Mileage Third Reading

**Superintendent's Recommendation:
Approve the third reading of Policy 402.71.**

Agenda Item V.E. Approve 404.10 Administrators Holidays/Vacations Third Reading

**Superintendent's Recommendation:
Approve the third reading of Policy 404.10.**

Agenda Item V.F. Approve 502.11 Bullying, Harassment and Hazing Prohibited Third Reading

**Superintendent's Recommendation:
Approve the third reading of Policy 502.11**

Agenda Item V.G. Approve 601.50 School Day Third Reading

**Superintendent's Recommendation:
Approve the third reading of Policy 601.50.**

Agenda Item V.H. Approve 605.42 Early Graduation Third Reading

**Superintendent's Recommendation:
Approve the third reading of Policy 605.42.**

Early Start STC 2015-2016 School Calendar

Early Start – Early Finish
(August 24 - May 24)

Summary of Calendar:

Days/Hours in classroom:

First Semester /

Second Semester

TOTAL DAYS/HOURS 178/1120

CALENDAR LEGEND

Parent/Teacher Conferences

Professional Development No School

One Hour Early Out Professional Dev.

Conference Comp. Days No School

Holidays or Vacation Days

HOLIDAYS:

- Labor Day (9/7)
- Thanksgiving Day (11/26)
- Christmas Day (12/25)
- New Year's Day (1/1)
- Easter Sunday (3/27)
- Memorial Day (5/30)



Approved by the STC Board of Education on _____.

August					Student Days/Hours	
M	T	W	Th	F		
17	18	19	20	21		
24	25	26	27	28	5	29.5
31					1	6.5
September						
	01	02	03	04	4	24
07	08	09	10	11	4	25
14	15	16	17	18	5	31.5
21	22	23	24	25	4	25
28	29	30			3	18.5
October						
			01	02	2	13
05	06	07	08	09	5	31.5
12	13	14	15	16	5	31.5
19	20	21	22	23	5	31.5
26	27	28	29	30	4	25
November						
02	03	04	05	06	5	31.5
09	10	11	12	13	5	32.5
16	17	18	19	20	5	31.5
23	24	25	26	27	2	13
30					1	6.5
December						
	01	02	03	04	4	25
07	08	09	10	11	5	31.5
14	15	16	17	18	5	31.5
21	22	23	24	25	2	13
28	29	30	31		0	0
January 2016						
				01	0	0
04	05	06	07	08	3	18.5
11	12	13	14	15	5	31.5
18	19	20	21	22	5	31.5
25	26	27	28	29	5	31.5
February						
01	02	03	04	05	5	31.5
08	09	10	11	12	5	31.5
15	16	17	18	19	4	25
22	23	24	25	26	5	31.5
29					1	6.5
March						
	01	02	03	04	4	26
07	08	09	10	11	5	31.5
14	15	16	17	18	5	31.5
21	22	23	24	25	4	25
28	29	30	31		3	18.5
April						
				01	1	6.5
04	05	06	07	08	5	31.5
11	12	13	14	15	5	31.5
18	19	20	21	22	5	31.5
25	26	27	28	29	5	31.5
May						
02	03	04	05	06	5	31.5
09	10	11	12	13	5	31.5
16	17	18	19	20	5	31.5
23	24	25	26	27	2	13
30	31					
June						

Date Events

- Aug 17-21 All Staff Professional Dev.
- Aug 24 First Day for Students/Early Out**
- Aug 25 & 26 Early Out**
- Aug 31 Early Out

- Sept 1 & 2 Early Out
- Sept 7 No School - Holiday
- Sept 9 Early Out Professional Dev.
- Sept 16 Early Out Professional Dev.
- Sept 23 Early Out Professional Dev.
- Sept 25 Professional Dev.
- Sept 30 Early Out Professional Dev.

- Oct 7 Early Out Professional Dev.
- Oct 14 Early Out Professional Dev.
- Oct 21 Early Out Professional Dev.
- Oct 28 Early Out Professional Dev.
- Oct 30 Professional Dev.

- Nov. 10 & 12 Parent Teacher Conferences
- Nov. 13 No School - Comp. Day
- Nov 18 Early Out Professional Dev.
- Nov 25-27 No School-Holiday Break

- Dec 2 Early Out Professional Dev.
- Dec 09 Early Out Professional Dev.
- Dec 16 Early Out Professional Dev.
- Dec 23-31 No School-Holiday Break

- Jan 1 No School-Holiday Break
- Jan 4 & 5 Professional Development Days
- Jan 6 Early Out Professional Dev.
- Jan 13 Early Out Professional Dev.
- Jan 20 Early Out Professional Dev.
- Jan 27 Early Out Professional Dev.

- Feb. 3 Early Out Professional Dev
- Feb 10 Early Out Professional Dev.
- Feb 17 Early Out Professional Dev.
- Feb 19 Professional Dev.
- Feb 24 Early Out Professional Dev.

- March 1 & 3 Parent Teacher Conferences
- March 4 No School-Comp. Day
- March 9 Early Out Professional Dev.
- March End of 3rd Quarter
- March 23 Early Out Professional Dev.
- March 25 & 28 No School – Holiday Break

- Apr 6 Early Out Professional Dev.
- Apr 13 Early Out Professional Dev.
- Apr 20 Early Out Professional Dev.
- Apr 27 Early Out Professional Dev.

- May 4 Early Out Professional Dev.
- May 11 Early Out Professional Dev.
- May 18 Early Out Professional Dev.
- May 24 Last day for Students**
- May 25 Prof. Development Day

Early Start STC 2016-17 School Calendar

Early Start – Early Finish
(August 24 - May 25)

Summary of Calendar:
Days/Hours in classroom:
First Semester /
Second Semester /
TOTAL DAYS/HOURS **178/1119**

CALENDAR LEGEND

- Parent/Teacher Conferences
- Professional Development No School
- One Hour Early Out Professional Dev.
- Conference Comp. Days No School 2
- Holidays or Vacation Days

- HOLIDAYS:
- Labor Day (9/5)
 - Thanksgiving Day (11/24)
 - Christmas Day (12/25)
 - New Year's Day (1/1)
 - Easter Sunday (4/16)
 - Memorial Day (5/29)



Approved by the STC Board of Education
on _____.

August					Student Days/Hours	
M	T	W	Th	F		
15	16	17	18	19		
22	23	24	25	26	3	16.5
29	30	31			3	18.5
September						
			01	02	2	13
05	06	07	08	09	4	25
12	13	14	15	16	5	31.5
19	20	21	22	23	4	25
26	27	28	29	30	5	31.5
October						
03	04	05	06	07	5	31.5
10	11	12	13	14	5	31.5
17	18	19	20	21	5	31.5
24	25	26	27	28	4	25
31					1	6.5
November						
	01	02	03	04	4	25
07	08	09	10	11	5	32.5
14	15	16	17	18	5	31.5
21	22	23	24	25	2	13
28	29	30			3	18.5
December						
			01	02	2	13
05	06	07	08	09	5	31.5
12	13	14	15	16	5	31.5
19	20	21	22	23	3	18.5
26	27	28	29	30	0	0
January 2017						
02	03	04	05	06	2	13
09	10	11	12	13	5	31.5
16	17	18	19	20	5	31.5
23	24	25	26	27	5	31.5
30	31				2	13
February						
		01	02	03	3	18.5
06	07	08	09	10	5	31.5
13	14	15	16	17	4	25
20	21	22	23	24	5	31.5
27	28				2	13
March						
		01	02	03	3	18.5
06	07	08	09	10	5	31.5
13	14	15	16	17	5	31.5
20	21	22	23	24	5	31.5
27	28	29	30	31	5	31.5
April						
03	04	05	06	07	5	31.5
10	11	12	13	14	4	25
17	18	19	20	21	4	25
24	25	26	27	28	5	31.5
May						
01	02	03	04	05	5	31.5
08	09	10	11	12	5	31.5
15	16	17	18	19	5	31.5
22	23	24	25	26	4	25
29	30	31				
June						
			01	02		

Date Events

- Aug 17-23 All Staff Professional Dev.
- Aug 24 First Day for Students/Early Out**
- Aug 25-26 Early Out
- Aug 31 Early Out

- Sept 5 No School - Holiday
- Sept 7 Early Out Professional Dev.
- Sept 14 Early Out Professional Dev.
- Sept 21 Early Out Professional Dev.
- Sept 23 Professional Dev.
- Sept 28 Early Out Professional Dev.

- Oct 5 Early Out Professional Dev.
- Oct 12 Early Out Professional Dev.
- Oct 19 Early Out Professional Dev.
- Oct 26 Early Out Professional Dev.
- Oct 28 Professional Dev. Day

- Nov. 2 Early Out Professional Dev.
- Nov. 8 & 10 Parent Teacher Conferences
- Nov. 11 No School - Comp. Day
- Nov 16 Early Out Professional Dev.
- Nov 23-25 No School-Holiday Break

- Dec 7 Early Out Professional Dev.
- Dec 14 Early Out Professional Dev.
- End of 1st Semester*
- Dec 22-30 No School-Holiday Break

- Jan 2 No School-Holiday Break
- Jan 3 & 4 Professional Development Days
- Jan 11 Early Out Professional Dev.
- Jan 18 Early Out Professional Dev.
- Jan 25 Early Out Professional Dev.

- Feb.1 Early Out Professional Dev
- Feb 8 Early Out Professional Dev.
- Feb 15 Early Out Professional Dev.
- Feb. 17 Professional Dev.
- Feb 22 Early Out Professional Dev.
- Feb 28 Parent Teacher Conferences

- March 2 Parent Teacher Conferences
- March 3 No School – Comp. Day
- March 8 Early Out Professional Dev.
- March 15 Early Out Professional Dev.
- March 22 Early Out Professional Dev.
- March 29 Early Out Professional Dev.

- Apr 5 Early Out Professional Dev.
- Apr 12 Early Out Professional Dev.
- Apr 14 & 17 No School – Holiday Break
- Apr 19 Early Out Professional Dev.
- Apr 26 Early Out Professional Dev.

- May 3 Early Out Professional Dev.
- May 10 Early Out Professional Dev.
- May 17 Early Out Professional Dev.
- May 24 Early Out Professional Dev.
- May 25 Last Day – for students – early out**
- May 26 Professional Dev. Day

Alternate Calendar STC 2015-2016 School Calendar

Early Start – Early Finish
(August 31 - June 1)

Summary of Calendar:
Days/Hours in classroom:
First Semester /
Second Semester
TOTAL DAYS/HOURS 178/1120

CALENDAR LEGEND

- Parent/Teacher Conferences
- Professional Development No School
- One Hour Early Out Professional Dev.
- Conference Comp. Days No School
- Holidays or Vacation Days

- HOLIDAYS:**
- Labor Day (9/7)
 - Thanksgiving Day (11/26)
 - Christmas Day (12/25)
 - New Year's Day (1/1)
 - Easter Sunday (3/27)
 - Memorial Day (5/30)



Approved by the STC Board of Education on _____.

August					Student Days/Hours	
M	T	W	Th	F		
24	25	26	27	28	5	
31					1	5.5
September						
	01	02	03	04	4	24
07	08	09	10	11	4	25
14	15	16	17	18	5	31.5
21	22	23	24	25	4	25
28	29	30			3	18.5
October						
			01	02	2	13
05	06	07	08	09	5	31.5
12	13	14	15	16	5	31.5
19	20	21	22	23	5	31.5
26	27	28	29	30	4	25
November						
02	03	04	05	06	5	31.5
09	10	11	12	13	5	32.5
16	17	18	19	20	5	31.5
23	24	25	26	27	2	13
30					1	6.5
December						
	01	02	03	04	4	25
07	08	09	10	11	5	31.5
14	15	16	17	18	5	31.5
21	22	23	24	25	2	13
28	29	30	31		0	0
January 2016						
				01	0	0
04	05	06	07	08	3	18.5
11	12	13	14	15	5	31.5
18	19	20	21	22	5	31.5
25	26	27	28	29	5	31.5
February						
01	02	03	04	05	5	31.5
08	09	10	11	12	5	31.5
15	16	17	18	19	4	25
22	23	24	25	26	5	31.5
29					1	6.5
March						
	01	02	03	04	4	26
07	08	09	10	11	5	31.5
14	15	16	17	18	5	31.5
21	22	23	24	25	4	25
28	29	30	31		3	18.5
April						
				01	1	6.5
04	05	06	07	08	5	31.5
11	12	13	14	15	5	31.5
18	19	20	21	22	5	31.5
25	26	27	28	29	5	31.5
May						
02	03	04	05	06	5	31.5
09	10	11	12	13	5	31.5
16	17	18	19	20	5	31.5
23	24	25	26	27	5	31.5
30	31				1	6.5
June						
		01	02		1	5.5

Date Events

- Aug 24-28 All Staff Professional Dev.
- Aug 31 First Day for Students/Early Out**
- Sept 1 & 2 Early Out
- Sept 7 No School - Holiday
- Sept 9 Early Out Professional Dev.
- Sept 16 Early Out Professional Dev.
- Sept 23 Early Out Professional Dev.
- Sept 25 Professional Dev.
- Sept 30 Early Out Professional Dev.
- Oct 7 Early Out Professional Dev.
- Oct 14 Early Out Professional Dev.
- Oct 21 Early Out Professional Dev.
- Oct 28 Early Out Professional Dev.
- Oct 30 Professional Dev.
- Nov 4 Early Out
- Nov 10 & 12 Parent Teacher Conferences
- Nov 13 No School - Comp. Day
- Nov 18 Early Out Professional Dev.
- Nov 25-27 No School-Holiday Break
- Dec 2 Early Out Professional Dev.
- Dec 09 Early Out Professional Dev.
- Dec 16 Early Out Professional Dev.
- Dec 23-31 No School-Holiday Break
- Jan 1 No School-Holiday Break
- Jan 4 & 5 Professional Development Days
- Jan 6 Early Out Professional Dev.
- Jan 13 Early Out Professional Dev.
- Jan 20 Early Out Professional Dev.
- Jan 27 Early Out Professional Dev.
- Feb. 3 Early Out Professional Dev
- Feb 10 Early Out Professional Dev.
- Feb 17 Early Out Professional Dev.
- Feb 19 Professional Dev.
- Feb 24 Early Out Professional Dev.
- March 1 & 3 Parent Teacher Conferences
- March 4 No School-Comp. Day
- March 9 Early Out Professional Dev.
- March 23 Early Out Professional Dev.
- March 25 & 28 No School – Holiday Break
- Apr 6 Early Out Professional Dev.
- Apr 13 Early Out Professional Dev.
- Apr 20 Early Out Professional Dev.
- Apr 27 Early Out Professional Dev.
- May 4 Early Out Professional Dev.
- May 11 Early Out Professional Dev.
- May 18 Early Out Professional Dev.
- May 25 Early Out Professional Dev.
- May 30 No School-Holiday
- June 1 Last Day for Students-Early Out**
- June 2 Professional Dev. Day

Alternate Calendar STC 2016-17 School Calendar

Early Start – Early Finish
(August 29 - June 1)

Summary of Calendar:
Days/Hours in classroom:
First Semester /
Second Semester /
TOTAL DAYS/HOURS 178/1120

CALENDAR LEGEND

- Parent/Teacher Conferences
- Professional Development No School
- One Hour Early Out Professional Dev.
- Conference Comp. Days No School 2
- Holidays or Vacation Days

- HOLIDAYS:**
- Labor Day (9/5)
 - Thanksgiving Day (11/24)
 - Christmas Day (12/25)
 - New Year's Day (1/1)
 - Easter Sunday (4/16)
 - Memorial Day (5/29)



Approved by the STC Board of Education
on _____.

August					Student Days/Hours	
M	T	W	Th	F		
22	23	24	25	26		
29	30	31			3	16.5
September						
			01	02	2	13
05	06	07	08	09	4	25
12	13	14	15	16	5	31.5
19	20	21	22	23	4	25
26	27	28	29	30	5	31.5
October						
03	04	05	06	07	5	31.5
10	11	12	13	14	5	31.5
17	18	19	20	21	5	31.5
24	25	26	27	28	4	25
31					1	6.5
November						
	01	02	03	04	4	25
07	08	09	10	11	5	32.5
14	15	16	17	18	5	31.5
21	22	23	24	25	2	13
28	29	30			3	18.5
December						
			01	02	2	13
05	06	07	08	09	5	31.5
12	13	14	15	16	5	31.5
19	20	21	22	23	2	13
26	27	28	29	30	0	0
January 2017						
02	03	04	05	06	2	13
09	10	11	12	13	5	31.5
16	17	18	19	20	5	31.5
23	24	25	26	27	5	31.5
30	31				2	13
February						
		01	02	03	3	18.5
06	07	08	09	10	5	31.5
13	14	15	16	17	4	25
20	21	22	23	24	5	31.5
27	28				2	13
March						
		01	02	03	3	18.5
06	07	08	09	10	5	31.5
13	14	15	16	17	5	31.5
20	21	22	23	24	5	31.5
27	28	29	30	31	5	31.5
April						
03	04	05	06	07	5	31.5
10	11	12	13	14	4	25
17	18	19	20	21	4	25
24	25	26	27	28	5	31.5
May						
01	02	03	04	05	5	31.5
08	09	10	11	12	5	31.5
15	16	17	18	19	5	31.5
22	23	24	25	26	5	31.5
29	30	31			2	12
June						
			01	02	1	6.5

178 1120

Date Events

- Aug 22-26 All Staff Professional Dev.
- Aug 29 First Day for Students/Early Out**
- Aug 30-31 Early Out
- Sept 5 No School - Holiday
- Sept 7 Early Out Professional Dev.
- Sept 14 Early Out Professional Dev.
- Sept 21 Early Out Professional Dev.
- Sept 23 Professional Dev. Day
- Sept 28 Early Out Professional Dev.
- Oct 5 Early Out Professional Dev.
- Oct 12 Early Out Professional Dev.
- Oct 19 Early Out Professional Dev.
- Oct 26 Early Out Professional Dev.
- Oct 28 Professional Dev. Day
- Nov. 2 Early Out Professional Dev.
- Nov. 8 & 10 Parent Teacher Conferences
- Nov. 11 No School - Comp. Day
- Nov 16 Early Out Professional Dev.
- Nov 23-25 No School-Holiday Break
- Dec 7 Early Out Professional Dev.
- Dec 14 Early Out Professional Dev.
- Dec 21-30 No School-Holiday Break
- Jan 2 No School-Holiday Break
- Jan 3 & 4 Professional Development Days
- Jan 11 Early Out Professional Dev.
- Jan 18 Early Out Professional Dev.
- Jan 25 Early Out Professional Dev.
- Feb.1 Early Out Professional Dev
- Feb 8 Early Out Professional Dev.
- Feb 15 Early Out Professional Dev.
- Feb. 17 Professional Dev. Day
- Feb 22 Early Out Professional Dev.
- Feb 28 Parent Teacher Conferences
- March 2 Parent Teacher Conferences
- March 3 No School – Comp. Day
- March 8 Early Out Professional Dev.
- March 15 Early Out Professional Dev.
- March 22 Early Out Professional Dev.
- March 29 Early Out Professional Dev.
- Apr 5 Early Out Professional Dev.
- Apr 12 Early Out Professional Dev.
- Apr 14 & 17 No School – Holiday Break
- Apr 19 Early Out Professional Dev.
- Apr 26 Early Out Professional Dev.
- May 3 Early Out Professional Dev.
- May 10 Early Out Professional Dev.
- May 17 Early Out Professional Dev.
- May 24 Early Out Professional Dev.
- May 26 Professional Dev.
- June 1 Last Day for Students – Early Out**
- June 2 Professional Dev.

400 Section

402.68 Drug and Alcohol Testing Program (Bus Drivers & Other Safety Sensitive Function Positions)

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand one pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion, and post-accident, drug and alcohol testing.

Employees operating school vehicles shall not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact ~~Joanna Hofer, Director of Finance & Operations~~ **South Tama County Community School District Business Office** at 1702 Harding Street, Tama, Iowa 52339.

Employees who violate the terms of this policy are subject to discipline up to and including termination.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy. The superintendent shall also inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment, in the application form and personally at the first interview with the applicant. Pre-employment alcohol tests are not authorized by law, but drug testing is required.

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

(December 18, 1995; June 16, 1997; July 17, 2000; June 18, 2012, February 18, 2015; January 19, 2015)

402.71 **Mileage Reimbursement**

Employees will be reimbursed at the rate of ~~\$.445 (Forty four and one half cents)~~ **consistent with federal amount** per mile for use of their personal automobile for approved travel on school business within and without the District except as follows:

1. Travel to periodic faculty meetings, curriculum meetings, or programs attended by employees in general.
2. Travel from the employee's personal residence to first duty location of the day.
3. Travel from the employee's last duty location of the day to personal residence.
4. Travel for which the employee does not have prior approval of an immediate Supervisor, when required.
5. Travel in excess of 30 miles (one way) not approved by the Superintendent.
6. Travel for which the employee does not submit a request for payment in the required manner.

(February 4, 1985; February 18, 1991; June 15, 1992; May 20, 1996; July, 2006; March 21, 2011; June 18, 2012; January 19, 2015)

404.10 **Administrators – Holidays/Vacations**

Holidays:

The following holidays shall be days off without loss of pay for all administrators, if the day falls within the administrator’s contract: Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day, Good Friday; and Memorial Day. Employees who are ill during a holiday will be paid for the holiday without deduction of a sick leave day.

Vacations:

Administrators that are on a 12 month contract shall be eligible for paid vacation days. Days shall not accumulate over two years. ~~Unlike leaves, vacation days are listed on the record the year after they are accumulated.~~ An administrator who retains unused vacation days in excess of two (2) times their current annual rate of accumulation, will forfeit those days if they are not used by January 15th. An administrator will receive pay for unused vacation days remaining only at the termination of their employment and vacation days for departing employees will be paid on a prorated basis for persons leaving mid-year. The maximum days paid for unused vacation upon departure is two times the current annual entitlement.

0-5 Years	-----	Three Weeks (15 Days)
6-+ Above	-----	Four Weeks (20 Days)

Neither credit for prior years of outside employment, nor for prior years of service at STC in a non-12 month position will apply towards the rate of vacation accumulation. Only years of continuous service in a 12 month position within the district will be used to calculate the rate of vacation accumulation.

(June 9, 1980; June 15, 1992; May 20, 1996; December 16, 1996; March 21, 2011; June 18, 2012, January 19, 2015)

Section 500

502.11 Bullying, Harassment and Hazing Prohibited

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

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

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

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

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or

- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

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

Stalking and hate crimes are defined by state and federal law, and are to be reported to the proper legal authorities for prosecution.

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

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

Hazing. A student commits an act of hazing when the student intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student [for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with the school]. Prohibited acts include but are not limited to, any act of a physical nature such as whipping, kidnapping, holding another student against his/her will, or any forced activity which endangers the physical health or safety of the student. Students who violate this section could be subject to criminal penalties in addition to school discipline.

3. **Reporting.** Any person alleging a violation of this policy may file a written complaint by using the *Bullying and Harassment Prohibited Complaint Form* (502.11E1) or the *Bullying and Harassment Prohibited Witness Disclosure Form* (502.11E2) at the end of this policy. Employees who are aware of harassment or bullying may file a written complaint or report the conduct to a building or District administrator. The complaint may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is believed to be involved in the alleged misconduct.

The complainant may file the initial complaint with the school's principal, whose decision may be appealed to the Superintendent. The complainant may be required to provide any evidence of harassment or bullying including, but not limited to, letters, emails, tapes, signs, and pictures. If a written complaint is filed, an investigator will promptly review the allegations to determine if the complaint states a possible violation of this policy. If so, the investigator will commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement as a part of the investigation. District employees, students and volunteers are expected to fully and fairly cooperate in the investigation.

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

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

Superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

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

For further details on reporting and investigation, please see Appendix A, entitled "Anti- Bullying/Harassment Investigation Procedures."

4. **Grievance Procedure – Disability.** The District has also established a grievance procedure to handle complaints of discrimination based on disability and to handle concerns regarding accommodation of disabled students. A parent, guardian, or student may utilize such grievance procedures.
5. **Confidentiality.** The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations and to the extent possible in consideration of the need to investigate allegations of misconduct and take corrective action with misconduct has occurred.
6. **Retaliation Prohibited.** No person shall retaliate against a student or other person because that person has filed a discrimination or harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, termination of employment, or exclusion from school grounds and activities.
7. **Corrective Actions.** Upon completion of an investigation into a complaint filed under this policy, the District will take action to halt any improper discrimination, harassment, or bullying and will take other appropriate corrective actions to remedy all violations of this policy. Such actions include, but are not limited to, discharge, suspension, expulsion or exclusion from school grounds and activities of a perpetrator of discrimination, harassment, or bullying.
8. **Assessment and Training.** It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop and revise procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include strategies for recognizing, handling, and preventing harassment. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The

superintendent shall make regular reports to the Board of progress made toward reducing bullying and harassment.

9. **Other Agencies.** Students and their parents may also contact the Iowa Civil Rights Commission and the Office of Civil Rights of the United States Department of Education for assistance.
10. **Notification.** The board will annually publish this policy. The policy may be publicized by the following means:
 - Inclusion in the student handbook,
 - Inclusion in the employee handbook,
 - Inclusion in the registration materials,
 - Inclusion on the school or school district's web site and a copy shall be made to any person at the Central Office, 1702 Harding Street, Tama, Iowa 52339.

Legal References: 20 U.S.C. §§ 1221-1234i (2004); 29 U.S.C. § 794 (2009); 42 U.S.C. §§ 2000d-2000d-7 (2004); 42 U.S.C. §§ 12001 *et seq.* (2004); Senate File 61, 1st Regular Session, 82nd General Assembly (2007); Iowa Code §§ 216.9; 280.3, 280.28 (2009); 281 Iowa Admin. Code §§ 12.3 (2), (6), (130).

Cross References:

502 Student Rights and Responsibilities

503 Student Conduct

506 Student Records

1006.10 Discrimination Grievance Procedure

(Revised January 17, 2005; July 16, 1007; May 18, 2009, March 15, 2010; March 21, 2011, July 8, 2013, July 7, 2014; January 19, 2015)

Section 600

601.50 **School Day**

The student school day for grades one through twelve will consist of a minimum of six hours, not including the lunch period when a 180 school day calendar is adopted. The school day consists of the schedule of class instruction and class activities as established and sponsored by the school district. For a 180 day calendar, time during which students are released from school for parent/teacher conferences or professional development may be counted as part of students' instructional time. The minimum school day will meet the requirements as established for the operation of accredited schools. **If the board adopts a school calendar using a minimum of 1080 instructional hours, the length of the school day will meet the requirements as established for the operation of accredited schools.**

The board may define the number of days kindergarten will be held and the length of each school day for the students attending kindergarten. The school day will consist of a schedule as recommended by the superintendent and approved by the board.

For a 180 day calendar, the school district may also record a day of school with less than the minimum instructional hours if the total hours of instructional time for grades one through twelve in any five consecutive school days equals a minimum of thirty hours, even though any one day of school is less than the minimum instructional hours because of a staff development opportunity provided for the instructional staff or parent-teacher conferences have been scheduled beyond the regular school day. If the total hours of instructional time for the first four consecutive days equal at least thirty hours because parent-teacher conferences have been scheduled beyond the regular school day, the school district may record zero hours of instructional time on the fifth consecutive school day as a school day. Schedule revisions and changes in time allotments will be made by the superintendent.

When the school is forced to close due to weather or other emergencies, that part of the day during which school was in session will constitute a school day.

It is the responsibility of the superintendent to inform the board annually of the length of the school day.

Legal Reference: Iowa Code § 256.7, 279.8, .10 (2013).
 281 I.A.C. 12.1(1), .1(7-10).

(April 17, 1989; July 15, 1991; June 16, 1997; July 7, 2003; January 17, 2011; July 9, 2012; August 18, 2014; January 19, 2015)

605.42 **Early Graduation**

Students may graduate prior to the completion of four years if the course work required for graduation under Board Policy has been fulfilled, and the conditions of this policy are met. The timelines under both “A” & “B” are expected to be followed, however, the Board may approve exceptions to the timelines under hardship conditions.

The South Tama County Schools believe that students profit from attending all four years of the High School Program, and will benefit socially and academically from the experiences. However, the District recognizes the need, on occasion, to provide students with the opportunity to graduate early. Students may apply to the High School Principal for early graduation provided that:

A. Students Planning to Graduate During the Fourth Year with 13 or More Quarters Attendance.

1. The student has a preliminary discussion with a high school counselor.
2. The student has met or exceeded all district requirements for graduation with the knowledge that only Physical Education and Health units are eligible to be waived by the Board of Directors.
3. The student, and the student’s parent or guardian, if under age 18, have made a formal, written request to the principal for early graduation on or before the beginning of the quarter term which is desired to be their last.
4. The student understands that early graduates forfeit all eligibility rights for activities at the time of early graduation, except for the Prom and graduation exercises. Activity eligibility forfeited are all extra-curricular and co-curricular activities including athletics, music, drama, clubs, etc.
- ~~5. The student understands that no diploma can be received prior to Commencement exercises.~~
6. The student understands that final class rank shall be based upon total class credit points to be accumulated and tabulated at the end of the school year rather than at the time of early graduation.
7. Once a student has been accepted for early graduation, they become ineligible for new post-secondary enrollment tuition payments by the district.
8. Students (and parents where applicable) requesting early graduation should be made aware that some post-secondary institutions entrance requirements may

call for four full years of certain subject area high school courses. Also some post-secondary institutions may enroll students but require college level “remedial” courses (with tuition) that might have been available at no cost by remaining in high school. Access to this regulation will be sufficient to create this awareness.

9. The student understands that final approval for early graduation must be obtained from the Board of Directors and that application for early graduation will be granted or denied on a case by case basis.
10. The recommendation from the High School Principal or High School Guidance Counselor will be presented to the Board of Directors along with the student (and, if applicable, parent) statement prior to the Board’s decision on an early graduation request.
11. Approval for early graduation does not necessarily obligate the student to graduate early. The administration may permit the student to continue to attend beyond the period approved for early graduation.

B. Students Planning to Graduate Prior to the 4th Year of Attendance

Students who have not attended at least three full years of high school (12 quarters) will not usually be considered for early graduation. Those wishing to graduate at the end of their third year (12 quarters) are subject to the following:

1. The student has a preliminary discussion with a high school counselor to develop an educational plan leading to graduation after six semesters of attendance. The plan must:
 - a. Be approved by a High School Counselor, the High School Principal, and the Student’s Parents.
 - b. Address course selection, post-secondary enrollment courses possible while in High School, activity participation, and post graduation intentions.
 - c. Be submitted for Board of Education approval prior to the end of the 1st quarter of the student’s **3rd year (9th quarter)**.
2. The student’s plan will not be approved by the Board of Education unless it meets or exceeds all district requirements for graduation with the knowledge that only Physical Education units (not health) are eligible to be waived by the Board of Directors.
3. The student, and the student’s parent or guardian, if under age 18, must make a formal, written request to the principal for early graduation at least three quarters prior to the quarter in which he/she intends to graduate. The request should be accompanied by the plan previously approved by the Board.

4. The student understands that early graduates forfeit all eligibility rights for activities at the time of early graduation, except for the normal summer sport season during the summer following graduation.
5. The student cannot expect the school to waive requirements or to have staff diverted from their usual duties in order to create special opportunities for the student to accumulate credit toward early graduation. Changes in credit requirements, scheduling, or High School Program changes may cause an early graduation plan to become void.
6. Only transfer credit from state approved high schools (not correspondence courses, Learning Lab courses, or certified private instruction courses will be counted as credit toward early graduation.
7. Once a student has been accepted for early graduation, they become ineligible for new post-secondary enrollment tuition payments by the district.
8. Students (and parents, where applicable) requesting early graduation should be made aware that some post-secondary institutions entrance requirements may call for four full years of certain subject area high school courses. Also some post-secondary institutions may enroll students but require college level "remedial" courses (with tuition) that might have been available at no cost by remaining in high school. Access to this regulation will be sufficient to create this awareness.
9. The student understands that final approval for early graduation must be obtained from the Board of Directors and that application for early graduation will be granted or denied on a case by case basis.
10. The recommendation from the High School Principal and High School Guidance Counselor will be presented to the Board of Directors along with the student (and, if applicable, parent) statement prior to the Board's decision on an early graduation request.
11. Approval for early graduation does not necessarily obligate the student to graduate early. The administration may permit the student to continue to attend beyond the period approved for early graduation.

(September 21, 1992; February 21, 1994; March 20, 1995; November 17, 1997; July 9, 2012; January 19, 2015)

1st Read: 2/2/2015

2nd Read: 2/16/2015

Final Read: 3/9/2015