

BENNETT COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION REGULAR MEETING

January 8, 2023

7:00 PM

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Mission Statement/Board Goals
5. Staff/Student Forum
6. Public Forum (SRO)
7. Administrative Reports
8. General Business of Board
  - A. Consent Items: agenda, minutes, claims, financials, personnel, fund transfers.
  - B. Approve Policy Review: 804 Revenue Purpose Statement through 805.7 Petty Cash.
  - C. Approve Modified Allowable Growth for At-Risk/Dropout Prevention in the amount of \$30,982.
  - D. Approve 28E Agreement with the City of Tipton and Tipton CSD for sharing of an SRO.
  - E. Model Discipline Policy 2nd hearing
9. Announcements/Discussion
10. Correspondence
11. Adjournment

BENNETT COMMUNITY SCHOOL  
PROCEEDINGS OF REGULAR MONTHLY MEETING  
DECEMBER 11, 2023

The Bennett Board of Education met for its regular meeting on Monday, December 11, 2023 in the work room of the Bennett Community School, Bennett, IA. President Dani Pratt called the meeting to order at 5:30 PM. Directors Chad Giebelstein, Denise McGhee, Nicole Wolf and Greg Reynolds answered roll call and a quorum was declared. Also Present were Superintendent Lonnie Luepker, Principal Jeremiah Costello, Jean Semsch and Susan Stoeffen. Board Secretary Kylee Yoerger was not present.

Approval of the agenda was approved with the minutes showing a 5:30 start time due to the concert. Motion by Director Giebelstein and seconded by Director McGhee. Motion carried 4/0.

Approval of the Minutes was approved with a start time of 5:30 due to the concert. Motion by Director Giebelstein and seconded by Director Wolf. Motion carried 4/0

Mr. Luepker gave the review of the Canvass of Votes: Director Pratt received 156 votes, Director Wolf received 162 votes, a scattering of 12 votes.

Adjournment of the retiring Board. Motion by Director Giebelstein and seconded by Director McGhee. Motion carried 4/0

BENNETT COMMUNITY SCHOOL  
ORGANIZATIONAL MEETING  
DECEMBER 11, 2023  
FOLLOWING REGULAR MEETING

Mr. Luepker called the Organizational Meeting to order.

Administration of the Oath of Office to Board Members.

Roll Call

Election of Officers:

Nominations for President: Motion for Pratt by Director Reynolds and seconded by Director McGhee. Motion carried 4/0

Nominations for Vice President: Motion for Reynolds by Director Pratt and seconded by Director McGhee. Motion carried 4/0

Staff/Student Forum: None

Public Forum: Denise McGhee provided an update on behalf of the PILOTs about Santa's Workshop and Christmas in Bennett.

Superintendent Report: Mr. Luepker reported the following. Bennett and Calamus-Wheatland would like to continue the shared Superintendent position. Director Pratt and Reynolds met with a few CW Board members to interview potential search firms for Superintendent opening. Congratulations to Ms. Teresa and her staff on a successful Nutrition Review.

Principal Report: Mr. Costello provided information about utilizing Weblink for employee leave requests. Two staff members attended the PLC for Small Schools and Singleton conference. Mr. Costello discussed his professional learning through the AEA's Leading for Impact series. Fall reporting has been completed. Teachers have worked hard to prioritize standards, completing the first step in the PLC process. We had two successful holiday meals and have several events between now and winter break. Teacher in-service on the 3rd of January to include CPI and LETRS trainings.

General Business of the Board:

9a: Director Giebelstein moved, seconded by Director McGhee to approve the General Business of the Board; Consent items. Motion Carried 4/0

9b: Resolution naming depositories: Approval of affidavit of Depository Bank, Liberty Trust and Saving Bank \$10,000,000 and ISJIT \$15,000,000 Director Giebelstein moved, seconded by Director McGhee. Motion Carried 4/0

9c: Board Policy Review; Director McGhee moved, seconded by Director Wolf to approve 800 thru 803.7 Series. Motion Carried 4/0

9d: Contracts/Resignations: None

9e: Annual Equity Report was presented: Director Giebelstein moved, seconded by Director McGhee. Motion Carried 4/0

9f: Committee Assignments; Cedar County Conference Board Director McGhee, Scott County Conference Board Director Pratt, Nutrition Committee Director Pratt, Negotiations Board, Health Insurance Board, Building and Ground Director Reynolds and Director Giebelstein, Whole Grade Sharing Director McGhee and Director Pratt. Director Giebelstein moved, seconded by Director McGhee. Motion Carried 4/0

9g: Wall Pad for gym were tabled for more information.

9h: Approved Model Discipline Policy per required legislation: Director Wolf moved, seconded by Director Reynolds. Motion Carried 4/0

Correspondence: None

Discussion: The District is waiting on a sharing agreement with the City of Tipton and Tipton CSD before moving forward with a School Resource Officer sharing agreement. We should have this looked over by the school attorney before our next meeting.

Adjournment: Director Giebelstein moved, seconded by Director McGhee to adjourn the meeting at 6:20 PM. Motion Carried 4/0

<b>General 10</b>
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<b>Beginning Balance</b>				
12/1/23				<b>1,670,490.26</b>
	\$	10,421.25		Scott Property Tax
	\$	7,299.93		Cedar Property Tax
	\$	103,181.00		State Aid
	\$	8,245.26		Miscellaneous
	\$	434.00		Transportation Equity
	\$	136.32		Liberty Interest
	\$	<u>129,717.76</u>		<i>Total Revenue</i>
	\$	1,800,208.02		Balance
	\$	<u>(113,868.71)</u>		Total Expenditures
<b>Ending Balance</b>				
12/31/23	\$	<b>1,686,339.31</b>		<b>Total</b>
	\$	480,643.65		ISJIT
	\$	<u>2,068.17</u>		ISJIT Interest
	\$	<b>482,711.82</b>		ISJIT Total Fund 10

<b>Total Fund 10 Balance</b>	
As of 12/31/23	<b>\$ 2,169,051.13</b>

<b>Management 22</b>
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<b>Beginning Balance</b>				
12/01/23				<b>320,278.56</b>
		2,539.56		Scott Property Tax
		1,778.92		Cedar Property Tax
		11.17		Liberty Interest
	\$	<u>4,329.65</u>		<i>Total Revenue</i>
	\$	324,608.21		Balance
	\$	<u>-</u>		Total Expenditures
<b>Ending Balance</b>				
12/31/23	\$	<b>324,608.21</b>		<b>Total</b>
	\$	374,600.02		ISJIT
	\$	<u>1,611.89</u>		ISJIT Interest
	\$	<b>376,211.91</b>		ISJIT Total Fund 22

<b>Total Fund 22 Balance</b>	
As of 12/31/23	<b>\$ 700,820.12</b>

<b>Capital Projects 33</b>
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<b>Beginning Balance</b>					
<b>12/1/23</b>		<b>270,800.25</b>			
	\$	19,154.34	SAVE Payment		
	\$	60.34	Liberty Interest		
	\$	<u>19,214.68</u>	<i>Total Revenue</i>		
	\$	290,014.93	Balance		
	\$	<u>(4,860.00)</u>	Total Expenditures		
<b>Ending Balance</b>					
<b>12/31/23</b>	\$	<b>285,154.93</b>	<b>Total</b>		
	\$	145,642.51	ISJIT		
	\$	<u>626.72</u>	ISJIT Interest		
	\$	<b>146,269.23</b>	ISJIT Total Fund 33		

<b>Total Fund 33 Balance</b>			
As of 12/31/23	\$	<b>431,424.16</b>	

<b>PPEL 36</b>
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<b>Beginning Balance</b>					
<b>12/1/23</b>		<b>\$ 308,522.77</b>			
	\$	1,271.02	Scott Property Tax		
	\$	890.33	Cedar Property Tax		
	\$	<u>13.42</u>	Liberty Interest		
	\$	<u>2,174.77</u>	<i>Total Revenue</i>		
	\$	310,697.54	Balance		
	\$	<u>-</u>	Total Expenditures		
<b>Ending Balance</b>					
<b>12/31/23</b>	\$	<b>310,697.54</b>	<b>Total</b>		
	\$	172,662.65	ISJIT		
	\$	<u>742.98</u>	ISJIT Interest		
	\$	<b>173,405.63</b>	ISJIT Total Fund 36		

<b>Total Fund 36 Balance As</b>			
of 12/31/23		<b>\$484,103.17</b>	

**Preschool Fund 63**

Beginning Balance:

12/1/23	\$ 22,584.32		
	\$ -	PK Tuition	
	\$ -	Cedar Cty Grant	
	\$ -	Total Revenue	
	\$ 22,584.32	Balance	
	\$ (8,245.26)	Total Expenditures	
Ending Balance			
12/31/23	\$ 14,339.06	Balance Total	

**Nutrition 61**

Beginning Balance:

12/1/23	\$ 12,757.62		
	\$ 3,373.82	F&N Lunch & Breakfast	
	\$ 725.00	Lunch/Milk	
	\$ 6,825.17	Supply Chain Asst Funds	
	\$ 10,923.99	Total Revenue	
	\$ 23,681.61	Balance	
Ending Balance			
12/31/23	\$ (8,714.22)	Total Expenditures	
	\$ 14,967.39	Balance Total	

**Student Activity Fund 21**

Beginning Balance:

12/1/23	5,766.50		
	2.23	Income	
	-	Expense	
Ending Balance:			
12/31/23	\$ 5,768.73	Balance Total	

Ending Balances

<u>Fund</u>	<u>Dec-23</u>	<u>Nov-23</u>	<u>Change From Previous Month</u>	<u>Dec-22</u>	<u>Change from Previous Year</u>	<u>Jul-23</u>	<u>Change This Year</u>
General	\$ 2,169,051.13	\$ 2,151,133.91	\$ 17,917.22	\$ 2,045,912.28	\$ 123,138.85	\$ 1,911,430.26	\$ 257,620.87
PPEL	\$ 484,103.17	\$ 481,185.42	\$ 2,917.75	\$ 528,855.88	\$ (44,752.71)	\$ 563,840.20	\$ (79,737.03)
Capital Projects	\$ 431,424.16	\$ 416,442.76	\$ 14,981.40	\$ 378,014.18	\$ 53,409.98	\$ 383,762.61	\$ 47,661.55
Management	\$ 700,820.12	\$ 694,878.58	\$ 5,941.54	\$ 561,220.53	\$ 139,599.59	\$ 557,450.18	\$ 143,369.94
Activity	\$ 5,768.73	\$ 5,766.50	\$ 2.23	\$ 5,744.20	\$ 24.53	\$ 5,758.74	\$ 9.99
Food Service	\$ 14,967.39	\$ 12,757.62	\$ 2,209.77	\$ 31,609.27	\$ (16,641.88)	\$ 24,323.86	\$ (9,356.47)
Preschool	\$ 14,339.06	\$ 22,584.32	\$ (8,245.26)	\$ 5,189.32	\$ 9,149.74	\$ 19,134.32	\$ (4,795.26)
<b>Totals</b>	<b>\$ 3,820,473.76</b>	<b>\$ 3,784,749.11</b>	<b>\$ 35,724.65</b>	<b>\$ 3,556,545.66</b>	<b>\$ 263,928.10</b>	<b>\$ 3,465,700.17</b>	<b>\$ 354,773.59</b>



**LOCAL – STATE – FEDERAL – MISCELLANEOUS**

Revenues of the school district shall be received by the board treasurer. Other persons receiving revenues on behalf of the school district shall promptly place them in the hands of the board treasurer.

Revenue, from whatever source, shall be accounted for and classified under the official accounting system of the school district. It shall be the responsibility of the board treasurer to deposit all revenues in the approved depository for the school district in a timely manner.

Tuition fees received by the school district shall be deposited in the general fund. The tuition fee for pre-kindergarten (PreK) through sixth (6) grade during the regular academic school year shall be set by the board, based on the superintendent's recommendation. Tuition fees for summer school and adult education shall be set by the board prior to offering of the programs.

The board may charge students fees for the use, purchase, misuse or destruction of educational materials. Materials fees received by the school district shall be deposited in the general fund. It shall be the responsibility of the superintendent to recommend when fees will be charged and the amount of the fees for educational materials to students.

Rental fees received by the school district for the rental of school district equipment or facilities shall be deposited in the general fund. It shall be the responsibility of the superintendent to recommend to the board a fee schedule for renting school district property.

Proceeds from the sale of real property shall be placed in the schoolhouse fund, and the proceeds from the sale of other school district property shall be placed in the general fund.

The board may claim exemption from the application of state law prohibiting competition with private enterprise for the following activities:

- \*Goods/services directly and reasonably related to the educational mission;
- \*Goods/services offered only to students, employees or guests which cannot be provided by private enterprise at the same or lower cost;
- \*Use of vehicles for charter trips offered to the public, full or part time, or temporary students;
- \*Goods/services which are not otherwise available in the quantity or quality required by the school;
- \*Telecommunications other than radio or television stations;
- \*Sponsoring or providing facilities for fitness and recreation; food service and sales;
- \*Sale of books, records, tapes, software, educational equipment and supplies.

It shall be the responsibility of the superintendent to bring to the board's attention additional sources of revenue for the school district.

LOCAL – STATE – FEDERAL – MISCELLANEOUS

Legal Reference: Iowa Code §§23A, 279.8, 282.2, .6, .24, 291.12, .13, 297.9-.12, .22, 301.2, 442.4, 453 (1991)  
1940 Op. Att’y Gen. 232  
1940 Op. Att’y Gen. 196

Cross Reference: 801.2 Depository of Funds  
801.3 Classification of Accounts  
903 Selling and Leasing  
1006 Use of School District Facilities and Equipment

Approved: 4-23-92

Reviewed: 1-12-15  
1-08-18  
1-11-21

Revised: 1-9-12

**SALE OF BONDS**

The board may conduct an election for the authority to issue bonded indebtedness. Revenues generated from an approved bond issue shall be used only for the purpose stated on the ballot. Use of excess funds in the account for any other purpose requires the approval of the voters in the school district community.

Revenues received from the issuing of bonded indebtedness shall be deposited into the schoolhouse fund.

Legal Reference: Iowa Code §§278.1(7), 291.13, 74-76, 298 (1991)

Cross Reference: 801 Financial Accounting System  
804 Revenue

Approved: 4-23-92

Reviewed: 1-12-15  
1-08-18  
1-11-21

Revised:

**INVESTMENTS**

The board supports the investment of funds in excess of current needs. In making investments, the school district shall exercise the judgment and care under the circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs.

Prior to making an investment, the board secretary shall determine the length of time, the rate of interest and the location for investing the funds.

Legal Reference: Iowa Code §§279.29, 283A, 285, 442, 452.10, 453, 633.12 (1991)  
281 Iowa Admin. Code 58, 43, 44

Cross Reference: 804 Revenues

Approved: 4-23-92

Reviewed: 1-12-15  
1-08-18  
1-11-21

Revised:

**GIFTS – GRANTS – BEQUESTS**

The board believes gifts, grants and bequests to the school district may be accepted if they will further the interests of the educational program. The board shall have sole authority to determine whether the gift furthers the interests of the school district.

Gifts, grants, and bequests shall be approved by the board or the superintendent. Once it has been approved by the board, a board member or the administration may accept the gift on behalf of the school district.

Gifts, grants, and bequests once accepted on behalf of the school district shall become the property of the school district. Gifts, grants, and bequests shall be administered in accordance with terms, if any, agreed to by the board.

Legal Reference: Iowa Code §§279.42, 565.6 (1991)

Cross Reference: 221 Gifts to Board of Directors Members  
402.4 Gifts to School District Personnel  
508.1 Class or Student Group Gifts

Approved: 4-23-92

Reviewed: 1-12-15  
1-08-18  
1-11-21

Revised:

**STUDENTS' ACTIVITIES FUND**

Funds raised by students or from student activities are the property of and shall be under the financial control of the school district. Students may use these funds for purposes approved by the administration. Funds remaining in the fund after the graduation of the class shall revert to the school district.

It shall be the responsibility of the board secretary and treasurer to keep student activity funds up-to-date and complete.

Legal Reference: Iowa Code §§11.23, 256.8(7), 291.13 (1991)  
281 Iowa Admin. Code 12.3 (3)

Cross Reference: 504 Student Activities  
801 Financial Accounting System

Approved: 4-23-92

Reviewed: 1-12-15  
1-08-18  
1-11-21

Revised: 4-14-97

### PURCHASING – BIDDING

The board supports economic development in Iowa. Purchases by the school district will be made in Iowa for Iowa goods and services from a locally-owned business located within the school district or from an Iowa-based company which offers these goods or services if the cost and other considerations are relatively equal and they meet the required specifications.

It shall be the responsibility of the superintendent to approve purchases, except those authorized by or requiring direct board action. The administration may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered in the purchase of equipment or accessories or attachments with an estimated cost of \$50,000 or more.

The administration shall have the authority to authorize purchases without competitive bids for goods and services costing under \$2000 without prior board approval. For goods and services costing more than \$2000 and less than \$25,000, the administration shall compare prices of the goods and services to be purchased prior to making a recommendation to the board. Competitive sealed bids are required for purchases, other than emergency purchases, for goods and services that cost \$25,000 or more, and for textbooks from a source other than the publisher.

The purchase will be made from the lowest responsible bidder based upon total cost considerations, including but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, and delivery date. The board and the administration shall have the right to reject any or all bids, or any part thereof, and to re-advertise. The board will enter into such contract or contracts as the board deems in the best interests of the district.

It shall be the responsibility of the administration to make a recommendation and the purpose for it to the board for purchases exceeding \$2000. A contract, which has been awarded, may be cancelled by the board upon the recommendation of the administration.

Legal Reference: Iowa Code §§18.6(9), 23A, 28E.20, 72.3, 73, 285.10(3), .10(7), 301 (1991)

281 Iowa Admin. Code 43.25

1974 Op. Att’y Gen. 171

Cross Reference: 705 Expenditures  
901 Site Acquisition and Building Construction  
902 Maintenance – Operation – Management

Approved: 4-23-92

Reviewed: 1-12-15  
1-08-18  
1-11-21

Revised: 4-14-97

**PURCHASING ON BEHALF OF SCHOOL DISTRICT PERSONNEL**

Generally, the school district shall not purchase items on behalf of school district personnel. The school district may in unusual and unique circumstances do so. It shall be within the discretion of the board to determine when such unique and unusual circumstances exist.

No purchase shall be made unless the employee has paid the school district prior to the order being placed.

Legal Reference: Iowa Code §279.8 (1991)

Cross Reference: 803 Budget

Approved: 4-23-92

Reviewed: 1-12-15  
1-08-18  
1-11-21

Revised:



### REQUISITIONS AND PURCHASE ORDERS

Supplies, equipment, and services may only be purchased by the building administrator or the superintendent. Requests for supplies, equipment, and services shall be made by school district personnel to their immediate supervisor. Requisitions shall be submitted to the building principal, along with a written request, in the case of educational materials.

The building principal shall be responsible for issuing purchase order numbers. Only those purchases approved by the building principal or the superintendent shall be processed by the school district. Supplies, equipment, and services procured by a formal written contract shall not require a purchase order.

The superintendent may authorize a procedure for the purchase of small, emergency items, usually at a cost of \$500 or less.

Legal Reference: Iowa Code §279.8 (1991)

Cross Reference: 805.1 Purchasing and Bidding  
805.4 Receiving Goods and Services

Approved: 4-23-92

Reviewed: 1-12-15  
1-08-18  
1-11-21

Revised:

### RECEIVING GOODS AND SERVICES

To assure goods and services procured by the school district are properly accounted for and are of the quality and type ordered, all goods will be received by the board secretary. Goods and services which do not meet the requirements specified in the purchase order will not be paid for or accepted.

If, in unusual and unique circumstances, goods must be delivered to and received by someone other than the board secretary, it shall be the responsibility of that person to inform the board secretary, to assure the goods and services are properly accounted for, and to ensure they are of the quality and type ordered.

Legal Reference: Iowa Code §279.8 (1991)

Cross Reference: 805.1 Purchasing and Bidding  
805.3 Requisitions and Purchase Orders

Approved: 4-23-92

Reviewed: 1-12-15  
1-08-18  
1-11-21

Revised:

**PAYMENT FOR GOODS AND SERVICES**

Only the board may authorize the issue of warrants for payment of claims against the school district for goods and services. The board will allow such warrants after goods and services have been received and accepted in compliance with board policy and audited by the board.

The Board of Directors, by resolution, may authorize the Board Secretary to issue warrants when the Board of Directors is not in session, for payments of freight, drayage, express, postage, printing, water, lights, telephone rents, but only upon verified bills filed with the Secretary, and for payment of salaries pursuant to the terms of a written contract. In addition, the Board of Directors may, by resolution, authorize the Secretary, upon approval of the Board President, to issue warrants when the Board of Directors is not in session, but only upon verified bills filed with the Secretary.

All bills and salaries for which warrants are issued prior to audit and allowance by the Board must be passed upon the Board of Directors at the next meeting and be entered in the minutes of the Secretary.

Legal Reference: Iowa Code §§279.29, .30, .36, 291.12, .30 (1991)  
281 Iowa Admin. Code 12.3 (1)

Cross Reference: 805.1 Purchasing and Bidding  
805.3 Requisitions and Purchase Orders  
805.4 Receiving Goods and Services

Approved: 4-23-92

Reviewed: 1-12-15  
1-08-18  
1-11-21

Revised: 10-14-96  
1-08-18

**UNPAID WARRANTS**

Generally, the board shall authorize claims to be paid only when sufficient funds are available for such claims. In unusual and unique circumstances, as determined by the board, the board may authorize the payment of claims for which insufficient funds are available.

When the board deems it necessary to authorize warrants without sufficient funds available, anticipatory warrants shall be authorized.

It shall be the responsibility of the board secretary to issue anticipatory warrants when authorized.

Legal Reference: Iowa Code Chapters 74 and (1991)  
281 Iowa Admin. Code 12.3 (1)

Cross Reference: 805.1 Purchasing and Bidding  
805.3 Requisitions and Purchase Orders  
805.4 Receiving Goods and Services  
805.5 Payment for Goods and Services

Approved: 4-23-92

Reviewed: 1-12-15  
1-08-18  
1-11-21

Revised:

**PETTY CASH**

A petty cash fund shall be maintained by the school district in each building's administrative office for incidental expenditures. The petty cash fund in each building shall not exceed \$500.

It shall be the responsibility of the building principal to maintain and authorize expenditures from the petty cash fund.

Legal Reference: Iowa Code §279.8 (1991)

Cross Reference: 805 Expenditures

Approved: 4-23-92

Reviewed: 1-12-15  
1-08-18  
1-11-21

Revised:

Policy 502.8: Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence      Status: ADOPTED

This is the [model policy published by the Iowa Department of Education](#), which all districts are required to adopt as a result of HF 604 passed in 2023.

## Discipline Policy

Discipline is designed to promote behavior that will enable students to learn and successfully participate in their educational and social environments. The district discipline policy for students who make a threat of violence or commit an act of violence is developed to help students understand their obligations to others in the school setting, secure the safety of all students, staff, and the community, and to correct student behavior if a violation occurs (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 1).

Students will conduct themselves in a manner fitting their age, grade level, and maturity, and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school-owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and tailored to the age, grade level, and maturity of the student.

Discipline and other responses to threats or incidents of violence by a student with a disability, including removal from a class, placement in a therapeutic classroom, suspensions, and expulsions, will comply with the provisions of applicable federal and state laws including, but not limited to, the IDEA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 3).

## District Response to a Threat or Incident of Violence by a Student

### Reporting a Threat of Violence or Incidence of Violence

In the case of any threat of violence or incident of violence that results in injury, property damage, or assault by a student, the teacher will report to the school principal or lead administrator within 24 hours of the incident. The principal or lead administrator will notify the parent or guardian of the student(s) who threatened or perpetrated an act of violence and the student(s) whom the threatened or perpetrated act of violence was made against within 24 hours after receipt of the teacher's report and complete an investigation of the incident as soon as possible. The classroom teacher may also notify the parent or guardian of the student who made the threat or caused the incident, and the parent or guardian of the student against whom the threat or incident was directed (2023 Iowa Acts, chapter 96 (House File 604), sec. 4).

## Escalating Responses by Grade Band

### Grades PK-2

Level	Escalating Response
Level 1	<ul style="list-style-type: none"> <li>• Requires parent or guardian notification.</li> <li>• Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Responses may include any of the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention; and/or</li> <li>○ Temporary removal from class.</li> </ul> </li> </ul> <p>Unless the first offense is unusually serious, the administrator will avoid permanent removal from a class.</p>
Level 2	<ul style="list-style-type: none"> <li>• Requires parent or guardian notification.</li> <li>• Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>• Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Responses to the incident may include the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li> <li>○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.</li> </ul> </li> </ul>



Level 2	<ul style="list-style-type: none"> <li>• Requires parent or guardian notification.</li> <li>• Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>• Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Response to an incident may include, but are not limited to, the following: <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li> <li>○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.</li> </ul> </li> </ul>
Level 3	<ul style="list-style-type: none"> <li>• Requires parent or guardian notification.</li> <li>• Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>• Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Response to an incident may include the following: <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Out-of-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li> <li>○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or</li> <li>○ Recommendation for expulsion.</li> </ul> </li> </ul>

## Grades 6-8

Level	Escalating Response
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**Grades 9-12**

<p>Level 1</p>	<ul style="list-style-type: none"> <li>• Requires parent or guardian notification.</li> <li>• Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Responses to an incident may include, but are not limited to, the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary removal from extracurricular activities;</li> <li>○ Temporary removal from class;</li> <li>○ In-school suspension; and/or</li> <li>○ Suspension of transportation, if misconduct occurred in a school vehicle.</li> </ul> </li> </ul>
<p>Level 2</p>	<ul style="list-style-type: none"> <li>• Requires parent or guardian notification.</li> <li>• Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>• Requires individualized educational program (IEP) meeting, if the student has an IEP.</li> <li>• Response to an incident may include the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate and with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Out-of-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li> <li>○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.</li> </ul> </li> </ul>

**Removal from the classroom** means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Adopted

Revised

Reviewed