



Board of Education Meeting

September 23, 2019
5:00 p.m.

Board Room
Education Service Center
1516 Washington Street
Waterloo, Iowa

Waterloo Community School District

Engaged in Learning, Prepared for Success

Mission

The Waterloo Schools community commits to a comprehensive system of education and support to assure that each and every student will graduate prepared for college, career and citizenship as evidenced by continuing education, pursuing a career path and contributing to a community.

Strategic Focus Areas and Objectives

People

Recruit, hire and retain a diverse, high-performing workforce aligned with district values and goals.

- Enhance and clarify hiring protocol to ensure awareness and consistency between buildings.
- Align staff with talent and workforce needs (strengths-based placements with the right people in the right seats).
- Optimize our workforce through professional learning with clear expectations, skill attainment, perfecting practice.
- Improve the organizational health of the district.

Achievement

Increase achievement for all students through rigorous curriculum, high expectations and effective delivery of instruction, with assessment for improved teaching and increased learning.

- Increase the percentage of students proficient in math, literacy and science.
- Accelerate the learning for all students while narrowing the achievement gap for all subgroups.
- Create 21st Century schools that increase personal, emotional, social and academic independence in order to prepare students for college, career and citizenship.

Community

Initiate, strengthen and engage in community partnerships that result in the academic, social and behavioral success of each and every student.

- Communicate frequently and accurately.
- Improve image and confidence in Waterloo Schools.
- Partner with businesses, organizations, people to secure resources and enhance real-world experiences.
- Empower Parents.

Environment

Provide an optimal learning environment that is safe, inspiring and welcoming, where all individuals are respected, valued and engaged. Secure, organize and optimize financial resources for human assets, programs and operations that support student achievement.

- Provide physical environment that allows for a safe learning environment.
- Provide programs that allow students to explore athletic and extra-curricular activities.
- Plan for future facility needs – plan and explore capital expenditures, prepare for future physical needs.
- Align financial resources to the established goals.



**WATERLOO COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
September 23, 2019
5:00pm**

Exhibit

- | | | |
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| I. | Call to Order | |
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- 601.2 – *School Calendar*
- 603.1 – *Career & Technical Education*

XII. Superintendent's Report

XIII. Information from Board Members

XIV. Adjourn

BOARD OF EDUCATION MEETING
September 23, 2019

ISSUE: Donation from MidAmerican Energy

CONTACT: Tara Thomas, Director of School & Community Relations
Jeff Frost, Executive Director of Professional Education

ATTACHMENTS: None

BACKGROUND:

Pursuant to Board Policy 701.9, donations over \$2,500 must be approved by the Board of Education. Waterloo Schools would like to recognize MidAmerican Energy for their generous donation of \$100,000 in support of the Waterloo Career Center's electrical program.

THE SUPERINTENDENT'S RECOMMENDATION IS:

“the Board of Education accepts and acknowledges with gratitude the donation of \$100,000 from MidAmerican Energy in support of the Waterloo Career Center's electrical program.”

BOARD OF EDUCATION MEETING
September 23, 2019

ISSUE: Board Celebration – Jim Miller, Director of the National Wrestling Hall of Fame Dan Gable Museum

CONTACT: Tara Thomas, Director of School & Community Relations
Dan Huff, District Athletics & Activities Director

ATTACHMENTS: None

BACKGROUND:

East High alum, Jim Miller, was named as the new director of the National Wrestling Hall of Fame Dan Gable Museum effective July 1, 2019. After graduating from East High, Jim went on to wrestle at the University of Northern Iowa where he won two Division II national titles (1974 and 1975). Upon graduating from UNI he coached high school wrestling for a number of years and then came back to UNI as top assistant coach from 1983-1991. From 1991-2013, he served as the head coach at Wartburg, where he coached 37 individual national champions, 147 All-Americans and 72 NWCA Academic All-Americans. Jim has received numerous team and individual awards throughout his distinguished career.

Coach Miller serves as a consultant, lead presenter, and coaching mentor for the newly formed Waterloo Coaches Academy. His expertise, passion, and commitment to Waterloo Schools Athletics have been instrumental in the launching of the Waterloo Coaches Academy. He has also served on the Athletics Committee and has been involved in the Coaches Classic and Battle of Waterloo.

FOR INFORMATION ONLY

BOARD OF EDUCATION MEETING
September 23, 2019

ISSUE: International Baccalaureate and Advanced Programming Update

CONTACT: Sherice Ortman, IB and Advanced Programs Coordinator
Stephanie Mohorne, Associate Superintendent for Educational Services

ATTACHMENTS: Equity in Advanced Programs
IB Diploma Cohort 2019 Update
Advanced Placement (AP) 2019 Update
(Attachments to be provided at board meeting)

BACKGROUND:

This fall the Waterloo Schools will officially be authorized as an IB World School at both East and West High. Since the 2014 launch we have had many of our students graduate with the full IB diploma placing them in position to finish college in 4 years or less. In addition, hundreds have taken advantage of the opportunity to take single IB classes, along with thousands taking WCSD Pre-IB options in 8th-10th grades. This year the IB Organization dropped the registration fee of \$170 per student, so students can take an IB class at no cost.

In addition to IB, we offer a wide range of advanced learning opportunities. The Waterloo Schools advanced programs have expanded to offer Talent Development (TD) at the middle schools, drama and theater based strategies elementary through middle school,, a Socratic approach pilot at Expo, Twice Exceptional (2e) programming district-wide, and an increase in concurrent, Advanced Placement (AP), and IB singleton options at both East High and West High. This fall, the Waterloo Schools offer 86 various college options at four campuses (WCC, EHS, WHS, Elk Run).

Sherice Ortman will present an update on the IB Diploma Program and other Advanced Programming in the Waterloo Schools.

FOR INFORMATION ONLY

**Minutes of the Board of Education
Waterloo Community School District
County of Black Hawk, State of Iowa
September 9, 2019**

The Board of Education of the Waterloo Community School District, County of Black Hawk, State of Iowa, was called to meet in regular session at 5:00pm on Monday, September 9, 2019, in the Board Room of the Education Service Center, 1516 Washington Street, Waterloo, Iowa.

Present: Board members: Endya Johnson, Jesse Knight, Sue Flynn, Shanlee McNally, Rhonda McRina, Astor Williams and Lyle Schmitt
Superintendent, Dr. Jane Lindaman
Associate Superintendent for Educational Services, Dr. Stephanie Mohorne
Chief Officer of Human Resources/Equity, Kingsley Botchway II
Chief Financial Officer/Board Treasurer, Michael Coughlin
Assistant to the Superintendent/Board Secretary, Pam Arndorfer

I. Call to Order

The meeting was called to order by Ms. McNally at 5:00pm.

II. Moment of Silence

III. Pledge of Allegiance

IV. Mission Statement

The Waterloo Schools Mission Statement was read by Ms. McRina.

V. New Partnership Recognition – Kingsley Elementary

This item was presented as Information Only. Tara Thomas, Director of School & Community Relations, introduced Rachel Nosbisch, Assistant Principal at Kingsley Elementary. Ms. Nosbisch welcomed Bryn Mangrich and Oakridge Realtors as new Partners in Education with Kingsley Elementary.

VI. Donation from German American National Congress (Waterloo-Cedar Falls Chapter)

It was moved by Mr. Knight and seconded by Ms. Flynn that the Board of Education accepts and acknowledges the donation of \$10,000 from German American National Congress (Waterloo-Cedar Falls Chapter) as presented. Tara Thomas, Director of School & Community Relations, introduced Kirsten Schultz, representative of German American National Congress (Waterloo-Cedar Falls Chapter), who provided information about the donation. Motion carried 7-0.

VII. Information from Individuals and Delegations

No public comments were brought forth.

VIII. Consent Agenda

It was moved by Mr. Williams and seconded by Mr. Knight that the Board of Education approve the consent agenda as revised. Motion carried 7-0. The following items were approved:

- Minutes of the August 26, 2019 Regular Board Meeting
- Bills Due & Payable and Bills Paid Between Board Meetings

Exhibit D: Personnel Appointments and Adjustments

It was moved by Mr. Schmitt and seconded by Ms. Johnson, that the Board of Education approve the personnel items as listed. Kingsley Botchway II, Chief Officer of Human Resources & Equity, provided information. Motion carried 7-0.

Exhibit F: West High School Government Class Travel to Washington D.C.

It was moved by Mr. Schmitt and seconded by Ms. Flynn that the Board of Education approve travel for West High students and Mr. Yuska to Washington D.C. February 16-21, 2020. Tom Yuska, West High Social Studies Teacher, provided information on the trip. Motion carried 7-0.

IX. Financial Information

This item was presented as Information Only. Michael Coughlin, Chief Financial Officer, provided information.

X. Superintendent’s Report

- Today marks the start of the 3rd week of school; Waterloo Schools offers so many amazing opportunities for students to be involved in a variety of activities – athletics, drama, music, robotics, and so much more
- District Leadership continues to work on the new 5-year strategic plan; plans are to unveil in early November
- The first LifeLabs group will be heading out this week (2nd grade students attending Cattle Congress)
 - This year LifeLabs will be extended to middle school students; next year we will expand to high school

XI. Information from Board Members

Each board member was given the opportunity to comment.

XII. Adjourn

It was moved by Mr. Knight and seconded by Ms. Flynn that the Board of Education adjourn the meeting. Motion carried 7-0. The meeting adjourned at 6:08pm.

Respectfully submitted,

Pamela G. Arndorfer, Board Secretary

Date Approved by the Board of Education

THE SUPERINTENDENT’S RECOMMENDATION IS:

“the Board of Education approve the minutes of the September 9, 2019, Regular Board meeting.”

BOARD OF EDUCATION MEETING
September 23, 2019

ISSUE: Personnel Appointments and Adjustments

CONTACT: Kingsley Botchway II, Chief Officer of Human Resources/Equity

ATTACHMENTS: Routine Personnel Appointments

BACKGROUND:

Routine personnel matters, as outlined in the attachment, are recommended for approval.

THE SUPERINTENDENT’S RECOMMENDATION IS:

“the Board of Education approve the personnel items as listed.”

BOARD OF EDUCATION MEETING
September 23, 2019

ISSUE: Bills Due and Payable and Bills Paid Between Board Meetings

CONTACT: Michael Coughlin, Chief Financial Officer
Dr. Jane Lindaman, Superintendent

ATTACHMENTS: Listing of Bills Due and Payable and Bills Paid Between Board Meetings

BACKGROUND:

The Board authorizes the issuance of warrants for payment of claims against the school district for goods and services. The Board will allow the warrants after the goods and services have been received and accepted in compliance with Board policy.

THE SUPERINTENDENT'S RECOMMENDATION IS:

"the Board of Education approve the Bills Due and Payable and the Bills Paid Between Board Meetings."

BOARD OF EDUCATION MEETING
September 23, 2019

ISSUE: JROTC Enrollments by Public Shared or Non-Public Shared Students

CONTACT: Marla Padget, Executive Director of Student and At-Risk Services

ATTACHMENTS: Agreement between the respective schools and the Waterloo Community School District

BACKGROUND:

The attached contract reflects the request to enroll students from Gladbrook-Reinbeck in JROTC (Junior Reserve Officers' Training Corps) at either Waterloo East High School or Waterloo West High school for the 2019/2020 school year.

Under the provisions of Iowa Code 256.13, Nonresident Pupils, the boards of the two districts may agree for one district to provide courses for a student residing in the other district, if the courses are not offered in that resident district.

The Waterloo Community School District shall bill students, per enrolled class, who are attending JROTC from another public school district. State funding is received for students who are attending a Non-Public School within our District and are enrolled in JROTC.

THE SUPERINTENDENT'S RECOMMENDATION IS:

“the Board of Education approve the agreement for Gladbrook-Reinbeck students to enroll in JROTC programs as indicated for the 2019/2020 school year.”

AGREEMENT BETWEEN
GLADBROOK-REINBECK COMMUNITY SCHOOLS AND THE
WATERLOO COMMUNITY SCHOOL DISTRICT
For Enrollment in JROTC at East High School

The Board of Education of the Waterloo Community School District and the Board of Education of Gladbrook-Reinbeck agree to permit the enrollment of students, who is a resident of the Gladbrook-Reinbeck, as provided by Iowa Code 256.13:

256.13 Nonresident pupils.

The boards of directors of two or more school districts may by agreement provide for attendance of pupils residing in one district in the schools of another district for the purpose of taking courses not offered in the district of their residence. ... Courses and grades made available to students in this manner shall be considered as complying with any standards or laws requiring the offering of such courses and grades. The boards of directors of districts entering into such agreements may provide for sharing the costs and expenses of the courses.

This agreement is in effect for the 2019/2020 school year unless revoked in writing by either Board. A condition of continuation for any specific school year would be that space is available in the school.

The cost of the student's enrollment in this course will be paid to the Waterloo Community School District by the Gladbrook-Reinbeck per semester and the total cost shall be equal to the State's annual 1.0 allocation per pupil for the respective year of enrollment (prorated per class enrolled). In the event that an enrolled student withdraws from the school, the cost of that student's enrollment shall be prorated according to the actual number of days prior to withdrawal.

Students must be transported to East High School, at no expense to the Army. Students must officially enroll and participate in the complete JROTC curriculum. The course must count on the student's transcript for credit towards graduation. Prospective cadets must be selected by the JROTC instructor in coordination with the principal to ensure enrolled students meet acceptable standards. JROTC is a voluntary program. Passing grades in every credit-granting period of JROTC constitutes successful completion of the JROTC Academic Program.

Disenrollment from JROTC is recommended by the JROTC instructor and approved by the principal. Disenrollment should be a last resort, preceded by substantiated documentation and corrective counseling, to maintain the morale and discipline of the unit. A cadet may be disenrolled for: failure to maintain acceptable standards (including uniform wear and grooming); inaptitude or indifference to training; disciplinary reasons; or any other reason deemed appropriate by the principal and the JROTC instructor.

The agreement must be discontinued at any such time the superintendent or principal of East High School deems necessary.

President, Waterloo Board of Education

President, Gladbrook-Reinbeck Board of Education

Printed Name

Printed Name

Date

Date

BOARD OF EDUCATION MEETING
September 23, 2019

ISSUE: Board Member's Travel

CONTACT: Pamela Arndorfer, Board Secretary

ATTACHMENTS: Board Policy 212.3 (*Board Member Development Opportunities*)

BACKGROUND:

The Board of Education encourages its members to participate in activities designed to assist in their efforts to improve skills as members of a policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; to develop leadership qualities; and to interact with other education officials.

Annually, board members are given the opportunity to attend the fall meetings of the Iowa School Board Association (IASB) and the Urban Education Network (UEN) in Des Moines. In addition, each spring a board member may be selected to represent the Board of Education as part of the Cedar Valley Coalition, representatives of area governments and organizations who are traveling to Washington, DC, to meet with elected officials and other federal staff about the needs of this area.

THE SUPERINTENDENT'S RECOMMENDATION IS:

“that the Board of Education approve the participation of its members in the IASB and UEN fall meetings, and the Cedar Valley Coalition trip to Washington, DC.”

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

The Board of Education encourages its members to participate in activities designed to assist them in their efforts to improve skills as members of a policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; to develop leadership qualities; and to interact with other education officials.

The Board, as a whole, shall retain the authority to approve or disapprove the participation of members in activities and the receipt of services. The following activities and services are regarded as appropriate for implementing this policy:

1. School board conferences, workshops, and conventions sponsored by state and national school board associations
2. District-sponsored training sessions for Board members
3. Subscriptions to publications addressed to the concerns of Board members

Individual Board members shall be reimbursed for costs incurred through participation in approved activities.

Legal Ref.: Iowa Code §§ 279.8, .38 (2013).

Cross Ref.: 202.3 New Board Member Orientation

ADOPTED: 9/83
2/12/90
4/26/93

Reviewed: 3/93, 12/1/99, 1/2/03, 10/4/07, 3/7/12, 3/12/13, 2/1/18

BOARD OF EDUCATION MEETING
September 23, 2019

ISSUE: Registered Apprenticeship with Federal Department of Labor

CONTACT: Jeff Frost, Executive Director of Professional Education

ATTACHMENTS: Iowa High School Registered Apprenticeship Program
Registered Apprenticeship Program Standards

BACKGROUND:

Waterloo Schools is seeking approval of the Registered Apprenticeship with the Federal Department of Labor and six local Advanced Manufacturing companies.

Registered apprenticeship programs combine work-based, on-the-job learning with relevant technical education in the classroom. Students who participate in these programs graduate with a high school diploma and earn college credits and national industry credentials. They also start on a career path that continues after high school graduation – whether that is a continuation of their registered apprenticeship along with college, college only, registered apprenticeship only, or other full-time employment. High School registered apprenticeships benefit businesses as well by providing a fresh source of talent developed from within their community.

THE SUPERINTENDENT’S RECOMMENDATION IS:

“the Board of Education approve the Registered Apprenticeship between the Waterloo Schools and the Federal Department of Labor.”

BOARD OF EDUCATION MEETING
September 23, 2019

ISSUE: Board Policy Changes – First Reading

CONTACT: Tara Thomas, Director of School and Community Relations

ATTACHMENTS: Proposed Policies

BACKGROUND:

The following policies have been reviewed by the District Leadership Team and the Policy Review Committee and are being presented for First Reading.

Number	Title
206.0	Board Officers
401.2	Employee Outside Employment
408.81	Licensed Employee Contract Release
505.6	Academic Progress – Promotion/Retention
507.2	Administering Medication to Students
601.2	School Calendar
603.1	Career & Technical Education

FOR INFORMATION ONLY

BOARD OFFICERS**PRESIDENT**

The Board of Education shall elect one of its members to act as President during its organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years. A director must receive a majority of the votes cast for election to the office of President. A duly elected President shall qualify by taking the oath of office as required by law. The President's term of office is one year or until the next organizational meeting of the Board.

The President of the Board of Education shall preside at all of its meetings; sign all employment contracts; sign all other contracts and school district warrants approved by the Board; and appear on behalf of the school corporation in causes of action involving the school district.

The President, in addition to presiding at the Board meetings, shall take an active role in Board decisions by discussing and voting on each motion before the Board in the same manner as other Board members. However, before making or seconding a motion, the Board President shall turn over control of the meeting to either the Vice President or other Board member.

The Board President has the authority to call special meetings of the Board. Prior to Board meetings, the Board President shall consult with the Superintendent on the development of the agenda for the meeting.

VICE PRESIDENT

The Board of Education shall elect one of its members to act as Vice President during its organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years. The Vice President's term of office is one year or until the next organizational meeting of the Board.

~~If By this election, if~~ the Board President is unable or unwilling to carry out the duties required, it shall be the responsibility of the Vice President of the Board to carry out the duties of the President. If the President is unable or unwilling to complete the term of office, the Vice President shall serve as president for the balance of the President's term of office, and a new Vice President shall be elected.

The Vice President shall accept control of the meeting from the President when the President wishes to make or second a motion. The Vice President shall take an active role in Board decisions by discussing and voting on matters before the Board in the same manner as other Board members.

TEMPORARY OFFICER

The Board shall appoint a temporary President in the absence of the regular officers.

VACANCIES IN OFFICER POSITIONS

If the office of President or Vice President of the Board should become vacant between organizational meetings, such office will be filled by the remaining members of the Board in accordance with the procedures set forth in Regulation 200.2-R for the election of the President or Vice President.

Legal Ref.: Iowa Code §§ 279.1-.2; 291.1 (2013).

Cross Ref.: 200.2 Board Organizational Meeting
200.2-R Board Organizational Meeting Procedure
202.2 Board Member Oath of Office
206.1 Appointed Board Officers

ADOPTED: 9/83
2/12/90
4/26/93
11/8/99
12/9/02
1/10/05
10/26/09
11/8/10
9/26/16

Reviewed: 1/93, 10/6/99, 11/14/02, 12/2/04, 10/1/09, 10/7/10, 9/1/16

EMPLOYEE OUTSIDE EMPLOYMENT

The board believes the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board considers an employee's duties as part of a regular, full-time position as full-time employment. Employees should give the responsibilities of their positions in the school district precedence over any other employment.

It is the responsibility of the superintendent to counsel employees, whether full-time or part-time, if, in the judgment of the superintendent and the employee's immediate supervisor, the employee's outside employment is a detriment to the performance of the employee's duties required in the employee's position within the school district.

The board may request the employee to cease the outside employment as a condition of continued employment with the school district.

Cross Ref.: Job Descriptions
401.1 Guiding Principals
402.5 Tutoring

Legal Ref.: Iowa Code §§ 20.7; 279.8 (2013).

ADOPTED:

Reviewed:

LICENSED EMPLOYEE CONTRACT RELEASE

Licensed employees who wish to be released from an executed contract must give at least twenty-one days' notice to the Superintendent. Licensed employees may be released at the discretion of the Board.

Release from a contract ~~shall~~may be contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be ~~penalized~~charged by the District a minimum of \$500 or up to a maximum of \$5,000. Upon written mutual agreement between the employee and the Superintendent, the costs may be deducted from the employee's salary. Payment of these costs shall be a condition for release from the contract at the discretion of the Board. Failure of the licensed employee to pay these expenses may result in a cause of action being filed in small claims court.

The Superintendent is required to file a complaint with the Board of Educational Examiners against a licensed employee who leaves without proper release from the Board consistent with applicable statutes and regulations.

Legal Ref.: Iowa Code §§ 216; 272; 279.13, .19A, .46 (2013).
1978 Op. Att'y Gen. 247.
1974 Op. Att'y Gen. 11, 322.

Cross Ref.: 405.2 Original Contracts (Licensed Employees)
408.8 Resignation
408.9 Employee Retirement

ADOPTED: 2/28/00
10/13/08
3/11/19

Reviewed: 2/2/00, 11/13/03, 9/4/08, 5/2/13, 2/7/19

ACADEMIC PROGRESS - PROMOTION/RETENTION

I. ELEMENTARY-MIDDLE SCHOOL

The educational program of the Waterloo Community School District shall provide for the academic progress of students based upon academic standards, benchmarks, and objectives. Supporting evidence for the attainment of standards, benchmarks, and objectives is reflected in report card progress marks, ~~Iowa Assessment~~ and other approved formative (formal and informal) assessments.

All Waterloo students are expected to meet high academic standards throughout their school careers. Recognizing that students have varied developmental and educational needs, time to achieve the educational standards should be flexible. Flexible time options may involve extended day, extended week, extended year, alternate scheduling practices, multi-age programs, and re-teaching/assessment opportunities through tutoring services.

The Problem Solving Process (Solutions) in each building will be utilized to monitor students at risk for school failure and to recommend support mechanisms and to design interventions for student success.

If a parent requests retention or promotion, the principal shall evaluate the parental request and provide the parent with a written decision. Any appeal must be directed to the Associate Superintendent for Educational Services.

II. HIGH SCHOOL

Students shall be classified by grade level and graduated with a Waterloo Community School District High School Diploma according to the credits required for graduation and any other stipulations as prescribed and authorized by the Board of Education and as specified in the applicable high school Program of Studies.

Legal Ref.: Iowa Code §§ 256.11, .11A; 279.8, 280.3 (2013).
281 I.A.C. 12.3(7); 12.5(16).

Cross Ref.: 501.3 Compulsory Attendance Ages
509.0 Attendance and Tardy Policy

ADOPTED: 1/27/97
9/14/98
5/13/02
4/14/03
4/13/09
12/8/14

Reviewed: 11/96, 4/11/02, 3/6/03, 6/3/04, 3/5/09, 11/6/14

ADMINISTERING MEDICATION TO STUDENTS

Some students may need prescription and nonprescription medication to participate in their educational program. It is the responsibility of the parent or legal guardian to ensure that the school receives properly authorized medication as described below.

Medication shall be administered when the student's parent or legal guardian (hereafter "parent") provides a signed and dated written statement requesting administration and the medication is in the original, labeled container, with as dispensed or in the manufacturer's container. Medication shall be administered and accessed only by the school nurse, or in the nurse's absence, by a person who has successfully completed the Iowa School Medication Management course. A medication administration course and periodic updates shall be conducted by the registered nurse, and a record of course completion shall be kept on file with the district.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by a licensed health professional. Students may self-administer the following emergency medications; insulin, EPI pen injection, or airway constrictive medication with a written statement by the student's parent or legal guardian and prescribing physician. The statement will be on file requesting co-administration of medication. The statement will be on file in the nurse's office and renewed annually.

Iowa law allows students with asthma and other airway constricting diseases to carry and self-administer their medication upon written approval from their parents and prescribing physician. Students do not have to prove competency to the school district. The consent form, see 507.2R, is all that is required.

Pursuant to state law, the school district and its employees are to incur no liability, except for gross negligence, as a result of an injury arising from self-administration of medication by the student. The parent or legal guardian of the student shall sign a statement acknowledging that the school district is to incur no liability, except for gross negligence, as a result of self-administration of a medication by the student as established by Iowa Code 280.16. If the school district and/or licensed health professional determine a student is abusing their self-administration they may withdraw the self-administration if medically advisable. The student may face disciplinary action.

Persons administering medication shall include the licensed registered nurse, physician, persons who have successfully completed a medication administration course, or to be an authorized practitioner, including parents. A medication administration course and periodic update shall be conducted by the registered nurse and a record of course completion kept on file in the health office.

A Written medication administration record shall be on file including

- Date
- Student's name;
- Prescriber or person authorizing administration;
- Medication;

- Medication dosage;
- Administration time;
- Administration method;
- Signature and title of person administering medications; and
- Any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless alternate provision is documented. Medication information shall be confidential information except as provided to the Family Education Rights and Privacy Act (FERPA). Emergency protocols for medication-related reactions shall be posted in the area where medications are administered. The parent or legal guardian is responsible for providing safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment at the end of the school year or whenever it is no longer needed at school. No medication will be sent home with the student.

~~In the best interest of the child and through communication to the school, a parent/guardian may provide permission for a school employee to pick up the medication from a pharmacy if they are unable to do so.~~

The licensed registered nurse shall have the authorization and responsibility to question and not dispense the medication, in the event that he/she feels the dosage or medication may be detrimental to the student. The licensed registered nurse will communicate with the prescribing physician to discuss dosage and adverse effects. Herbal medications and products containing aspirin will not be dispensed at school.

The superintendent shall be responsible, in conjunction with the provider of school nursing service, for developing rules and regulations governing the administration of medication, prescription and nonprescription, to students. Annually, each student shall be provided with the requirements for administration of medication at school.

Legal Ref.: Iowa Code ch.124, 152, 155A.
 281 I.A.C. 41.12(6)(f), (11).
 657 I.A.C. 1.1(3), 10.61(1).

Cross Ref.: 507.5 Special Health Services

ADOPTED: 6/25/90
 3/14/94
 5/22/00
 3/27/06
 8/10/09
 7/10/17

Reviewed: 2/94, 4/14/00, 4/8/04, 2/9/06, 6/4/09, 6/9/14, 6/1/17

SCHOOL CALENDAR

The school calendar shall accommodate the education program of the school district. The school calendar is for a minimum of 1,080 hours and includes,~~shall include,~~ but not be limited to, the days for student instruction, staff development, in-service days and teacher conferences.

~~The academic school year for students shall be for a minimum of one hundred and eighty days in the school calendar. The academic school year for students may not begin prior to September but may begin in the week in which September 1 falls unless a waiver is obtained from the Iowa Department of Education. Should September 1 fall on a Sunday, school may begin any day during the calendar week which immediately precedes September 1. The academic school year for students shall begin no sooner than August 23.~~ Employees may be required to report to work at the school district prior to this date.

Special education students may also attend school on an extended school calendar consistent with their Individualized Education Program.

The Board, in its discretion, may excuse graduating seniors from up to ~~five days~~ 30 hours of instruction after the school district requirements for graduation have been met. The Board will also excuse graduating seniors from making up ~~days~~ instructional time missed due to inclement weather if the student has met the school district's graduation requirements.

It shall be the responsibility of the Superintendent to develop the school calendar for recommendation, approval, and adoption by the Board annually.

The Board may amend the official school calendar when the Board considers the change to be in the best interests of the school district's education program. The board shall hold a public hearing on any proposed school calendar prior to adopting the school calendar.

Legal Ref.: Iowa Code §§ 20.9; 279.10; 280.3 (2013).
281 I.A.C. 12.2(1).

Cross Ref.: 501.3 Compulsory Attendance Ages
601.1 School Day
602.6 Special Education

ADOPTED: 7/24/80
2/11/91
3/27/95
4/26/99

Reviewed: 10/94, 3/26/99, 2/6/03, 4/8/04, 3/5/09, 2/6/14

CAREER AND TECHNICAL EDUCATION

Career and technical education is a comprehensive educational program that begins in early childhood and continues throughout the life span of an individual. All educators, parents, students, and community members are involved in enhancing this broad approach to the economic, social, and psychological development of each student.

The Waterloo Community School District is committed to the development and implementation of a comprehensive Pre-K-12 career education program that includes opportunities for students to expand career and technical interests. This program shall include sequential activities which:

- promote an awareness of ~~various~~ the 16 nationally recognized career clusters and their importance in the community and society,
- develop skills needed to effectively explore and evaluate opportunities in a variety of career and technical areas, including all six service areas identified by the State of Iowa,
- encourage problem-solving and decision-making through the application of fundamental skills as they relate to present and adult life roles,
- pursue specific career and technical interests through participation in work-related experiences, including job shadowing, internships and Registered Apprenticeship opportunities,
- increase knowledge of and appreciation for one's own values, interests, and aptitudes,
- create a positive attitude toward work and pride in accomplishment,
- develop oral and written communication skills,
- develop skills needed to get along with people (interpersonal relationships),
- develop transferable competencies and skills adaptable to a wide choice of occupations, and
- foster lifelong learning and exploration,
- develop an understanding of the relationship between educational achievement and career learning.

Legal Ref.: Iowa Code §§ 256.11, 11A; 280.9 (2013).
281 I.A.C. 12.5(7).

Cross Ref.: 602.2 Basic Instructional Program

ADOPTED: 6/24/85
6/22/87
2/11/91
1/23/95
2/9/04
12/8/14

Reviewed: 11/94, 4/14/00, 1/8/04, 3/5/09, 11/6/14



Important Dates
and INFORMATION

September 20	West High Homecoming Memorial Stadium	7:00pm
September 23	Board of Education Meeting	5:00pm
October 4	East High Homecoming Memorial Stadium	7:00pm
October 10	WCC Ribbon Cutting/Open House	3:30pm
October 14	Board of Education Meeting	5:00pm
October 15&17	PK-12 Conferences	
October 28	Board of Education Meeting	5:00pm