

# **EAST BUCHANAN COMMUNITY SCHOOL DISTRICT**

## **AGENDA - Regular School Board Meeting**

July 10, 2019 at 5:00 P.M. in Library - Middle School Entrance

### EAST BUCHANAN MISSION STATEMENT

To challenge students to think critically, communicate effectively, develop values and contribute to society.

- 1. CALL TO ORDER**
- 2. MISSION STATEMENT**
- 3. PUBLIC FORUM** - During this time we welcome interested persons who may wish to present comments, suggestions, or concerns in regard to any programs operated by the school district. However, an item must be included on the Agenda before the Board of Education can officially act upon it.
- 4. APPROVE AGENDA**
- 5. APPROVE CONSENT AGENDA**
  - a. Minutes from the Regular Meeting on June 12, 2019
  - b. List of Bills
  - c. Financial Reports
  - d. Early Graduation Requests
  - e. Resignations(s) - Jami Crawford as associate; Kayla Gallup as MS softball coach
  - f. Hire(s)
  - g. Transfer(s) - Sara Dolan to preschool associate
  - h. Termination(s) -
- 6. COMMUNITY/PROGRAM PRESENTATIONS**
- 7. ADMINISTRATIVE UPDATES & REPORTS**
  - a. Eric Dockstader - Secondary Update
  - b. Dan Fox - District/Elementary Update
  - c. Facilities Update
- 8. ACTION ITEMS**
  - a. Appointment of Board Secretary
  - b. Appointment of Board Treasurer
  - c. Approval to Sell Outdated Equipment
  - d. Formal Designation of Grade Level Organization of Buildings
  - e. Participation in Free and Reduced Lunch Program
  - f. 2019-2020 Board Meeting Dates
  - g. 2019-2020 Depositories
  - h. 2019-2020 Milk Bids
  - i. 2019-2020 Bread Bids
  - j. Kitchen Serving Line Bids
  - k. Preschool Handbook
  - l. Elementary Handbook
  - m. Secondary Handbook/Laptop Handbook
  - n. Board Policy Review – 1st Reading (IASB Policy Primer, 2019 Legislative Updates) - 203, 206.2, 307, 501.5, 505.5, 603.1
  - o. Board Policy Review - 2nd Reading - same as above
- 9. CLOSED SESSION** - Driver and Substitute Wages (Iowa Code Section 21.9)
- 10. WAGES OF DRIVERS AND SUBSTITUTES FOR 2019-2020**
- 11. BUCCANEER BRAG-ABOUT**
- 12. STUDENT QUESTIONS**
- 13. ADJOURN**

East Buchanan Community School District  
Board Meeting Minutes – June 12, 2019

**Call to Order:** President Greg Schmitt called the meeting to order at 5:00 pm. The board recited the East Buchanan Mission Statement. Members present: Aaron Cook, Scott Cooksley, Greg Schmitt, Chad Staton, and Shawn Stone. Administration present: Dan Fox, Superintendent/Elementary Principal; Eric Dockstader, MS/HS Principal; Teresa Knipper, Business Manager/Board Secretary. Several visitors were present. Motions carried with all ayes unless otherwise noted.

**Public Forum:** Barb Bullerman asked about text messages being sent to parents for last minute changes to sporting events and about an email that she sent to the board regarding a staff member. The board responded that a mass text message is sent to everyone, not just the parents involved and that they are aware of the situation she presented in her email but are not allowed to discuss personnel issues in public forum.

**Approve Agenda:** Motion to approve the agenda was made by Staton, second by Cooksley.

**Approve Consent Agenda:** Motion to approve the Consent Agenda with the removal of the employee transfer was made by Cook, second by Stone. Items included on the Consent Agenda: minutes of the May 14th meeting, May financial reports, expenditures listed, and termination of Sue Webster as Food Services Director.

**Community/Program Presentations:** None.

**Administrative Reports:** Dockstader explained that there will be changes in the science curriculum due to the requirements changing. He also presented an item to add to the handbook regarding parent transport of students due to conflict of non-school and school activities on the weekend. Fox gave a facilities update that there will be a meeting with Larson Construction regarding the progress on the cage, intercom, and phone system. Mike Kerkove gave an update on the greenhouse.

**Board Policy Review** – Motion made by Stone, second by Staton to approve the 2nd reading with recommended changes to policies 213, 213R1, 213.1, and 402.5.

**Emergency Operations Plan** – Fox presented that the district has met all the requirements for the Emergency Operations Plan.

**2019-2020 Fee Schedule and Meal Prices** – Motion was made by Staton, second by Cook to approve the 2019-2020 fee schedule and meal prices.

**Board Resolution to Transfer Funds for Athletic Equipment** – Motion was made by Staton, second by Stone to approve transfer of \$2,126.31 from general fund to activity fund for athletic equipment.

**Approval to Pay Outstanding Invoices for 2018-2019 received by June 30, 2019** – Motion by Cook, second by Cooksley to approve that all invoices received by June 30<sup>th</sup> be paid before the next board meeting.

**Board Distribution of Remaining Senior Class 2019 Funds** – Motion by Staton, second by Stone to approve remaining funds be used for landscaping.

**Board Distribution of 2018-2019 Activity Fund Interest** - Motion by Staton, second by Cooksley to approve that the activity fund interest be distributed as \$300 to NHS and the balance to the Buccaneer Network. Ayes: Staton, Cooksley, Stone Nays: Cook, Schmitt

**2019-2020 Shared Services Agreements with Independence CSD** – Motion by Stone, second by Cook to approve the Food Services Director agreement. Motion carried with all ayes. Motion by Cook, second by Staton to approve the Human Resources Director agreement. Motion carried with all ayes. Motion by Cook, second by Staton to approve the Buildings & Grounds Manager agreement. Ayes: Cook, Staton, Cooksley, Schmitt Nays: Stone

**Hawkeye Community College Agreement** - Motion by Staton, second by Cooksley to approve the agreement for the Summer 2019 Semester.

**Closed Session** – Motion by Cook, second by Cooksley to go into closed session at 6:22 pm for superintendent annual evaluation. Motion by Staton, second by Cook to return to open session at 6:51 pm.

**Exempt Session** – Motion by Cook, second by Cooksley to go into exempt session at 6:52 pm to discuss non-master contracts. Motion by Staton, second by Stone to return to open session at 7:04 pm.

**Salaries of Non-master Contract Personnel** – Motion by Cook, second by Staton to follow Dan Fox's recommendations for salaries of non-master contract personnel at an overall increase of 1.539%.

**Buccaneer Brag About** – Aaron Cook commented on how well the district handled all the weather related school closings during the year.

**Student Questions** – None

**Adjourn** – Motion was made by Staton, second by Stone to adjourn the meeting at 7:08 pm.

Next regular meeting is scheduled for July 10, 2019 at 5:00 pm.

---

Board Secretary

---

Board President

Invoice Listing - Summary

Posted - All; Batch Description General Extra Invoices-June 2019; Processing Month 06/2019

User ID: TMK

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
ALLIUTIL	ALLIANT ENERGY	20190627	Gas/Electric	06/27/2019	06/28/2019	1	28099	8,133.07
BEATCHER	Beatty, Cheryl	20190627	GRAD HOUR REIMBURSEMENT	06/27/2019	06/28/2019	1	28100	135.00
BODEIMPL	BODENSTEINER IMPLEMENT	57082	REPAIR	06/27/2019	06/28/2019	1	28101	150.79
BODEIMPL	BODENSTEINER IMPLEMENT	58015	MOWER REPAIR	06/27/2019	06/28/2019	1	28101	110.40
BODEIMPL	BODENSTEINER IMPLEMENT	58135	MOWER REPAIR	06/27/2019	06/28/2019	1	28101	16.27
CRAEA	CENTRAL RIVERS AEA	201903694	Purch Services	06/14/2019	06/28/2019	1	28102	4,605.00
CHROMPARTS	Chromebook Parts.com	25787	Chromebook parts	06/27/2019	06/28/2019	1	28103	719.70
CITYLAUN	CITY LAUNDERING CO.	1460381	TRANSPORTATION PURCHASED SERVICE	06/27/2019	06/28/2019	1	28104	37.89
DONSTRUC	DON'S TRUCK SALES, INC	88493	bus repair	06/12/2019	06/28/2019	1	28105	1,100.63
FOLLSOFT	FOLLETT SCHOOL SOLUTIONS, INC.	498830	LIBRARY BOOKS	06/10/2019	06/28/2019	1	28106	1,064.77
HARECHAR	Hare, Charlene	20190627	DOT physical	06/27/2019	06/28/2019	1	28107	95.00
MARC	MARC	0668033	CLEANING SUPPLIES	06/14/2019	06/28/2019	1	28108	2,769.05
MCELROYS	MCELROY'S FOOD MARKET	00461567	SUMMER SCHOOL SUPPLIES	06/27/2019	06/28/2019	1	28109	11.94
MCELROYS	MCELROY'S FOOD MARKET	00461813	SUMMER SCHOOL SUPPLIES	06/20/2019	06/28/2019	1	28109	12.96
THENEWS	NEWS, THE	24538	PUBLIC NOTICES/ADVERTISING	06/28/2019	06/28/2019	1	28110	638.38
POSTMASTER	POSTMASTER	20190627	Newsletter postage	06/27/2019	06/27/2019	1	28098	228.77
PREMPART	Premier Parts Inc.	439483 & 439559	Bus Parts	06/21/2019	06/28/2019	1	28111	341.28
PREMPART	Premier Parts Inc.	439529	Bus Parts	06/22/2019	06/28/2019	1	28111	33.99
RECKNATH	Reck, Nathan	20190627	DOT PHYSICAL	06/27/2019	06/28/2019	1	28112	150.00
SCHOBUSS	SCHOOL BUS SALES CO	83836	VAN/BUS REPAIR	06/13/2019	06/28/2019	1	28113	7.07
SCHOBUSS	SCHOOL BUS SALES CO	84240	VAN/BUS REPAIR	06/21/2019	06/28/2019	1	28113	421.28
SCHOBUSS	SCHOOL BUS SALES CO	84241	VAN/BUS REPAIR	06/21/2019	06/28/2019	1	28113	211.54
TIMBBILL	TIMBERLINE BILLING SERVICE LLC	17163	MEDICAID PURCH SERVICE	06/28/2019	06/28/2019	1	28114	454.30
VANMETER	VAN METER ELECTRIC SUPPLY CO	S010742578.001	ELECTRICAL SUPPLIES	06/14/2019	06/28/2019	1	28115	744.00
WALMART	WALMART COMMUNITY BRC	20190627	HS SUMMER SCHOOL SUPPLIES	06/03/2019	06/28/2019	1	28116	70.46
WARDBIOL	WARD'S NATURAL SCIENCE	8086642224	SCIENCE SUPPLIES	06/18/2019	06/28/2019	1	28117	286.46
WESTDELA	WEST DELAWARE CSD	0619WWD-2	BUS PARTS	06/06/2019	06/28/2019	1	28118	265.96
WESTDELA	WEST DELAWARE CSD	20190627	TRANSPORTATION SERVICES	06/12/2019	06/28/2019	1	28118	1,491.92
WESTDELA	WEST DELAWARE CSD	20190627-0001	TRANSPORTATION SERVICES	06/13/2019	06/28/2019	1	28118	175.52

Report Total: 24,483.40

East Buchanan Community School  
06/28/2019 10:02 AM

**Detail Check Register**  
Nutrition Extra Invoices - June 2019

Page: 1  
User ID: KLG

**Checking Account:** 6      **Nutrition Fund**

Check Number: 1703

Check Type: Check

Invoice Number

Invoice Date

PO Number

0604011911

04/01/2019

0604011911

04/01/2019

Check Date: 06/26/2019

Vendor: EMSDETER

Detail Description

General Supplies

Other Expenses

EMS DETERGENT SERVICES CO.

Chart of Account Number

61 0000 3110 000 0000 618

61 0000 3110 000 0000 632

Check Total:

52.80

Detail Amount

52.50

0.30

\*Denotes Expensed Invoice Item

Checking Account ID: 6

Total without Voids: 52.80

Detail Check Register  
Activity Extra Checks - June 2019

<b>Checking Account: 2</b>		<b>Activity Fund</b>					
Check Number: 12039	Check Type: Check	Invoice Date	PO Number	Check Date: 06/19/2019	Vendor: BARN TOM	Check Total:	
61319		06/13/2019		ATHLETICS OFFICIALS		<u>Detail Amount</u>	110.00
Check Number: 12040	Check Type: Check	Invoice Date	PO Number	Check Date: 06/19/2019	Vendor: HARRCRAI	Check Total:	105.00
61719		06/17/2019		ATHLETICS OFFICIALS		<u>Detail Amount</u>	105.00
Check Number: 12041	Check Type: Check	Invoice Date	PO Number	Check Date: 06/19/2019	Vendor: MADICLAR	Check Total:	105.00
061719		06/17/2019		ATHLETICS OFFICIALS		<u>Detail Amount</u>	105.00
Check Number: 12042	Check Type: Check	Invoice Date	PO Number	Check Date: 06/19/2019	Vendor: MURPHBOB	Check Total:	80.00
61319		06/13/2019		ATHLETICS OFFICIALS		<u>Detail Amount</u>	80.00
Check Number: 12043	Check Type: Check	Invoice Date	PO Number	Check Date: 06/19/2019	Vendor: OLISOERIC	Check Total:	95.00
61819		06/18/2019		ATHLETICS OFFICIALS		<u>Detail Amount</u>	95.00
Check Number: 12044	Check Type: Check	Invoice Date	PO Number	Check Date: 06/19/2019	Vendor: PUTZDALL	Check Total:	85.00
61819		06/18/2019		ATHLETICS OFFICIALS		<u>Detail Amount</u>	85.00
Check Number: 12045	Check Type: Check	Invoice Date	PO Number	Check Date: 06/19/2019	Vendor: STANRAND	Check Total:	80.00
61319		06/13/2019		ATHLETICS OFFICIALS		<u>Detail Amount</u>	80.00
Check Number: 12046	Check Type: Check	Invoice Date	PO Number	Check Date: 06/19/2019	Vendor: TROEMARK	Check Total:	120.00
61719		06/17/2019		ATHLETICS OFFICIALS		<u>Detail Amount</u>	120.00
Check Number: 12047	Check Type: Check	Invoice Date	PO Number	Check Date: 06/19/2019	Vendor: YUSKBILL	Check Total:	110.00
61719		06/17/2019		ATHLETICS OFFICIALS		<u>Detail Amount</u>	110.00
Check Number: 12048	Check Type: Check	Invoice Date	PO Number	Check Date: 06/26/2019	Vendor: BARN TOM	Check Total:	110.00
62419		06/24/2019		ATHLETICS OFFICIALS		<u>Detail Amount</u>	110.00
Check Number: 12049	Check Type: Check	Invoice Date	PO Number	Check Date: 06/26/2019	Vendor: PUTZDALL	Check Total:	80.00
62419		06/24/2019		ATHLETICS OFFICIALS		<u>Detail Amount</u>	80.00
Check Number: 12050	Check Type: Check	Invoice Date	PO Number	Check Date: 06/26/2019	Vendor: WRIGKYLE	Check Total:	80.00
				<u>Detail Description</u>		<u>Detail Amount</u>	

Checking Account: 2		Activity Fund							
62419	06/24/2019	Check Type: Check	Invoice Date	PO Number	Check Date: 06/27/2019	Vendor: MUNGJAKE	ATHLETICS OFFICIALS	21 0000 1400 920 6600 345	80.00
Check Number: 12051					<u>Detail Description</u>				Check Total: 100.00
62619	06/26/2019				ATHLETICS OFFICIALS			Chart of Account Number	<u>Detail Amount</u> 100.00
Check Number: 12052		Check Type: Check	Invoice Date	PO Number	Check Date: 06/27/2019	Vendor: YESSJORD	JORDAN YESSAK	21 0000 1400 920 6600 345	100.00
62619	06/26/2019				<u>Detail Description</u>			Chart of Account Number	<u>Detail Amount</u> 100.00
Check Number: 12053		Check Type: Check	Invoice Date	PO Number	Check Date: 06/28/2019	Vendor: BERGMAN	ROBERT BERGMAN	21 0000 1400 920 6600 345	105.00
62719	06/27/2019				<u>Detail Description</u>			Chart of Account Number	<u>Detail Amount</u> 105.00
Check Number: 12054		Check Type: Check	Invoice Date	PO Number	Check Date: 06/28/2019	Vendor: CAMPBOB	BOB CAMP	21 0000 1400 920 6600 345	105.00
62719	06/27/2019				<u>Detail Description</u>			Chart of Account Number	<u>Detail Amount</u> 105.00
Check Number: 12055		Check Type: Check	Invoice Date	PO Number	Check Date: 06/28/2019	Vendor: PUTZDALL	DALLYN PUTZ	21 0000 1400 920 6600 345	105.00
62719	06/27/2019				<u>Detail Description</u>			Chart of Account Number	<u>Detail Amount</u> 105.00
Check Number: 12056		Check Type: Check	Invoice Date	PO Number	Check Date: 06/28/2019	Vendor: WRIGKYLE	KYLE WRIGHT	21 0000 1400 920 6600 345	110.00
62719	06/27/2019				<u>Detail Description</u>			Chart of Account Number	<u>Detail Amount</u> 110.00
Check Number: 12057		Check Type: Check	Invoice Date	PO Number	Check Date: 06/28/2019	Vendor: ANAMIFFA	ANAMOSA FFA	21 0000 1400 920 6600 345	100.00
100	03/07/2019				<u>Detail Description</u>			Chart of Account Number	<u>Detail Amount</u> 100.00
Check Number: 12058		Check Type: Check	Invoice Date	PO Number	Check Date: 06/28/2019	Vendor: BSNSPORT	BSN SPORTS, INC.	21 0000 1400 920 6600 810	5.06
905239280*	05/09/2019				<u>Detail Description</u>			Chart of Account Number	<u>Detail Amount</u> 1.06
905314585*	05/23/2019				ATHLETICS DUES AND FEES			21 0000 1400 920 6600 899	4.00
Check Number: 12059		Check Type: Check	Invoice Date	PO Number	Check Date: 06/28/2019	Vendor: BUFFCREE	BUFFALO CREEK GOLF COURSE	21 0000 1400 920 6600 618	95.00
2019	06/21/2019				<u>Detail Description</u>			Chart of Account Number	<u>Detail Amount</u> 95.00
Check Number: 12060		Check Type: Check	Invoice Date	PO Number	Check Date: 06/28/2019	Vendor: THECHUTE	THE CHUTE	21 0000 1400 920 6600 739	238.00
461	06/21/2019				<u>Detail Description</u>			Chart of Account Number	<u>Detail Amount</u> 238.00
Check Number: 12061		Check Type: Check	Invoice Date	PO Number	Check Date: 06/28/2019	Vendor: DONLDEB	Debra Donlea	21 0000 1400 920 6600 618	121.79
62719	06/27/2019				<u>Detail Description</u>			Chart of Account Number	<u>Detail Amount</u> 121.79

Checking Account: 2 Activity Fund

Check Number: 12062 <u>Invoice Number</u> 000094	<u>Check Date</u> 06/18/2019	<u>Check Type</u> : Check <u>PO Number</u>	<u>Check Date</u> : 06/28/2019 <u>Detail Description</u> CLASS OF 2019 SUPPLIES	<u>Vendor</u> : HOYLPHOT	<u>Chart of Account Number</u> 21 0000 1400 950 7074 618	<u>Check Total</u> : <u>Detail Amount</u> 282.00
Check Number: 12063 <u>Invoice Number</u> 62619	<u>Check Date</u> 06/26/2019	<u>Check Type</u> : Check <u>PO Number</u>	<u>Check Date</u> : 06/28/2019 <u>Detail Description</u> CHEERLEADING CLUB OTHER EXPENSE	<u>Vendor</u> : ICCA	<u>Chart of Account Number</u> 21 0000 1400 920 6693 899	<u>Check Total</u> : <u>Detail Amount</u> 45.00
Check Number: 12064 <u>Invoice Number</u> REG-0010549696	<u>Check Date</u> 06/26/2019	<u>Check Type</u> : Check <u>PO Number</u>	<u>Check Date</u> : 06/28/2019 <u>Detail Description</u> CHEERLEADING CLUB OTHER EXPENSE	<u>Vendor</u> : NATICHEE	<u>Chart of Account Number</u> 21 0000 1400 920 6693 899	<u>Check Total</u> : <u>Detail Amount</u> 118.00
Check Number: 12065 <u>Invoice Number</u> 61719	<u>Check Date</u> 06/17/2019	<u>Check Type</u> : Check <u>PO Number</u>	<u>Check Date</u> : 06/28/2019 <u>Detail Description</u> DANCE TEAM SUPPLIES	<u>Vendor</u> : RECKNICO	<u>Chart of Account Number</u> 21 0000 1400 920 6694 618	<u>Check Total</u> : <u>Detail Amount</u> 117.11
Check Number: 12066 <u>Invoice Number</u> 916300064101	<u>Check Date</u> 06/12/2019	<u>Check Type</u> : Check <u>PO Number</u>	<u>Check Date</u> : 06/28/2019 <u>Detail Description</u> LIBRARY CLUB SUPPLIES	<u>Vendor</u> : WALMART	<u>Chart of Account Number</u> 21 0000 1400 950 7018 618	<u>Check Total</u> : <u>Detail Amount</u> 25.44

\*Denotes Expensed Invoice Item

Checking Account ID: 2

Total without Voids: 2,932.40



Invoice Listing - Summary

Posted - All; Batch Description 2 Records Selected; Processing Month 06/2019

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	Invoice Amount
* ANDEELEC	ANDERSON ELECTRIC	9783	GREENHOUSE	06/28/2019				9,241.35
* CEDAFALL	CEDAR FALLS CSD	20190710	CONSORTIUM BILLING	06/30/2019				5,322.18
CRAEA	CENTRAL RIVERS AEA	201904053	NEWSLETTER PRINTING	06/28/2019				192.00
CRAEA	CENTRAL RIVERS AEA	202000006	CPI TRAINING	07/02/2019				800.00
CRAEA	CENTRAL RIVERS AEA	CFR-83828	COMPUTER REPAIR	06/10/2019				274.95
CHASCARD	CHASE CARD SERVICES	20190705	JMC-REGIONAL CONFERENCE	06/04/2019				0.00
CHASCARD	CHASE CARD SERVICES	20190705-0001	IA DEPT PUBLIC SAFETY-BACKGROUND CHECKS	06/06/2019				0.00
CHASCARD	CHASE CARD SERVICES	20190705-0002	NORTON-INTERNET SECURITY	06/25/2019				0.00
* CITYLAUN	CITY LAUNDERING CO.	1468170	TRANSPORTATION PURCHASED SERVICE	07/10/2019				37.89
CITYWINT	CITY OF WINTHROP	20190705	WATER/SEWER	06/27/2019				727.35
DHS	DHS CASHIER 1ST FL	10122898	STATE MEDICAID MATCH	06/30/2019				5,062.67
DUBUFIRE	DUBUQUE FIRE EQUIPMENT, INC.	144740	FIRE EXTINGUISHER SERVICE	06/28/2019				113.60
* ICN	IOWA COMMUNICATIONS NETWORK	561892	ICN SERVICES	07/10/2019				104.14
IOWADIV	IOWA DIVISION OF LABOR SERVICES	168730	BOILER INSPECTION	06/21/2019				320.00
JPGASWAY	JPGASWAY	944775-000	Bldgs & Grounds Supplies	06/27/2019				1,991.62
NUTRIEN	NUTRIEN AG SOLUTIONS	39520950	GRASS SEED	06/21/2019				100.00
PRESTOX	PRESTO-X	3408403	Kitchen-Pest Service	06/25/2019				61.00
TIMECLOCK	TimeClock Plus	501358	time clock license renewal	06/21/2019				1,800.00
* TNTREPA	TNT REPAIR	22862	TIRE REPAIRS	07/10/2019				17.14
* TNTREPA	TNT REPAIR	22976	OIL	07/10/2019				7.98
VANMETER	VAN METER ELECTRIC SUPPLY CO	S010742578.002	ELECTRICAL SUPPLIES	06/28/2019				205.00
WEBEPAPE	WEBER PAPER COMPANY	W033644	CUSTODIAL/MAINTENANCE SUPPLIES	06/27/2019				3,373.35
WEBEPAPE	WEBER PAPER COMPANY	W033848	CUSTODIAL/MAINTENANCE SUPPLIES	06/26/2019				404.00
WINTBUIL	WINTHROP BUILDING SUPPLY	20190705	SUPPLIES	07/01/2019				276.11

Report Total: 30,432.33

07/10/2019 11:53 AM

Vendor ID: Vendor Name

Batch Description: General Invoices-July 2019

## Invoice Listing - Summary

Unposted; Batch Description General Invoices-July 2019

User ID: TMK

Invoice Amount

Invoice Date Check Date Checking Account ID Check Number

Description Processing Month: 07/2019

Invoice Number

*BLACKHAWK	BLACK HAWK WAST DISP, INC.	657486	GARBAGE	07/01/2019		670.00
*CDWG	CDW GOVERNMENT, INC	SNX2200	TECH SUPPLIES	07/10/2019		22,978.51
CHASCARD	CHASE CARD SERVICES	20190705-0003	TACONY CORP-CUSTODIAL EQUIP & SUPPLIES	07/03/2019		695.96
WILGCRAIG	CRAIG WILGENBUSCH	20190705	DOT EXAM	07/03/2019		150.00
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	20190705	TELEPHONE	07/01/2019		1,712.92
EDGENUITY	EDGENUITY INC.	134263	LICENSE	06/04/2019		1,200.00
*BOYSTOWN	FATHER FLANAGAN'S BOYS HOME	12950	GUIDANCE SUPPLIES	07/10/2019		0.00
IASBO	IA ASSOC OF SCH BUS OFFICIALS	300002711	19-20 MEMBERSHIP	06/13/2019		175.00
IASB	IOWA ASSOC OF SCHOOL BOARDS	IASBMBR006597	MEMBERSHIP DUES	07/01/2019		2,250.00
ISFIS	ISFIS	FY2019-20	19-20 MEMBERSHIP	07/01/2019		1,442.10
KAYCHAP	KAY L. CHAPMAN CPA PC	20190705	CAR WORKSHOP	07/05/2019		125.00
KONEINC	KONE INC.	959296100	MAINTENANCE AGREEMENT	07/01/2019		183.78
*THELIBRA	LIBRARY STORE, INC. THE	415428	LMC SUPPLIES	07/10/2019		59.74
*THELOREN	LORENZ CORPORATION, THE	RV2565045	SUBSCRIPTION	07/10/2019		99.95
BECKMARK	Mark J. Becker & Associates, LLC	EBCSD08-19	BENEFIT COMPLIANCE PROGRAM	07/05/2019		1,500.00
*MENARDS	MENARDS	35025	BLDGS & GROUNDS SUPPLIES	07/10/2019		23.97
NEIBINSU	NEIGHBOR INSURANCE	20190705	INSURANCE	07/05/2019		90,062.50
*ORIENTAL	OTC BRANDS, INC.	697038472-01	MS READING SUPPLIES	07/10/2019		23.45
*PLANROAD	PLANK ROAD PUBLISHING, INC	20-000196	MUSIC K-8 SUBSCRIPTION	07/10/2019		119.45
PLTWIN	PROJECT LEAD THE WAY	180899	19-20 PARTICIPATION	07/05/2019		750.00
*QUILCORP	QUILL CORPORATION	8443212	SUPPLIES	07/10/2019		43.75
REGALPL	Regal Plastic	10764886	IND ARTS SUPPLIES	07/01/2019		32.19
*SCHOSP	SCHOOL SPECIALTY/CLASSROOM DIRECT	208123110059	ELEM OFFICE SUPPLIES	07/10/2019		50.19
*SHAFDEAN	Shafer, Donna	20190710	DOT EXAM	07/10/2019		95.00
*THRESHOLD	THRESHOLD	I419041	HS OFFICE SUPPLIES	07/10/2019		60.00
*THRESHOLD	THRESHOLD	I419042	ELEM OFFICE SUPPLIES	07/10/2019		90.00
*VANMETER	VAN METER ELECTRIC SUPPLY CO	S010742578.003	ELECTRICAL SUPPLIES	07/10/2019		717.50
*WEBEPAE	WEBER PAPER COMPANY	W003644A	CUSTODIAL/MAINTENANCE SUPPLIES	07/10/2019		1,551.30

Batch Total:

126,862.26

Report Total:

126,862.26

Batch Description: Activity Invoices - July 2019  
Vendor ID: PUTZDALL PUTZ, DALLYN

Description: BB Official - 7/3/19

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 920 6600 345 ATHLETICS OFFICIALS

Processing Month: 07/2019

PO Number:

Invoice Date: 07/03/2019 Due Date: 07/05/2019 Status: PP 1099 Amount: 0.00

Checking Account ID: 2 Check Number: 12067 Check Date: 07/05/2019

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

110.00 0.00 N

Invoice Number: 7319

Amount: 110.00

Vendor ID: WRIGKYLE WRIGHT, KYLE

Description: BB Official - 7/3/19

Sequence: 1 Check Type: Check

Chart of Account Number Detail Description

21 0000 1400 920 6600 345 ATHLETICS OFFICIALS

PO Number:

Invoice Date: 07/03/2019 Due Date: 07/05/2019 Status: PP 1099 Amount: 110.00

Checking Account ID: 2 Check Number: 12068 Check Date: 07/05/2019

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

110.00 110.00 N

Invoice Number: 7319

Amount: 110.00

Batch 1099 Total:

110.00

Batch Total: 220.00

Report 1099 Total:

110.00

Report Total: 220.00

**RECEIPTS**

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$0.00	\$8,822.90	\$8,822.90
Student Lunch	\$3,861.00	\$79,535.24	\$83,396.24
lt Breakfast	\$0.00	\$319.00	\$319.00
Adult Lunch	\$0.00	\$5,613.70	\$5,613.70
Alacarte	\$0.00	\$43,309.85	\$43,309.85
Snacks	\$2,464.48	\$12,297.93	\$14,762.41
Federal Breakfast	\$0.00	\$26,201.77	\$26,201.77
Federal Lunch	\$0.00	\$106,381.54	\$106,381.54
State Breakfast	\$0.00	\$598.69	\$598.69
State Lunch	\$0.00	\$1,758.76	\$1,758.76
Other Revenues	-\$44.08	-\$567.33	-\$611.41
Rebates	\$0.00	\$0.00	\$0.00
Interest	\$66.34	\$570.26	\$636.60
<b>TOTAL INCOME</b>	<b>\$6,347.74</b>	<b>\$284,842.31</b>	<b>\$291,190.05</b>

**EXPENDITURES**

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$8,075.69	\$142,303.45	\$150,379.14
Commodities	\$3,413.48	\$8,088.28	\$11,501.76
Supplies	\$208.51	\$6,880.12	\$7,088.63
Purchased Services	\$0.00	\$228.90	\$228.90
Equipment	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$28.08	\$28.08
Other Expenses	\$258.40	\$1,701.40	\$1,959.80
Cooks Salaries	\$9,113.80	\$95,869.71	\$104,983.51
Benefits	\$3,696.32	\$41,849.18	\$45,545.50
<b>TOTAL EXPENDITURES</b>	<b>\$24,766.20</b>	<b>\$296,949.12</b>	<b>\$321,715.32</b>

**LANCE**

		0 PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$57,464.01	\$57,464.01
Income	\$6,347.74	\$298,987.35	\$305,335.09
Expenditures	\$24,766.20	\$296,949.12	\$321,715.32
<b>FUND BALANCE</b>	<b>-\$18,418.46</b>	<b>\$59,502.24</b>	<b>\$41,083.78</b>

**MEALS SERVED**

	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	1,014	8,019	9,033
Reduced Student Breakfasts	286	2,225	2,511
Free Student Breakfasts	1,566	11,397	12,963
Second Breakfasts	273	1,960	2,233
Adult Breakfasts	55	301	356
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
<b>TOTAL BREAKFASTS SERVED</b>	<b>3,194</b>	<b>23,902</b>	<b>27,096</b>

Paid Student Lunches	4,727	37,999	42,726
Reduced Student Lunches	730	5,963	6,693
Free Student Lunches	2,817	22,140	24,957
Second Lunches	1	16	17
Adult Lunches	161	1,713	1,874
Student Guest Lunches	0	4	4
Complimentary Lunches	0	22	22
<b>TOTAL LUNCHES SERVED</b>	<b>8,436</b>	<b>67,857</b>	<b>76,293</b>

**PAID**  
382

**FREE**  
190

**REDUCED**  
50

**TOTAL**  
622

2018-2019

East Buchanan

Hot Lunch  
Report**DAYS MEALS SERVED**

July	0
August	5
September	19
October	22
November	18
December	15
January	15
February	15
March	20
April	21
May	21
June	0
<b>TOTALS</b>	<b>171</b>

June 30, 2019

# HS PROJECT- MONTHLY DETAIL

Date	Description	GO BOND CHECKING ACCOUNT			GO BOND SAVINGS ACCOUNT			TOTAL ALL
		Receipts	Expenses	BALANCE	Receipts/ Interest	Transfer to Checking	BALANCE	
3/8/2017	Initial good faith deposit			65,000.00			-	65,000.00
3/29/2017	S&P Global-purch serv		(626.00)	64,374.00			-	64,374.00
3/29/2017	S&P Global-purch serv		(14,000.00)	50,374.00			-	50,374.00
4/13/2017	Struxture-architect fee		(32,344.21)	18,029.79			-	18,029.79
5/1/2017	Original GO Bond wire-BT			18,029.79	6,500,000.00		6,500,000.00	6,518,029.79
5/1/2017	Premium on bond issue			18,029.79	196,415.65		6,696,415.65	6,714,445.44
5/10/2017	Xfer from Savings to Checking	50,000.00		68,029.79		(50,000.00)	6,646,415.65	6,714,445.44
5/1/2017	wire fee		(30.00)	67,999.79			6,646,415.65	6,714,415.44
5/10/2017	trans fee		(250.00)	67,749.79			6,646,415.65	6,714,165.44
5/10/2017	Piper Jaffrey-financial services		(22,000.00)	45,749.79			6,646,415.65	6,692,165.44
5/31/2017	Interest			45,749.79	6,397.72		6,652,813.37	6,698,563.16
5/31/2017	discount on bond issue			45,749.79		(58,568.75)	6,594,244.62	6,639,994.41
5/31/2017	wire fee			45,749.79		(5.00)	6,594,239.62	6,639,989.41
6/15/2017	Xfer from Savings to Checking	192,379.83		238,129.62		(192,379.83)	6,401,859.79	6,639,989.41
6/15/2017	Struxture-architect fee		(188,331.83)	49,797.79			6,401,859.79	6,451,657.58
6/15/2017	Ahlers & Cooney		(448.00)	49,349.79			6,401,859.79	6,451,209.58
6/15/2017	Chosen Valley Testing-soil sampling		(3,250.00)	46,099.79			6,401,859.79	6,447,959.58
6/15/2017	Iowa DNR-storm water permit		(350.00)	45,749.79			6,401,859.79	6,447,609.58
6/30/2017	Interest			45,749.79	6,080.55		6,407,940.34	6,453,690.13
7/30/2017	Interest			45,749.79	6,195.23		6,414,135.57	6,459,885.36
8/10/2017	Xfer from Savings to Checking	87,644.70		133,394.49		(87,644.70)	6,326,490.87	6,459,885.36
8/10/2017	Larson Const.-App #1		(71,186.73)	62,207.76			6,326,490.87	6,388,698.63
8/10/2017	Struxture-architect fee		(996.68)	61,211.08			6,326,490.87	6,387,701.95
8/10/2017	Ahlers & Cooney-bond docs		(15,461.29)	45,749.79			6,326,490.87	6,372,240.66
8/31/2017	Interest			45,749.79	5,920.73		6,332,411.60	6,378,161.39
9/15/2017	Xfer from Savings to Checking	6,485.64		52,235.43		(6,485.64)	6,325,925.96	6,378,161.39
9/15/2017	Struxture-architect fee		(6,485.64)	45,749.79			6,325,925.96	6,371,675.75
9/30/2017	Interest			45,749.79	5,920.73		6,331,846.69	6,377,596.48
10/12/2017	Xfer from Savings to Checking	492,715.22		538,465.01		(492,715.22)	5,839,131.47	6,377,596.48
10/12/2017	Struxture-architect fee		(871.21)	537,593.80			5,839,131.47	6,376,725.27
10/11/2017	Larson Const.-App #2		(430,583.32)	107,010.48			5,839,131.47	5,946,141.95
10/11/2017	Larson Const.-App #3		(62,131.90)	44,878.58			5,839,131.47	5,884,010.05
10/31/2017	Interest			44,878.58	5,795.12		5,844,926.59	5,889,805.17
11/15/2017	Struxture-architect fee		(3,939.97)	40,938.61			5,844,926.59	5,885,865.20
11/15/2017	Xfer from Savings to Checking	152,338.91		193,277.52		(152,338.91)	5,692,587.68	5,885,865.20
11/15/2017	Larson Const.-App#4		(152,338.91)	40,938.61			5,692,587.68	5,733,526.29
11/30/2017	Interest			40,938.61	5,391.43		5,697,979.11	5,738,917.72
12/15/2017	Struxture-architect fee		(9,616.21)	31,322.40			5,697,979.11	5,729,301.51
12/15/2017	Xfer from Savings to Checking	709,922.22		741,244.62		(709,922.22)	4,988,056.89	5,729,301.51
12/15/2017	Larson Const. - App #5		(709,922.22)	31,322.40			4,988,056.89	5,019,379.29
12/31/2017	Interest			31,322.40	5,233.61		4,993,290.50	5,024,612.90
12/31/2017	Interest (adj)			31,322.40	219.80		4,993,510.30	5,024,832.70
1/15/2018	Struxture-architect fee		(8,976.03)	22,346.37			4,993,510.30	5,015,856.67
1/14/2018	Xfer from Savings to Checking	515,000.00		537,346.37		(515,000.00)	4,478,510.30	5,015,856.67
1/15/2018	Larson Const. App #6		(510,140.77)	27,205.60			4,478,510.30	4,505,715.90
1/31/2018	Interest			27,205.60	4,570.35		4,483,080.65	4,510,286.25
2/13/2018	Xfer from Savings to Checking	172,997.06		200,202.66		(172,997.06)	4,310,083.59	4,510,286.25
2/15/2018	Larson Const. App #7		(171,737.08)	28,465.58			4,310,083.59	4,338,549.17
2/22/2018	Struxture-architect fee		(1,259.98)	27,205.60			4,310,083.59	4,337,289.19
2/28/2018	Interest			27,205.60	3,810.38		4,313,893.97	4,341,099.57
3/15/2018	Xfer from Savings to Checking	233,899.59		261,105.19		(233,899.59)	4,079,994.38	4,341,099.57
3/15/2018	Larson Const. App #8		(233,899.59)	27,205.60			4,079,994.38	4,107,199.98
3/30/2018	Interest			27,205.60	4,068.88		4,084,063.26	4,111,268.86
4/1/2018	ISG (f/ka/ Struxture)		(2,606.48)	24,599.12			4,084,063.26	4,108,662.38
4/13/2018	KCL refund	252.00		24,851.12			4,084,063.26	4,108,914.38
4/6/2018	Xfer from Savings to Checking	431,681.73		456,532.85		(431,681.73)	3,652,381.53	4,108,914.38

# HS PROJECT- MONTHLY DETAIL

Date	Description	GO BOND CHECKING ACCOUNT			GO BOND SAVINGS ACCOUNT		BALANCE	TOTAL ALL
		Receipts	Expenses	BALANCE	Receipts/ Interest	Transfer to Checking		
4/9/2018	Larson Const. App #9		(431,681.73)	24,851.12			3,652,381.53	3,677,232.65
4/30/2018	Interest			24,851.12	3,458.82		3,655,840.35	3,680,691.47
5/1/2018	Xfer from Savings to Checking	324,371.49		349,222.61		(324,371.49)	3,331,468.86	3,680,691.47
5/15/2018	Larson Const. App #10		(324,371.49)	24,851.12			3,331,468.86	3,356,319.98
5/31/2018	interest			24,851.12	3,570.03		3,335,038.89	3,359,890.01
6/14/2018	Xfer from Savings to Checking	373,445.81		398,296.93		(373,445.81)	2,961,593.08	3,359,890.01
6/14/2018	Larson Const. App #11		(373,445.81)	24,851.12			2,961,593.08	2,986,444.20
6/14/2018	ISG (f/ka/ Struxture)		(11,193.62)	13,657.50			2,961,593.08	2,975,250.58
6/30/2018	ISG (f/ka/ Struxture)		(5,454.51)	8,202.99			2,961,593.08	2,969,796.07
6/30/2018	interest			8,202.99	3,670.10		2,965,263.18	2,973,466.17
7/6/2018	Xfer from Savings to Checking	526,267.29		534,470.28		(526,267.29)	2,438,995.89	2,973,466.17
7/6/2018	Larson Const #12		(526,267.29)	8,202.99			2,438,995.89	2,447,198.88
7/31/2018	ISG (f/ka/ Struxture)		(4,994.30)	3,208.69			2,438,995.89	2,442,204.58
7/31/2018	Interest			3,208.69	3,196.36		2,442,192.25	2,445,400.94
8/1/2018	Xfer from Savings to Checking	4,994.30		8,202.99		(4,994.30)	2,437,197.95	2,445,400.94
8/15/2018	ISG (f/ka/ Struxture)		(9,743.66)	(1,540.67)			2,437,197.95	2,435,657.28
8/15/2018	Larson Const. #13		(283,367.07)	(284,907.74)			2,437,197.95	2,152,290.21
8/15/2018	Xfer from Savings to Checking	293,110.73		8,202.99		(293,110.73)	2,144,087.22	2,152,290.21
8/31/2018	Interest			8,202.99	2,742.61		2,146,829.83	2,155,032.82
9/15/2018	Larson Const. #14		(531,730.32)	(523,527.33)			2,146,829.83	1,623,302.50
9/15/2018	Xfer from Savings to Checking	531,730.32		8,202.99		(531,730.32)	1,615,099.51	1,623,302.50
9/30/2018	Interest			8,202.99	2,094.08		1,617,193.59	1,625,396.58
10/15/2018	Xfer from Savings to Checking	397,135.43		405,338.42		(397,135.43)	1,220,058.16	1,625,396.58
10/15/2018	Larson Const #15		(385,482.97)	19,855.45			1,220,058.16	1,239,913.61
10/15/2018	ISG (f/ka/ Struxture)		(11,652.46)	8,202.99			1,220,058.16	1,228,261.15
10/31/2018	Interest			8,202.99	1,498.14		1,221,556.30	1,229,759.29
11/15/2018	Xfer from Savings to Checking	543,873.23		552,076.22		(543,873.23)	677,683.07	1,229,759.29
11/15/2018	Larson Const #16		(543,873.23)	8,202.99			677,683.07	685,886.06
11/15/2018	ISG (f/ka/ Struxture)		(5,700.85)	2,502.14			677,683.07	680,185.21
11/15/2018	Xfer from Savings to Checking	5,700.85		8,202.99		(5,700.85)	671,982.22	680,185.21
11/30/2018	Interest			8,202.99	860.50		672,842.72	681,045.71
12/7/2018	Xfer from Savings to Checking	34,295.25		42,498.24		(34,295.25)	638,547.47	681,045.71
12/12/2018	Larson Const (extra paving)		(34,295.25)	8,202.99			638,547.47	646,750.46
12/17/2018	Xfer from Savings to Checking	10,750.19		18,953.18		(10,750.19)	627,797.28	646,750.46
12/17/2018	ISG (f/ka/ Struxture)		(10,750.19)	8,202.99			627,797.28	636,000.27
12/17/2018	Xfer from Savings to Checking	142,727.05		150,930.04		(142,727.05)	485,070.23	636,000.27
12/17/2018	Larson Const #17		(142,727.05)	8,202.99			485,070.23	493,273.22
12/31/2018	Interest			8,202.99	627.34		485,697.57	493,900.56
1/9/2019	Larson Const #18		(81,227.15)	(73,024.16)			485,697.57	412,673.41
1/9/2019	Xfer from Savings to Checking	82,262.96		9,238.80		(82,262.96)	403,434.61	412,673.41
1/10/2019	ISG (f/ka/ Struxture)		(1,035.81)	8,202.99			403,434.61	411,637.60
1/31/2019	Interest			8,202.99	449.27		403,883.88	412,086.87
2/28/2019	Interest			8,202.99	379.55		404,263.43	412,466.42
3/31/2019	Interest			8,202.99	420.69		404,684.12	412,887.11
4/11/2019	ISG (f/ka/ Struxture)		(1,921.33)	6,281.66			404,684.12	410,965.78
4/11/2019	Larson Const #19		(225,628.33)	(219,346.67)			404,684.12	185,337.45
4/11/2019	Xfer from Savings to Checking	227,549.66		8,202.99		(227,549.66)	177,134.46	185,337.45
4/30/2019	Interest			8,202.99	226.30		177,360.76	185,563.75
5/9/2019	Int Power & Light Co-energy savings	10,473.00		18,675.99			177,360.76	196,036.75
5/28/2019	JTH Lighting - light color	15,000.00		33,675.99			177,360.76	211,036.75
5/14/2019	ISG (f/ka/ Struxture)		(2,277.82)	31,398.17			177,360.76	208,758.93
5/14/2019	Xfer from Savings to Checking	2,277.82		33,675.99		(2,277.82)	175,082.94	208,758.93
5/31/2019	Interest			33,675.99	137.78		175,220.72	208,896.71
6/12/2019	Ahlers & Cooney-bond docs		(1,000.00)	32,675.99			175,220.72	207,896.71
6/30/2019	Interest			32,675.99	132.26		175,352.98	208,028.97

**PPEL/VPPEL Report**

DATE	VENDOR NAME	PPEL			VPPEL			TOTAL
		RECEIPT	EXPENSE	BALANCE	RECEIPT	EXPENSE	BALANCE	
<b>FY 19</b>	Balance forward			\$ 157,860.98			\$ 481,468.96	\$ 639,329.94
7/1/18	VPPEL-Aercor - wireless			\$ 157,860.98		\$ (64,651.20)	\$ 416,817.76	\$ 574,678.74
7/1/18	PPEL - Aercor - software		\$ (11,137.50)	\$ 146,723.48			\$ 416,817.76	\$ 563,541.24
7/15/18	PPEL - Property Tax	\$ 737.30		\$ 147,460.78			\$ 416,817.76	\$ 564,278.54
7/15/18	VPPEL - Property Tax			\$ 147,460.78	\$ 2,993.90		\$ 419,811.66	\$ 567,272.44
7/26/18	VPPEL - Kay Park - bleachers			\$ 147,460.78		\$ (66,911.96)	\$ 352,899.70	\$ 500,360.48
7/30/18	PPEL - Cedar Falls CSD - LEA SPED lease		\$ (1,401.46)	\$ 146,059.32			\$ 352,899.70	\$ 498,959.02
7/26/18	VPPEL - Kay Park - bleacher install			\$ 146,059.32		\$ (17,250.00)	\$ 335,649.70	\$ 481,709.02
7/26/18	PPEL - TekSupply - greenhouse		\$ (50,000.00)	\$ 96,059.32			\$ 335,649.70	\$ 431,709.02
7/30/18	VPPEL - EZ Flex Sport Mats - wrestling mat			\$ 96,059.32		\$ (16,336.00)	\$ 319,313.70	\$ 415,373.02
7/30/18	PPEL - Donations - Greenhouse	\$ 32,488.00		\$ 128,547.32			\$ 319,313.70	\$ 447,861.02
7/30/18	VPPEL - Interest			\$ 128,547.32	\$ 1,415.49		\$ 320,729.19	\$ 449,276.51
8/15/18	PPEL - Delinquent Property Tax	\$ 2.95		\$ 128,550.27	\$ 11.96		\$ 320,741.15	\$ 449,291.42
8/15/18	PPEL - Grosse Steel Co		\$ 4,541.00	\$ 124,009.27			\$ 320,741.15	\$ 444,750.42
8/15/18	PPEL - McGraw's Carpets		\$ 7,468.53	\$ 116,540.74			\$ 320,741.15	\$ 437,281.89
8/15/18	PPEL - Property Tax	\$ 53.15		\$ 116,593.89			\$ 320,741.15	\$ 437,335.04
8/15/18	PPEL - Waste management - crow's nest removal		\$ 1,300.03	\$ 115,293.86			\$ 320,741.15	\$ 436,035.01
8/15/18	PPEL - Waste management - crow's nest removal		\$ 99.99	\$ 115,193.87			\$ 320,741.15	\$ 435,935.02
8/15/18	VPPEL - Mep Engineers			\$ 115,193.87		\$ 4,100.00	\$ 316,641.15	\$ 431,835.02
8/15/18	VPPEL - Property Tax			\$ 115,193.87	\$ 215.80		\$ 316,856.95	\$ 432,050.82
8/15/18	VPPEL - Shell & risers			\$ 115,193.87		\$ 25,608.00	\$ 291,248.95	\$ 406,442.82
8/29/18	VPPEL - 2018 Transit Van			\$ 115,193.87		\$ 26,594.36	\$ 264,654.59	\$ 379,848.46
8/31/18	VPPEL - Interest			\$ 115,193.87	\$ 1,246.56		\$ 265,901.15	\$ 381,095.02
9/21/18	VPPEL - Property Tax			\$ 115,193.87	\$ 9,808.21		\$ 275,709.36	\$ 390,903.23
9/30/18	VPPEL - Interest			\$ 115,193.87	\$ 1,185.97		\$ 276,895.33	\$ 392,089.20
9/5/18	VPPEL - Fine Arts donation - shell & risers			\$ 115,193.87	\$ 25,608.00		\$ 302,503.33	\$ 417,697.20
9/21/18	PPEL - Property Tax	\$ 2,415.42		\$ 117,609.29			\$ 302,503.33	\$ 420,112.62
9/13/18	PPEL - Small Time Const - bleacher pad		\$ 14,575.00	\$ 103,034.29			\$ 302,503.33	\$ 405,537.62
9/13/18	PPEL - Cole Hubbard Const - retaining wall		\$ 11,210.00	\$ 91,824.29			\$ 302,503.33	\$ 394,327.62
9/13/18	PPEL - Cole Hubbard Const - press box/conc stand		\$ 5,463.09	\$ 86,361.20			\$ 302,503.33	\$ 388,864.53
9/13/18	PPEL - Ceiling Pro Plus - hallway ceiling		\$ 3,000.00	\$ 83,361.20			\$ 302,503.33	\$ 385,864.53
9/25/18	PPEL - Buchanan City Treasurer-prorata taxes		\$ 394.44	\$ 82,966.76			\$ 302,503.33	\$ 385,470.09
10/15/18	VPPEL - Property Tax			\$ 82,966.76	\$ 98,318.63		\$ 400,821.96	\$ 483,788.72
10/15/18	PPEL - Property Tax	\$ 24,212.79		\$ 107,179.55			\$ 400,821.96	\$ 508,001.51
10/31/18	VPPEL - Interest			\$ 107,179.55	\$ 1,273.10		\$ 402,095.06	\$ 509,274.61
10/12/18	PPEL - Crawford - topographic survey		\$ 3,979.46	\$ 103,200.09			\$ 402,095.06	\$ 505,295.15
10/12/18	VPPEL - MEP Engineers			\$ 103,200.09		\$ 500.00	\$ 401,595.06	\$ 504,795.15
10/12/18	PPEL - Kid's Corner - lease		\$ 5,000.00	\$ 98,200.09			\$ 401,595.06	\$ 499,795.15
10/12/18	PPEL - Halvorson Trane - HVAC repair		\$ 2,323.62	\$ 95,876.47			\$ 401,595.06	\$ 497,471.53
10/12/18	PPEL - Cummins Sales & Service		\$ 6,840.52	\$ 89,035.95			\$ 401,595.06	\$ 490,631.01
10/12/18	VPPEL - School Bus Sales - new bus			\$ 89,035.95		\$ 85,315.00	\$ 316,280.06	\$ 405,316.01
10/12/18	PPEL - Prairie Road Builders - seal coat		\$ 3,850.00	\$ 85,185.95			\$ 316,280.06	\$ 401,466.01
10/12/18	PPEL - KW Electric - pipe for greenhouse		\$ 1,343.00	\$ 83,842.95			\$ 316,280.06	\$ 400,123.01
10/12/18	PPEL - Winthrop Bldg Supply - Sports Complex		\$ 5,805.40	\$ 78,037.55			\$ 316,280.06	\$ 394,317.61
11/12/18	VPPEL - Property Tax			\$ 78,037.55	\$ 35,210.25		\$ 351,490.31	\$ 429,527.86
11/12/18	PPEL - Property Tax	\$ 8,671.18		\$ 86,708.73			\$ 351,490.31	\$ 438,199.04
11/15/18	VPPEL - Boiler Replacement			\$ 86,708.73		\$ 115,735.00	\$ 235,755.31	\$ 322,464.04
11/15/18	PPEL - CF CSD - lease		\$ 1,863.27	\$ 84,845.46			\$ 235,755.31	\$ 320,600.77
11/15/18	PPEL - Sports Complex		\$ 21.39	\$ 84,824.07			\$ 235,755.31	\$ 320,579.38
11/30/18	VPPEL - Interest			\$ 84,824.07	\$ 1,206.08		\$ 236,961.39	\$ 321,785.46
12/14/18	VPPEL - Property Tax			\$ 84,824.07	\$ 6,755.97		\$ 243,717.36	\$ 328,541.43
12/14/18	PPEL - Property Tax	\$ 1,663.78		\$ 86,487.85			\$ 243,717.36	\$ 330,205.21
12/12/18	VPPEL - Boiler Replacement			\$ 86,487.85		\$ 3,650.00	\$ 240,067.36	\$ 326,555.21
12/12/18	PPEL - TekSupply - greenhouse		\$ 45,057.15	\$ 41,430.70			\$ 240,067.36	\$ 281,498.06
12/12/18	PPEL - Anderson Electric - press box		\$ 1,950.30	\$ 39,480.40			\$ 240,067.36	\$ 279,547.76
12/12/18	PPEL - Menards - greenhouse		\$ 813.95	\$ 38,666.45			\$ 240,067.36	\$ 278,733.81
12/30/18	VPPEL - Interest			\$ 38,666.45	\$ 1,193.21		\$ 241,260.57	\$ 279,927.02
1/15/19	VPPEL - Property Tax			\$ 38,666.45	\$ 4,549.32		\$ 245,809.89	\$ 284,476.34
1/15/19	PPEL - Property Tax	\$ 1,120.35		\$ 39,786.80			\$ 245,809.89	\$ 285,596.69
1/10/19	PPEL - Hausers - Water Softener		\$ 3,870.00	\$ 35,916.80			\$ 245,809.89	\$ 281,726.69
1/10/19	PPEL - Cole Hubbard Const - Sports Complex		\$ 8,771.55	\$ 27,145.25			\$ 245,809.89	\$ 272,955.14
1/10/19	PPEL - Winthrop Bldg Supply - Sports Complex		\$ 6,361.31	\$ 20,783.94			\$ 245,809.89	\$ 266,593.83

**PPEL/VPPEL Report**

<u>DATE</u>	<u>VENDOR NAME</u>	<u>PPEL</u>			<u>VPPEL</u>			<u>TOTAL</u>
		<u>RECEIPT</u>	<u>EXPENSE</u>	<u>BALANCE</u>	<u>RECEIPT</u>	<u>EXPENSE</u>	<u>BALANCE</u>	
1/31/19	VPPEL - Interest			\$ 20,783.94	\$ 1,149.23		\$ 246,959.12	\$ 267,743.06
2/15/19	VPPEL - Property Tax			\$ 20,783.94	\$ 1,481.49		\$ 248,440.61	\$ 269,224.55
2/15/19	PPEL - Property Tax	\$ 364.83		\$ 21,148.77			\$ 248,440.61	\$ 269,589.38
2/28/19	VPPEL - Interest			\$ 21,148.77	\$ 1,036.91		\$ 249,477.52	\$ 270,626.29
3/15/19	VPPEL - Property Tax			\$ 21,148.77	\$ 6,594.13		\$ 256,071.65	\$ 277,220.42
3/15/19	PPEL - Property Tax	\$ 1,623.93		\$ 22,772.70			\$ 256,071.65	\$ 278,844.35
3/31/19	VPPEL - Interest			\$ 22,772.70	\$ 1,154.40		\$ 257,226.05	\$ 279,998.75
3/14/19	PPEL-Sports Facilities Group - new gym VB system		\$ 4,680.00	\$ 18,092.70			\$ 257,226.05	\$ 275,318.75
3/14/19	PPEL-Plumb Tech - Greenhouse		\$ 2,089.44	\$ 16,003.26			\$ 257,226.05	\$ 273,229.31
3/14/19	PPEL-Winthrop Bldg Supply-Sports Complex		\$ 150.00	\$ 15,853.26			\$ 257,226.05	\$ 273,079.31
3/14/19	PPEL-CFCSD-Consortium lease		\$ 1,334.88	\$ 14,518.38			\$ 257,226.05	\$ 271,744.43
4/15/19	VPPEL - Property Tax			\$ 14,518.38	\$ 82,745.93		\$ 339,971.98	\$ 354,490.36
4/15/19	PPEL - Property Tax	\$ 20,377.71		\$ 34,896.09			\$ 339,971.98	\$ 374,868.07
4/15/19	VPPEL - Boiler replacement energy rebate			\$ 34,896.09	\$ 5,657.73		\$ 345,629.71	\$ 380,525.80
4/30/19	VPPEL - Interest			\$ 34,896.09	\$ 1,191.10		\$ 346,820.81	\$ 381,716.90
4/28/19	VPPEL - Fine Arts donation - auditorium projector			\$ 34,896.09	\$ 10,000.00		\$ 356,820.81	\$ 391,716.90
4/28/19	VPPEL - sale of van			\$ 34,896.09	\$ 300.00		\$ 357,120.81	\$ 392,016.90
4/11/19	PPEL - Don's Truck Sales - bus repair		\$ 5,233.84	\$ 29,662.25			\$ 357,120.81	\$ 386,783.06
4/22/19	PPEL - Interstate Power Systems - bus repair		\$ 6,786.64	\$ 22,875.61			\$ 357,120.81	\$ 379,996.42
4/11/19	PPEL - PlumbTech		\$ 3,153.34	\$ 19,722.27			\$ 357,120.81	\$ 376,843.08
5/15/19	VPPEL - Property Tax			\$ 19,722.27	\$ 26,646.56		\$ 383,767.37	\$ 403,489.64
5/15/19	PPEL - Property Tax	\$ 6,562.19		\$ 26,284.46			\$ 383,767.37	\$ 410,051.83
5/14/19	VPPEL - Auditorium projector (Fine Arts partially funded)			\$ 26,284.46	\$ 13,420.57		\$ 370,346.80	\$ 396,631.26
5/14/19	PPEL - PlumbTech - shop installation		\$ 538.00	\$ 25,746.46			\$ 370,346.80	\$ 396,093.26
5/14/19	PPEL - Cedar Falls CSD - LEA SPED lease		\$ 1,585.17	\$ 24,161.29			\$ 370,346.80	\$ 394,508.09
5/31/19	VPPEL - Interest			\$ 24,161.29	\$ 1,086.67		\$ 371,433.47	\$ 395,594.76
6/15/19	VPPEL - Property Tax			\$ 24,161.29	\$ 3,440.43		\$ 374,873.90	\$ 399,035.19
6/15/19	PPEL -Property Tax	\$ 847.29		\$ 25,008.58			\$ 374,873.90	\$ 399,882.48
6/30/19	VPPEL - Interest			\$ 25,008.58	\$ 1,042.39		\$ 375,916.29	\$ 400,924.87
6/26/19	PPEL - sold bus	\$ 900.00		\$ 25,908.58			\$ 375,916.29	\$ 401,824.87
6/7/19	PPEL - Greenhouse - BH Gaming	\$ 29,815.00		\$ 55,723.58			\$ 375,916.29	\$ 431,639.87
6/13/19	PPEL - Winthrop Bldg Supply - Sports Complex		\$ 429.67	\$ 55,293.91			\$ 375,916.29	\$ 431,210.20



# **Certified Budget compared to Actual Revenues/Expenditures - All Funds**

		FY19 Certified		Difference
		Budget	as of 6/30/2019	
Taxes Levied on Property	1	\$ 2,848,208.00	\$ 2,720,620.37	
Utility Replacement Excise Tax	2	\$ 52,639.00	\$ 171,287.89	
Income Surtaxes	3	\$ 139,372.00	\$ 141,936.00	
Tuition\Transportation Received	4	\$ 550,000.00	\$ 571,515.58	
Earnings on Investments	5	\$ 70,500.00	\$ 99,503.10	
Nutrition Program Sales	6	\$ 170,000.00	\$ 170,067.30	
Student Activities and Sales	7	\$ 221,000.00	\$ 198,329.39	
Other Revenues from Local Sources	8	\$ 92,000.00	\$ 313,618.72	
Revenue from Intermediary Sources	9	\$ -	\$ -	
State Foundation Aid	10	\$ 3,847,199.00	\$ 3,807,706.00	
Instructional Support State Aid	11	\$ 15,515.00	\$ -	
Other State Sources	12	\$ 805,000.00	\$ 561,241.74	
Commercial & Industrial State Replacement	13	\$ 21,595.00	\$ 19,487.21	
Title 1 Grants	14	\$ 59,000.00	\$ 56,529.89	
IDEA and Other Federal Sources	15	\$ 140,000.00	\$ 321,398.94	
Total Revenues	16	\$ 9,032,028.00	\$ 9,153,242.13	
General Long-Term Debt Proceeds	17	\$ -	\$ -	
Transfers In	18	\$ 341,570.00	\$ 572,584.90	
Proceeds of Fixed Asset Dispositions	19	\$ -		
Total Revenues & Other Sources	20	\$ 9,373,598.00	\$ 9,725,827.03	
Beginning Fund Balance	21	\$ 5,482,983.00	\$ 7,946,934.09	
<b>Total Resources</b>	22	\$ 14,856,581.00	\$ 17,672,761.12	\$ 2,816,180.12
				\$ -
<b>*Instruction</b>	23	\$ 5,245,000.00	\$ 4,096,280.75	\$ (1,148,719.25)
Student Support Services	24	\$ 212,500.00	\$ 167,870.12	
Instructional Staff Support Services	25	\$ 475,000.00	\$ 382,068.41	
General Administration	26	\$ 325,000.00	\$ 229,589.85	
School/Building Administration	27	\$ 400,000.00	\$ 350,252.05	
Business & Central Administration	28	\$ 130,000.00	\$ 110,111.07	
Plant Operation and Maintenance	29	\$ 645,000.00	\$ 748,818.56	
Student Transportation	30	\$ 725,000.00	\$ 438,119.56	
This row is intentionally left blank	31	\$ -		
<b>*Total Support Services (lines 24-31)</b>	31A	\$ 2,912,500.00	\$ 2,426,829.62	\$ (485,670.38)
<b>*Noninstructional Programs</b>	32	\$ 342,746.00	\$ 298,723.91	\$ (44,022.09)
Facilities Acquisition and Construction	33	\$ 2,387,690.00	\$ 2,546,602.87	
Debt Service	34	\$ 673,612.00	\$ 671,107.50	
AEA Support - Direct to AEA	35	\$ 285,443.00	\$ 266,290.00	
<b>*Total Other Expenditures (lines 33-35)</b>	35A	\$ 3,346,745.00	\$ 3,484,000.37	\$ 137,255.37
Total Expenditures	36	\$ 11,846,991.00	\$ 10,305,834.65	
Transfers Out	37	\$ 341,570.00	\$ 798,453.21	
Total Expenditures & Other Uses	38	\$ 12,188,561.00	\$ 11,104,287.86	
Ending Fund Balance	39	\$ 2,668,020.00	\$ 6,568,473.26	
<b>Total Requirements</b>	40	\$ 14,856,581.00	\$ 17,672,761.12	\$ 2,816,180.12

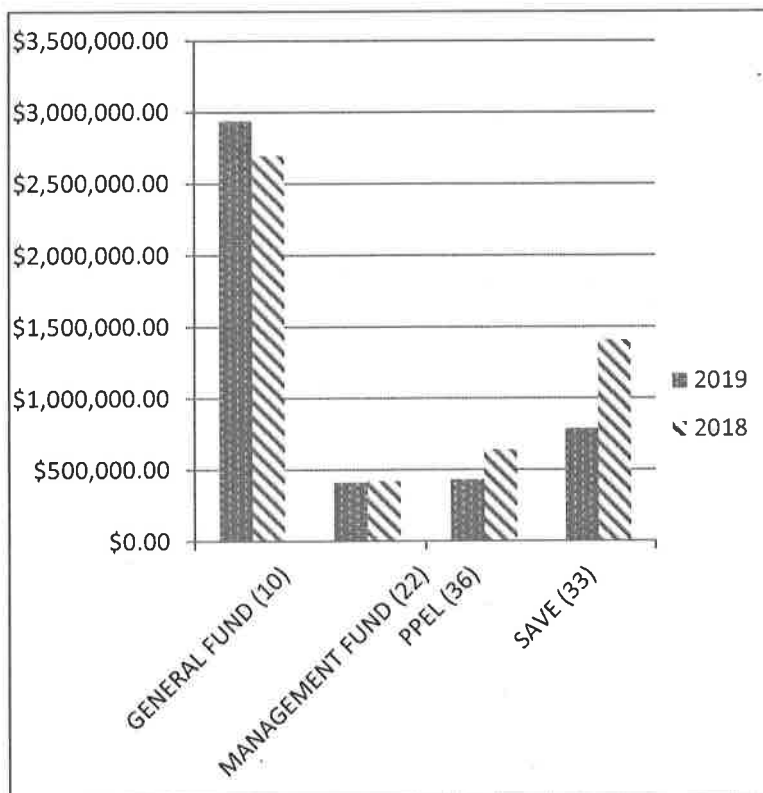
This report shows the district's progress towards staying on budget according to the certified budget published and approved. The expenditures with \* must stay below the budgeted amount to avoid having to revise the budget by May 31st of each fiscal year. Revenues and expenses will continue for the fiscal year until the Certified Annual Report (CAR) is completed in September.

# CASH SUMMARY REPORT

## EAST BUCHANAN COMMUNITY SCHOOL

### June 2019

Fund Description	Beginning	Revenues	Expenditures	FY19 Ending	FY18 End Balance	Difference
GENERAL FUND (10)	\$3,009,319.17	\$603,813.75	\$673,517.54	\$2,939,615.38	\$2,696,025.91	\$243,589.47
MANAGEMENT FUND (22)	\$412,351.39	\$1,504.26	\$3,189.20	\$410,666.45	\$418,443.19	(\$7,776.74)
PPEL (36)	\$395,594.76	\$36,045.11	\$429.67	\$431,210.20	\$639,329.94	(\$208,119.74)
SAVE (33)	\$1,132,283.98	\$1,086.67	\$346,793.75	\$786,576.90	\$1,407,839.08	(\$621,262.18)
GO BONDS (HS PROJECT) (31)	\$208,896.71	\$132.26	\$1,000.00	\$208,028.97	\$2,973,466.17	(\$2,765,437.20)
DEBT SERVICE (40)	\$480,924.61	\$4,319.53	\$0.00	\$485,244.14	\$232,048.41	\$253,195.73
			TOTAL	\$5,261,342.04	\$8,367,152.70	\$3,105,810.66



East Buchanan Community School District  
Cash & Inventory Report

	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	March 2019	April 2019	May 2019	June 2019
<b>10-GENERAL FUND</b>												
Beginning Balance	\$ 2,696,025.91	\$ 2,074,812.36	\$ 1,734,907.94	\$ 1,698,458.76	\$ 2,339,708.31	\$ 2,466,766.80	\$ 2,662,792.39	\$ 2,637,324.43	\$ 2,565,526.24	\$ 2,468,577.87	\$ 2,863,247.99	\$ 3,009,319.17
Revenue	\$ 116,733.94	\$ 238,943.21	\$ 501,553.25	\$ 1,189,259.63	\$ 770,272.80	\$ 744,195.00	\$ 785,430.15	\$ 552,365.23	\$ 552,814.89	\$ 1,064,578.42	\$ 797,735.55	\$ 603,813.75
Expenditures	\$ 734,918.02	\$ 578,847.63	\$ 538,028.36	\$ 547,854.42	\$ 593,214.31	\$ 547,944.38	\$ 810,898.11	\$ 624,163.42	\$ 649,763.26	\$ 669,908.30	\$ 651,664.37	\$ 673,517.54
Ending Balance	\$ 2,077,843.83	\$ 1,734,907.94	\$ 1,698,432.83	\$ 2,339,863.97	\$ 2,466,766.80	\$ 2,663,017.42	\$ 2,637,324.43	\$ 2,565,526.24	\$ 2,468,577.87	\$ 2,863,247.99	\$ 3,009,319.17	\$ 2,939,615.38
Adjustment to balance	\$ (3,031.47)	\$ -	\$ 25.93	\$ (155.66)	\$ -	\$ (212.03)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>21-ACTIVITY FUND</b>												
Beginning Balance	\$ 137,104.15	\$ 137,773.60	\$ 144,929.15	\$ 147,070.17	\$ 164,496.55	\$ 168,654.90	\$ 157,465.85	\$ 148,247.80	\$ 149,519.42	\$ 149,957.88	\$ 145,931.42	\$ 149,343.89
Revenue	\$ 2,931.45	\$ 16,403.88	\$ 32,847.37	\$ 31,668.53	\$ 20,211.82	\$ 16,141.58	\$ 15,286.00	\$ 10,802.96	\$ 11,735.39	\$ 12,305.49	\$ 24,354.08	\$ -
Expenditures	\$ 2,262.00	\$ 9,248.33	\$ 30,706.35	\$ 14,242.15	\$ 16,053.47	\$ 27,330.63	\$ 24,504.05	\$ 9,531.34	\$ 11,296.93	\$ 16,331.95	\$ 20,941.61	\$ -
Ending Balance	\$ 137,773.60	\$ 144,929.15	\$ 147,070.17	\$ 164,496.55	\$ 168,654.90	\$ 157,465.85	\$ 148,247.80	\$ 149,519.42	\$ 149,957.88	\$ 145,931.42	\$ 149,343.89	\$ 149,343.89
<b>22-MANAGEMENT FUND</b>												
Beginning Balance	\$ 418,443.19	\$ 417,041.57	\$ 327,377.27	\$ 327,006.32	\$ 368,302.12	\$ 375,166.57	\$ 374,940.11	\$ 373,748.83	\$ 371,216.25	\$ 370,919.03	\$ 403,881.18	\$ 412,351.39
Revenue	\$ 280.30	\$ 99.59	\$ 4,288.38	\$ 44,476.13	\$ 15,467.33	\$ 2,953.87	\$ 1,989.05	\$ 647.75	\$ 2,883.11	\$ 36,178.48	\$ 11,650.54	\$ 1,504.26
Expenditures	\$ 4,713.39	\$ 89,763.89	\$ 4,659.33	\$ 3,180.33	\$ 8,602.88	\$ 3,180.33	\$ 3,180.33	\$ 3,180.33	\$ 3,180.33	\$ 3,216.33	\$ 3,180.33	\$ 3,189.20
Ending Balance	\$ 414,010.10	\$ 327,377.27	\$ 327,006.32	\$ 368,302.12	\$ 375,166.57	\$ 374,940.11	\$ 373,748.83	\$ 371,216.25	\$ 370,919.03	\$ 403,881.18	\$ 412,351.39	\$ 410,666.45
Adjustment to balance	\$ 3,031.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>31-GO BONDS</b>												
Beginning Balance	\$ 2,973,466.17	\$ 2,445,400.94	\$ 2,155,032.82	\$ 1,625,396.58	\$ 1,229,759.29	\$ 681,045.71	\$ 493,900.56	\$ 412,086.87	\$ 412,466.42	\$ 412,887.11	\$ 185,563.75	\$ 208,896.71
Revenue	\$ 529,463.65	\$ 300,847.64	\$ 533,824.40	\$ 398,633.57	\$ 550,434.58	\$ 188,399.83	\$ 82,712.23	\$ 379.55	\$ 800.24	\$ 227,775.96	\$ 27,888.60	\$ 132.26
Expenditures	\$ 1,057,528.88	\$ 591,215.76	\$ 1,063,460.64	\$ 794,270.86	\$ 1,099,148.16	\$ 375,544.98	\$ 164,525.92	\$ -	\$ 379.55	\$ 455,099.32	\$ 4,555.64	\$ 1,000.00
Ending Balance	\$ 2,445,400.94	\$ 2,155,032.82	\$ 1,625,396.58	\$ 1,229,759.29	\$ 681,045.71	\$ 493,900.56	\$ 412,086.87	\$ 412,466.42	\$ 412,887.11	\$ 185,563.75	\$ 208,896.71	\$ 208,028.97
<b>33-SAVE</b>												
Beginning Balance	\$ 1,407,839.08	\$ 1,205,024.58	\$ 1,206,271.14	\$ 1,201,969.12	\$ 1,203,242.23	\$ 1,188,517.33	\$ 1,151,783.32	\$ 1,129,901.55	\$ 1,130,938.47	\$ 1,131,092.87	\$ 1,132,283.98	\$ 786,576.90
Revenue	\$ 1,415.50	\$ 1,246.56	\$ 1,185.98	\$ 1,273.11	\$ 1,206.08	\$ 1,193.21	\$ 1,149.23	\$ 1,036.92	\$ 1,154.40	\$ 1,191.11	\$ 1,086.67	\$ 1,042.39
Expenditures	\$ 204,230.00	\$ -	\$ 5,488.00	\$ -	\$ 15,950.98	\$ 37,927.22	\$ 23,031.00	\$ -	\$ 1,000.00	\$ -	\$ 346,793.75	\$ -
Ending Balance	\$ 1,205,024.58	\$ 1,206,271.14	\$ 1,201,969.12	\$ 1,203,242.23	\$ 1,188,517.33	\$ 1,151,783.32	\$ 1,129,901.55	\$ 1,130,938.47	\$ 1,131,092.87	\$ 1,132,283.98	\$ 786,576.90	\$ 787,619.29
<b>36-PPEL</b>												
Beginning Balance	\$ 639,329.94	\$ 449,276.51	\$ 381,095.02	\$ 385,470.09	\$ 394,317.61	\$ 321,785.46	\$ 279,927.02	\$ 267,743.06	\$ 270,626.29	\$ 271,744.43	\$ 376,843.08	\$ 395,594.76
Revenue	\$ 37,634.69	\$ 27,138.42	\$ 90,233.60	\$ 123,804.52	\$ 45,111.87	\$ 9,612.96	\$ 7,200.09	\$ 2,883.23	\$ 9,372.46	\$ 130,572.47	\$ 34,295.42	\$ 36,045.11
Expenditures	\$ 227,688.12	\$ 95,319.91	\$ 85,858.53	\$ 114,957.00	\$ 117,644.02	\$ 51,471.40	\$ 19,384.05	\$ -	\$ 8,254.32	\$ 25,473.82	\$ 15,543.74	\$ 429.67
Ending Balance	\$ 449,276.51	\$ 381,095.02	\$ 385,470.09	\$ 394,317.61	\$ 321,785.46	\$ 279,927.02	\$ 267,743.06	\$ 270,626.29	\$ 271,744.43	\$ 376,843.08	\$ 395,594.76	\$ 431,210.20
<b>40-DEBT SERVICE</b>												
Beginning Balance	\$ 232,048.41	\$ 235,741.55	\$ 236,027.52	\$ 248,341.93	\$ 371,783.18	\$ 319,246.70	\$ 327,728.96	\$ 333,440.72	\$ 335,300.78	\$ 343,579.87	\$ 447,469.22	\$ 480,924.61
Revenue	\$ 3,693.14	\$ 285.97	\$ 12,314.41	\$ 123,441.25	\$ 44,231.81	\$ 8,482.26	\$ 5,711.76	\$ 1,860.06	\$ 8,279.09	\$ 103,889.35	\$ 33,455.39	\$ 4,319.53
Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Balance	\$ 235,741.55	\$ 236,027.52	\$ 248,341.93	\$ 371,783.18	\$ 319,246.70	\$ 327,728.96	\$ 333,440.72	\$ 335,300.78	\$ 343,579.87	\$ 447,469.22	\$ 480,924.61	\$ 485,244.14
<b>61-NUTRITION FUND</b>												
Beginning Balance	\$ 57,464.01	\$ 45,829.53	\$ 53,458.17	\$ 40,164.06	\$ 45,319.33	\$ 51,055.36	\$ 35,368.94	\$ 53,726.58	\$ 49,908.39	\$ 53,981.81	\$ 57,428.10	\$ 59,502.24
Revenue	\$ 953.93	\$ 19,047.69	\$ 10,601.75	\$ 41,841.92	\$ 40,098.60	\$ 14,145.04	\$ 44,932.30	\$ 26,962.17	\$ 31,219.30	\$ 35,596.01	\$ 34,051.86	\$ -
Expenditures	\$ 12,588.41	\$ 11,419.05	\$ 23,895.86	\$ 36,686.65	\$ 34,362.57	\$ 29,831.46	\$ 26,574.66	\$ 30,780.36	\$ 27,145.88	\$ 32,149.72	\$ 31,977.72	\$ -
Ending Balance	\$ 45,829.53	\$ 53,458.17	\$ 40,164.06	\$ 45,319.33	\$ 51,055.36	\$ 35,368.94	\$ 53,726.58	\$ 49,908.39	\$ 53,981.81	\$ 57,428.10	\$ 59,502.24	\$ 59,502.24

Adjustments:  
 \$3,031.47 - originally coded to General Fund and should have been Management Fund  
 \$25.93 - check voided from previous fiscal year  
 \$155.66 - check dated 10/29/18 - forgot to update checks in accounting program  
 \$225.03 - Prepaid check not posted before January month end (newsletter postage)

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
21 0000 729 000	Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21 6111 729 910	DRAMA	14,238.55	1,974.75	0.00	0.00	0.00	0.00	12,263.80
21 6120 729 910	SPEECH	48.21	42.00	0.00	0.00	0.00	0.00	6.21
21 6210 729 910	MUSIC CLUB	1,251.23	189.87	0.00	0.00	0.00	0.00	1,061.36
21 6220 729 910	PEP BAND	1,160.27	0.00	0.00	0.00	0.00	0.00	1,160.27
21 6221 729 910	MUSIC TRIP	14,693.50	6,800.00	0.00	0.00	0.00	0.00	7,893.50
21 6222 729 910	COLOR GUARD	775.15	0.00	0.00	0.00	0.00	0.00	775.15
21 6600 729 920	ATHLETICS	14,610.40	11,626.77	9,999.72	0.00	0.00	0.00	12,983.35
21 6893 729 920	CHEERLEADING	1,705.16	163.00	0.00	0.00	0.00	0.00	1,542.16
21 6894 729 920	DANCE TEAM	3,758.45	117.11	157.38	0.00	0.00	0.00	3,798.72
21 6710 729 920	BOYS' BASKETBALL	1,733.97	485.00	0.00	0.00	0.00	0.00	1,288.97
21 6720 729 920	FOOTBALL	8,217.12	0.00	0.00	0.00	0.00	0.00	8,217.12
21 6730 729 920	BASEBALL	1,998.94	1,447.94	16.00	0.00	0.00	0.00	567.00
21 6740 729 920	BOYS' TRACK	828.44	0.00	0.00	0.00	0.00	0.00	828.44
21 6760 729 920	BOYS' GOLF	1,092.67	0.00	0.00	0.00	0.00	0.00	1,092.67
21 6790 729 920	WRESTLING	353.32	0.00	0.00	0.00	0.00	0.00	353.32
21 6810 729 920	GIRLS BASKETBALL	948.55	238.00	0.00	0.00	0.00	0.00	710.55
21 6815 729 920	VOLLEYBALL	4,519.27	0.00	0.00	0.00	0.00	0.00	4,519.27
21 6835 729 920	SOFTBALL	859.01	387.79	0.00	0.00	0.00	0.00	491.22
21 6840 729 920	GIRLS TRACK	850.27	531.00	74.00	0.00	0.00	0.00	393.27
21 6860 729 920	GIRLS' GOLF	775.93	581.00	22.00	0.00	0.00	0.00	216.93
21 7010 729 950	FBLA	1,974.25	1,959.50	0.00	0.00	0.00	0.00	14.75
21 7011 729 950	HS STUDENT COUNCIL	490.52	186.17	171.00	0.00	0.00	0.00	475.35
21 7012 729 950	SPANISH CLUB	69.53	0.00	0.00	0.00	0.00	0.00	69.53
21 7013 729 950	NHS	112.50	0.00	300.00	0.00	0.00	0.00	412.50
21 7015 729 950	FEED STORE	(60.04)	31.90	286.98	0.00	0.00	0.00	175.04
21 7016 729 950	FITNESS CLUB	72.50	0.00	0.00	0.00	0.00	0.00	72.50
21 7017 729 950	SHOP CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21 7018 729 950	LIBRARY CLUB	396.77	55.40	131.29	0.00	0.00	0.00	472.66
21 7020 729 950	NEWSPAPER	1,386.84	0.00	0.00	0.00	0.00	0.00	1,386.84
21 7021 729 950	ROBOTICS CLUB	184.83	0.00	0.00	0.00	0.00	0.00	184.83
21 7025 729 950	TECHNOLOGY	906.97	0.00	0.00	0.00	0.00	0.00	906.97
21 7026 729 950	FFA	19,989.71	1,131.74	0.00	0.00	0.00	0.00	18,857.97
21 7027 729 950	ART CLUB	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00
21 7040 729 950	MS STUDENT COUNCIL	1,700.18	1,326.77	146.00	0.00	0.00	0.00	519.41
21 7041 729 950	SOUND SYSTEM	1,026.50	0.00	0.00	0.00	0.00	0.00	1,026.50
21 7042 729 950	TRAPSHOOTING	2,663.94	0.00	0.00	0.00	0.00	0.00	2,663.94
21 7043 729 950	LIL BUC B-BASKETBALL	763.91	0.00	0.00	0.00	0.00	0.00	763.91
21 7048 729 950	BUC ANGEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21 7049 729 950	PBIS	5,087.68	29.03	0.00	0.00	0.00	0.00	5,058.65

Fund: 21 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
21 7050 729 950	ELEM. ST. COUNCIL	6,519.72	2,163.80	84.00	0.00	0.00	0.00	4,439.92
21 7051 729 950	CAMP WAPSIE	7,359.38	66.33	0.00	0.00	0.00	0.00	7,293.05
21 7052 729 950	EB HOOPSTERS CLUB	1,187.78	0.00	0.00	0.00	0.00	0.00	1,187.78
21 7053 729 950	BREAKFAST CLUB	1,369.86	0.00	0.00	0.00	0.00	0.00	1,369.86
21 7074 729 950	CLASS OF 2019	2,159.76	1,800.30	(359.46)	0.00	0.00	0.00	0.00
21 7075 729 950	CLASS OF 2020	2,855.65	359.50	448.46	0.00	0.00	0.00	2,944.61
21 7076 729 950	CLASS OF 2021	1,064.54	0.00	239.00	0.00	0.00	0.00	1,303.54
21 7077 729 950	CLASS OF 2022	481.08	0.00	40.00	0.00	0.00	0.00	521.08
21 7078 729 950	CLASS OF 2023	585.00	0.00	0.00	0.00	0.00	0.00	585.00
21 7079 729 950	CLASS OF 2024	385.00	0.00	0.00	0.00	0.00	0.00	385.00
21 7080 729 950	CLASS OF 2025	205.00	0.00	5.00	0.00	0.00	0.00	210.00
21 8000 729 910	ANNUAL	8,191.42	0.00	0.00	0.00	0.00	0.00	8,191.42
21 8001 729 910	BUCCANEER CLUB	3,111.51	0.00	0.00	0.00	0.00	0.00	3,111.51
21 8002 729 910	THE BUCCANEER NETWORK	(10.59)	0.00	1,544.40	0.00	0.00	0.00	1,533.81
21 8004 729 910	INTEREST	1,693.78	0.00	(1,693.78)	0.00	0.00	0.00	0.00
Fund Total: 21		149,343.89	33,654.67	11,591.99	0.00	0.00	0.00	127,281.21

**EAST BUCHANAN SCHOOL  
MILEAGE REPORT  
2018-2019**

MONTH	BUS ROUTE MILES	BUS ADMIN. MILES	BUS SPECIAL ED. MILES	BUS ACTIVITY MILES	BUS CUSTODIAL MILES	BUS TRANSP. MILES	BUS DRIVERS ED MILES	BUS OTHER MILES	BUS MISC. MILES	BUS TOTAL MILES
JULY	0	0	0	657	0	33	0	0	0	690
AUGUST	2,096	0	0	771	0	46	0	0	15	2,928
SEPTEMBER	6,302	0	0	2,674	0	99	0	0	0	9,075
OCTOBER	8,652	0	0	1,179	0	59	0	0	0	9,890
NOVEMBER	7,272	0	0	1,428	0	0	0	0	135	8,835
DECEMBER	5,904	0	0	1,099	0	0	0	0	0	7,003
JANUARY	5,958	0	0	1,227	0	0	0	0	0	7,185
FEBRUARY	6,059	0	0	902	0	66	0	0	0	7,027
MARCH	7,653	0	0	667	0	30	0	0	0	8,350
APRIL	8,158	0	0	2,354	0	191	0	0	0	10,703
MAY	8,148	0	0	1,849	0	95	0	0	0	10,092
JUNE	0	0	0	689	0	67	0	0	0	756
TOTAL	66,202	-	-	15,496	-	686	-	-	150	82,534

**EAST BUCHANAN SCHOOL**  
**MILEAGE REPORT**  
**2018-2019**

MONTH	VAN/CAR ROUTE MILES	VAN/CAR ADMIN. MILES	VAN/CAR SPECIAL ED. MILES	VAN/CAR ACTIVITY MILES	VAN/CAR CUSTODIAL MILES	VAN/CAR TRANSP. MILES	VAN/CAR DRIVERS ED MILES	VAN/CAR OTHER MILES	VAN/CAR MISC. MILES	VAN/CAR TOTAL MILES
JULY	0	328	1,931	0	251	33	1,810	252	0	4,605
AUGUST	0	508	1,297	1,147	313	0	25	0	0	3,290
SEPTEMBER	0	513	4,426	521	302	237	0	0	0	5,999
OCTOBER	0	1,301	5,003	1,669	155	60	45	0	10	8,243
NOVEMBER	0	1,073	4,313	2,398	189	0	27	0	0	8,000
DECEMBER	0	536	3,476	189	157	0	0	0	61	4,419
JANUARY	0	151	3,030	1,356	171	1	0	0	0	4,709
FEBRUARY	0	466	3,217	1,927	113	59	0	0	0	5,782
MARCH	0	773	4,275	1,021	192	95	0	0	0	6,356
APRIL	0	491	5,029	3,373	203	124	0	0	0	9,220
MAY	0	691	5,450	1,926	168	144	0	0	0	8,379
JUNE	0	337	1,093	1,705	243	0	3,539	105	0	7,022
TOTAL	-	7,168	42,540	17,232	2,457	753	5,446	357	71	76,024
BUS/VAN TOTAL	66,202	7,168	42,540	32,728	2,457	1,439	5,446	357	221	158,558

# EAST BUCHANAN COMMUNITY SCHOOL

## GASOLINE/DIESEL EXPENSE REPORT

2018-2019

MONTH	GALS. GAS PURCH.	COST PER GAL.	COST GAS PURCH.	GALS. DIESEL PURCH.	COST PER GAL.	COST DIESEL PURCH.	TOTAL COST GAS/DIESEL PURCHASED	GALS. GAS CONS.	COST GAS CONS.	GALS. DIESEL CONS.	COST DIESEL CONS.	TOTAL COST GAS/DIESEL CONSUMED
JULY	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	221.000	\$ 547.42	83.000	\$ 200.37	\$ 747.79
AUG.	635.000	\$ 2.519	\$ 1,599.38	432.000	\$ 2.572	\$ 1,111.10	\$ 2,710.48	231.000	\$ 581.82	357.000	\$ 918.20	\$ 1,500.02
SEPT.	471.000	\$ 2.631	\$ 1,239.20	818.000	\$ 2.560	\$ 2,093.75	\$ 3,332.95	590.000	\$ 1,552.29	1,264.000	\$ 3,235.33	\$ 4,787.62
OCT.	879.000	\$ 2.449	\$ 2,153.04	1,610.000	\$ 2.695	\$ 4,338.65	\$ 6,491.69	807.000	\$ 1,888.14	1,288.000	\$ 3,391.56	\$ 5,279.70
NOV.	790.000	\$ 2.021	\$ 1,596.92	1,394.000	\$ 2.355	\$ 3,282.56	\$ 4,879.48	741.000	\$ 1,497.86	1,457.000	\$ 3,430.94	\$ 4,928.80
DEC.	378.000	\$ 1.883	\$ 711.78	764.000	\$ 2.239	\$ 1,710.74	\$ 2,422.52	469.000	\$ 883.13	942.000	\$ 2,109.14	\$ 2,992.27
JAN.	298.000	\$ 1.862	\$ 555.00	695.000	\$ 2.163	\$ 1,503.00	\$ 2,058.00	541.000	\$ 1,007.34	1,034.000	\$ 2,236.54	\$ 3,243.88
FEB.	412.000	\$ 1.893	\$ 780.00	1,444.000	\$ 2.320	\$ 3,350.55	\$ 4,130.55	443.000	\$ 838.69	850.000	\$ 2,204.00	\$ 3,042.69
MARCH	917.000	\$ 2.288	\$ 2,098.33	927.000	\$ 2.374	\$ 2,200.57	\$ 4,298.90	661.000	\$ 1,512.37	1,234.000	\$ 2,929.39	\$ 4,441.76
APR.	412.000	\$ 2.476	\$ 1,020.11	1,599.000	\$ 2.394	\$ 3,828.38	\$ 4,848.49	857.000	\$ 2,121.93	1,470.000	\$ 3,519.47	\$ 5,641.40
MAY	1,248.000	\$ 2.416	\$ 3,014.75	1,267.000	\$ 2.289	\$ 2,900.13	\$ 5,914.88	747.000	\$ 1,804.75	1,383.000	\$ 3,165.69	\$ 4,970.44
JUNE	-	\$ -	\$ -	-	\$ -	\$ -	\$ -	319.000	\$ 770.70	144.000	\$ 329.62	\$ 1,100.32
TOTALS	6,440.000		\$14,768.51	10,950.000		\$26,319.43	\$41,087.94	6,627.000	\$15,006.44	11,506.000	\$27,670.25	\$42,676.69



**EAST BUCHANAN CSD**  
**Appointment of Board Secretary**

**Motion:** To appoint Teresa Knipper as Board Secretary during the 2019-2020 school year.

\*\*\*\*\*

**Administration of Oath:**

President: Do you solemnly swear that you will support the constitution of the United States and the constitution of the State of Iowa and that you will faithfully and impartially to the best of your ability discharge the duties of the office of Board Secretary in the East Buchanan Community School District as now or hereafter required by law?

Board Secretary: I do.

**EAST BUCHANAN CSD**  
**Appointment of Board Treasurer**

**Motion:** To appoint Marilyn Steinkamp as Board Treasurer during the 2019-2020 school year.

\*\*\*\*\*

**Administration of Oath:**

President: Do you solemnly swear that you will support the constitution of the United States and the constitution of the State of Iowa and that you will faithfully and impartially to the best of your ability discharge the duties of the office of Board Treasurer in the East Buchanan Community School District as now or hereafter required by law?

Board Treasurer: I do.

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT  
2019-2020

Approval to Sell Outdated Equipment

Motion: To approve the selling and/or disposal of out-dated equipment during the 2019-2020 fiscal year.

.....

Formal Designation of Grade Level Organization of Buildings

Motion: To approve the following grade level designation for the 2019-2020 school year: Preschool, K-5 as Elementary, 6-8 as Middle School, and 9-12 as High School.

.....

Participation in Free and Reduced Lunch Program

Motion: To approve the participation in the Free and Reduced Lunch Program during the 2019-2020 school year.

.....

2019-2020 Board Meeting Dates - see attached

.....

Depositories

Motion: To name Citizen's State Bank in Winthrop, Bankers Trust in Des Moines, and ISJIT in Des Moines as depositories for district monies during the 2019-2020 school year.

## **Prospective 2019-2020 School Board Meeting Dates**

**2<sup>nd</sup> Wednesday of the month at 5:00 p.m.**

July 10, 2019

August 14, 2019

September 11, 2019

October 9, 2019

November 13, 2019 or November 20, 2019

- School board election is on November 5<sup>th</sup> and the final canvass is the second Monday or Tuesday after the election. Monday, November 11<sup>th</sup> is Veteran's Day so the final canvass will be Tuesday, November 12<sup>th</sup>. We are a one county school district so there should not be a problem. The oath and abstract of votes could be emailed to me prior to the meeting.

December 11, 2019

January 8, 2020

February 12, 2020

March 11, 2020

April 8, 2020

May 13, 2020

June 10, 2020

## **EAST BUCHANAN COMMUNITY SCHOOL DISTRICT**

### **East Buchanan Preschool Parent Advisory Council Mission Statement**

The mission of the East Buchanan Preschool Parent Advisory Council is to ensure that the East Buchanan Preschool provides our children with a solid educational foundation to prepare them for their future.

Our mission will be accomplished through working in partnership with parents, school staff, the Iowa Department of Education, Central Rivers AEA, Kids' Corner, and the community and the students themselves.

### **East Buchanan Mission Statement**

To challenge students to think critically, communicate effectively, develop values, and contribute to society

### **East Buchanan Preschool Philosophy**

We believe all children learn and can be successful.

We believe in partnerships with families and the communities.

We believe in high quality developmentally appropriate learning opportunities.

### **Who's Who in the East Buchanan Preschool**

East Buchanan Elementary

414 5<sup>th</sup> Street North

Winthrop, IA 50682

(319) 935-3660

<http://www.eastbucharanschools.com>

### **School Personnel**

#### **Classroom Teachers**

(4/5 year-old Classroom, ECSE certified)

(4/5 year-old Classroom, ECSE certified)

Classroom Associates

Allison Shaffer

Teresa Snyder

Sara Dolan

Elliegh McGraw

Holly Johnson

[ashaffer@east-buc.k12.ia.us](mailto:ashaffer@east-buc.k12.ia.us)

[tsnyder@east-buc.k12.ia.us](mailto:tsnyder@east-buc.k12.ia.us)

Superintendent/Elementary Principal  
School Improvement Coordinator  
Elementary Secretary  
School Nurse  
Guidance Counselor

Dan Fox [dfox@east-buc.k12.ia.us](mailto:dfox@east-buc.k12.ia.us)  
Stacy Marcus [smarcus@east-buc.k12.ia.us](mailto:smarcus@east-buc.k12.ia.us)  
DeAnn Shafer [dshafer@east-buc.k12.ia.us](mailto:dshafer@east-buc.k12.ia.us)  
Tracy Klendworth [tklendworth@east-buc.k12.ia.us](mailto:tklendworth@east-buc.k12.ia.us)  
Kelly Henderson [khenderson@east-buc.k12.ia.us](mailto:khenderson@east-buc.k12.ia.us)

### Central Rivers AEA Support Staff

Speech Pathologist Michelle Schmitt [mschmitt@centralriversaea.k12.ia.us](mailto:mschmitt@centralriversaea.k12.ia.us)  
Occupational Therapist Christine Williamsen [cwilliamson@centralriversaea.k12.ia.us](mailto:cwilliamson@centralriversaea.k12.ia.us)  
AEA Special Ed Consultant Jennifer Anderson [janderson@centralriversaea.k12.ia.us](mailto:janderson@centralriversaea.k12.ia.us)

**Headstart** Robin Adams [radams@tccfd.org](mailto:radams@tccfd.org)

### Preschool Hours

Morning 4 year-old program	8:00 am - 11:15 am
All Day 4/5 year-old classroom	8:00 am – 3:15 pm
Lunch served from 11:30 – 12:00	

### Fees

The 4 Year-Old Half Day Program is FREE – This is state funded.

#### 4 year-old – Full Day

4 Days a Week - \$210 Monthly  
3 Days a Week - \$190 Monthly  
2 Days a week - \$170 Monthly

#### 5 year olds – Full day

FREE – 5 year olds would be counted  
into the kindergarten enrollment  
and are fully funded by the state.  
\*\* Must be 5 by Sept. 15th

Payment is due by the 1<sup>st</sup> of each month. Payment needs to be paid in order for your child to attend preschool. Head Start contact is the responsibility of the parent.

### Separation Challenges

Separation difficulties can happen with any child at any time during their preschool years. Whether this is your child's first preschool experience or a mid-year crisis, you have probably tried everything, including a few special treats, but he/she will not be convinced that preschool is the place where they should be. It is very important that you are ready for the separation, also. If you are anxious about your child starting preschool, they will pick up on the anxiety.

#### Drop-off routine to the rescue!

Whether this is your child's first school experience or a new phase, these meltdowns are difficult for everyone involved. What do you do when your child refuses to say goodbye? What you need is a "drop off routine." Children like routines because they provide a sense of security. Just as a good bedtime routine helps in the evening hours, a good drop-off routine will help you at preschool.

Creating the drop-off routine should include your child's teacher. Decide on steps that you will take every day when you and your child arrive at preschool. The goal is to establish and follow a routine for saying goodbye. The more your child knows what to expect, the more likely he/she will remain calm as the "goodbye" approaches.

**Keep it simple!**

Your routine could be as simple as helping your child hang up his coat, reading a book in the reading corner and then waving goodbye at the door. Or you might watch your child color a picture and take it with you when you leave. The routine can change over time and eventually you might not even need one.

A drop-off routine will not always keep your child from crying, especially at first. Some children cry for days or even weeks before they adjust. You may need the teacher's reassuring arms to help your child as you leave.

Helping children with separation is a large part of a preschool teacher's job. Often the teacher is very effective at calming down your child after the goodbye has passed. Believe your child's teacher when she/he says that your little one only cried for ten minutes or so.

**Some simple steps for separation!**

There are other simple steps that can help your child adjust to the separation. Leave a family picture in your child's cubby. Show your child that you trust and like his teacher with a happy "hello" in the morning. Provide your child with the chance to talk about his feelings, but then change the subject to something positive. Try to relax and believe that this problem will pass. Before you know it you will be hearing them say "but I said I wasn't ready to go home!"

## **Parent Involvement/Visitation**

At East Buchanan Preschool, we believe that parents are the most important teachers their child will ever have. We also want you to become involved in the program. Please feel free to visit the center anytime before or after your child is enrolled. Our preschool is designed and staffed with young children in mind. We strive to have an "extended family" atmosphere of caring open communication.

**Home Visits**

Your child's teacher will meet with you and will do a home visit with you during the school year. Purpose of a home visit:

- To allow you to tell us about your child and what you want for him/her and your family
- To give you a chance to learn more about your child's school day.
- To provide a time for you to ask questions.
- To give you information and resources to meet your goals for your family.

**Parent Advisory Committee (PAC)**

The parent advisory committee has the responsibility of reviewing program issues. The committee meets quarterly (or more if needed) during the year. This committee has had a major influence on the preschool program. It's mission is to ensure that the East Buchanan Preschool provides our children with a solid educational foundation to prepare them for their future.

**Open House**

The East Buchanan Preschool has an open house at the beginning of each school year. Your child will have the opportunity to come visit the classroom and their teachers. This is also a great time to answer parent questions and learn about goals and expectations for the year.

**Conferences**

The preschool teachers have sign-up sheets for conferences twice a year – during the fall and spring. During the conferences, families and teachers share information on their child and develop an education plan.

**End of Year Celebration**

At the end of each school year the East Buchanan 3/4/5 Preschool will have an informal celebration for the students. Parents, grandparents, and friends are welcomed to attend this joyous day. The class will show their talents with various musical performances.

## Enrollment Policies

To be successful in school and life, it is important to stay as healthy as possible. Below are some health requirements that you need to have filled out before your child may begin preschool. We also have two safety forms to fill out dealing with security of who is picking up your child and safety on the bus.

1. A copy of your child's Immunization Certificate that is current and up to date for his or her age.
2. A current (within a year) age appropriate Physical Exam Form signed by health care provider.
3. A Dental Exam Form signed and dated (updated each year).
4. A Pick-up Authorization to be completed (Permissions Form).
5. A Bus Regulation Form completed (all students).
6. A Parental Emergency Medical Consent Form to be completed.

If possible, it is highly suggested to get the physical and dental completed during the summer months since both need to be renewed each year.

## Attendance

In order for your child to get the most out of the preschool program, it is important that they come to school on a regular basis. If your child is not at school and we do not hear from you, a staff member will get in touch with you to make sure your child is okay and to see if we can help. Please contact your child's teacher or the elementary office whenever your child will be absent.

## Clothing

Be sure that your child's clothing is: comfortable, washable and allows for self-dressing and appropriate for play. For safety reasons, shoes with clunky heels or without heel straps should not be worn to school (flip flops or clogs). **An extra set of clothing is recommended.**

We get very involved in activities and children should not have to be overly concerned with staying clean. Dresses with ruffles or bows and pants with difficult belts or fastenings should be avoided.

When the weather is cold, we still like to go outside and play. Please always: Wear winter coats, snow pants, mittens, snow boots and stocking hat. Please send alternate shoes when your child wears boots to school.

## Public School Calendar and Weather Cancellations

The East Buchanan Preschool will follow the same schedule as the East Buchanan Community School. **If the school is delayed two hours, morning preschool will not meet.** In the event school is cancelled or delayed due to bad weather or other conditions, the announcement will be made over the three television stations: KWWL (Channel 7), KCRG (Channel 9), and KGAN (channel 2) and the following radio stations: KOEL Oelwein (95 AM/92.3 FM), WMT Cedar Rapids ( 600 CM/96FM), KFMW Waterloo (108FM), KMCH Manchester (94.7 FM). You may also sign up for GovDelivery. This is a system that will post announcements via email, text, twitter, and Facebook. The link is [https://public.govdelivery.com/accounts/IAEDU1963/subscriber/new?topic\\_id=IAEDU1963\\_1](https://public.govdelivery.com/accounts/IAEDU1963/subscriber/new?topic_id=IAEDU1963_1)

## Illness

For the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- Fever greater than 100 degrees F
- Vomiting
- Diarrhea



- Pink eyes with drainage
- Cough with congestion and excessive nasal discharge

The center's established policy for an ill child's return:

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep/Scarlet Fever: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage
- Influenza: Stay home while ill
- Measles: 4 days after rash appears
- Mumps: 5 days after onset or until symptoms are resolved, whichever is longest
- Pertussis (Whooping Cough): Until at least 5 days of appropriate antibiotics have been completed
- Rubella: 7 days after onset of rash
- T.B: If communicable until patient meets criteria for non-infectiousness
- Scabies: Until after first treatment

Upon arrival at school, each child is observed by teaching staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably; if the illness requires more care than staff are able to provide without compromising the needs of the other children in the group; or if keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact.

When a child develops signs of an illness during their day at preschool, parents, legal guardians, or other person authorized by the parent will be notified immediately to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child's pediatrician. In the meantime, we will provide the child a place to rest until the parent, legal guardian or designated person arrives under the supervision of someone familiar with the child. If the child is suspected of having a contagious disease, then until she or he can be picked up, the child is located where new individuals will not be exposed.

## **Medication**

If your child needs to take medicine at school, our staff can give your child medication only if a doctor prescribes it. Parents/guardians will need to give written authorization and instructions by filling out a Medication Permission Form. The medicine you bring must be in the original pharmacy container. It must be clearly labeled with:

- Child's first and last name
- Physician's name
- Date the prescription was filled
- Name and strength of the medication
- Instructions from the manufacturer, pharmacy or doctor

## **Authorizing Individuals to Pick Up Your Child**

On the enrollment form, you will find a line asking for the names of individuals who will be authorized to pick up your child(ren). You may authorize as many individuals as you wish. You must leave a written note or tell a staff member if such a situation arises. We will not allow your child to leave with an unauthorized person. This is completely for the protection and safety of your child. We will check ID or person listed to pick up our child. Please remember to keep this form updated and correct if your phone number or address changes.

## **Arriving and Leaving the School**

It is required that all children be escorted inside the school. Please notify the teacher or school when your child will be absent, arriving late or being picked up early.

## **Emergency Procedures for a Missing Child**

1) Stay calm (count heads) 2) Check attendance chart (was the child signed in or out) 3) Talk calmly with other staff (check bathrooms, classrooms, and outside) 4) Contact main office (child in attendance) 5) Call administration 6) Call parent or other persons listed on Emergency form 7) Most Important – Stay Calm in All Emergency Situations.

## **Alleged Impaired Pick-Up**

The teachers at the East Buchanan Preschool will not release a child to an authorized person who is unable to adequately care for the child. The staff will offer to call a relative or friend to pick up the person and child.

If the person is driving a vehicle the teacher will explain that driving under the influence of drugs or alcohol is against the law and that the teacher is obligated to ensure the safety of the child. If this person chooses to get in the car (with or without the child) the teacher will immediately notify police and provide a description of the car and location headed. If the teacher believes that the child is in need of protection, proper authorities will be notified.

## **Toys**

Our preschool has more than an adequate amount of toys and learning materials. Please do not send toys from home as they may be lost or broken. Books or electronic media a child wishes to share with the class should be marked with the child's name and given to the teacher. If your child's class has a "sharing day" you will be notified. Toy guns or weapons are never allowed at preschool.

## **Nutrition**

East Buchanan Preschool provides healthy, well-balanced snacks to all children. Due to food allergies all treats are prepared through the East Buchanan CSD. Your child will participate in nutrition and physical activities to promote healthy life-long habits. Your child will learn self-help skills such as hand washing, brushing teeth, and making healthy food choices and good mealtime manners.

Please let our staff know if your child must eat or avoid foods for religious or other reasons (food allergy or intolerance).

### **Life Threatening Allergies – (Example – Nut allergy) / Medical Alerts (Example – Seizures) Awareness**

The East Buchanan Community School has recognized that students with life threatening allergies/Medical Alerts attend our school. In saying this – the district will maintain a system-wide emergency plan for addressing these potential life threatening allergic reactions or medical alerts and maintain an Individual Emergency Medical Plan (IEMP) for any student(s) whose parents/guardians, and physicians have informed the administration of the school in writing that the student(s) has a potentially life threatening allergy or medical condition. Further, the district will utilize procedures to minimize the chance of a child experiencing a potential life threatening allergic reaction/medical alert. These procedures will be presented to all staff (PK-12) during our all staff in service at the beginning of each school year.

### **Procedure for Implementing Life-Threatening Allergy/Medical Alerts Awareness**

The administration/school nurse/guidance, will be responsible for notifying teachers, classroom associates, and parents of students in classrooms where one or more students have a life-threatening allergy. (The allergy must be clearly documented by the primary care physician or a board certified allergist.) Notification will include an explanation of the severity of the health threat, a description of signs and symptoms to be aware of and a concise list of foods and materials to avoid. Parents, in consultation with their primary care provider/allergist, will provide the list of allergens to be avoided.

NO FOOD ITEMS, for students, will be brought into our elementary either by parents or staff. The classroom teacher may distribute treats for special occasions, such holiday parties – these treats will come from our school kitchen or our Family Consumer Science classroom. Classrooms with students who have life threatening allergies

may have more specific guidelines depending on the type(s) of allergy. Treats that cannot be offered to all students due to life threatening allergies/Medical Alerts will not be served.

Food preparation will only be allowed in academic curriculum with the principal's and health care professional's pre-approval. An exception will be made for food preparation as related to the Individual Education Plan of individual student's goals served in special education in PreK-12 grades. Precautions will be taken for students with life threatening allergies.

Only non-food manipulatives should be used in classrooms. Peanut butter jars should not be used for storage of manipulatives, even if the jars have been thoroughly washed.

Whenever students travel on field trips for, a clear plan to activate Emergency Medical Services (911) should be reviewed by all teachers and chaperones. Field trips need to be chosen carefully; no child should be excluded from a field trip due to unavoidable allergen exposure. (NOTE: How to activate EMS should be included on the field trip forms.) The District Transportation Department (regular and substitute drivers) will be notified of the student(s) who have life threatening allergies/medical alerts.

## **Discipline Policy**

We use positive guidance techniques such as modeling and encouraging expected behavior, redirection, and setting clear limits. A "Cool Down" time is used when necessary, with one minute per year of age used as the maximum time away from the regular activities. Children feel comfortable and confident knowing their child care teacher's expectations match and respect their developing capabilities.

Intentional Property damage is a serious matter. Any cost for repair or replacement for damage to the building, furniture, or toys will be billed to the child and their parents.

Incidents of aggressive behavior towards other children or staff will be reported to parents/guardians. A conference may be held with the family, teaching staff, and principal.

## **Pets**

***No live animals are to be inside the East Buchanan School buildings or classrooms at any time.***

If you, as a parent or legal guardian, want to bring your family pet to share with your child's classroom you are welcome. However, all animals must remain outside the school buildings during the visit. The preschool teacher ensures that the animal does not create an unsafe or unsanitary condition. The animal would appear to be in good health and have documentation from a veterinarian or an animal shelter to show that the animal is fully immunized (if the animal should be so protected) and suitable for contact with children. The teacher would ensure staff and children practice good hygiene and hand washing when coming into contact with the animal and after coming into contact with the animal. Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals.

Any children allergic to the pet will not be exposed to the animal. Reptiles are not allowed because of the risk for salmonella. The classroom teacher is responsible for checking requirements have been met.

## **Four/Five Year Old Program**

This program is offered from either 8:00-11:15 or an all day program from 8:00 – 3:15. Each child is viewed as a unique individual with his/her own pattern of growth and development. Free choice time allows the children to initiate their own play experiences with a variety of fine motor activities as well as role-playing areas. Learning about math, science, social studies, and health are integrated through meaningful activities such as those when children play with blocks, measure sand, water or cooking ingredients, observe changes in the environment, work with tools, sort objects, explore plants, animals, water, and draw, paint and work with clay. This allows a lot of individual interaction between children and the teacher.

The children are given experiences to develop basic readiness skills. They experiment with writing and reading by drawing and copying, listening to and reading stories and poems, taking field trips or listening to speakers, dictating stories and seeing classroom charts and print.

Children are given time each day for large muscle development through climbing, running, dancing, and playing outside. All our activities help develop positive feelings toward learning.

### **Lunch Time**

Lunch for preschool will be served between 11:30 and noon each day for students in the 4/5 year old half or full day program.

Lunch is a separate account from your tuition. A daily lunch will cost \$1.90. Families may qualify for Free or Reduced Lunches. Inquire in the office.

### **Fire and Natural Disaster**

The East Buchanan Preschool has established special procedures to deal with such emergencies as fire and natural disaster. The preschool is inspected on a regular basis. Fire and tornado drills are held every month during the school year. During severe weather, a constant check is kept for emergency information.

### **Intruders**

The East Buchanan Preschool has established special procedures to deal with such emergencies as intruders. In the case of an intruder there will be an all call throughout the building with location of the intruder.

### **Bus Safety**

Our preschool will provide transportation to and from enrichment opportunities throughout our community. It is important that all parents, children, bus drivers and staff follow the rules set forth by the East Buchanan Community School District. Please take time to read through the material and share this information with your child(ren).

### **Bus Evacuation Drills**

Children will participate in bus evacuation drills set up by the East Buchanan Community School District. They will practice exiting from the back and side of the bus.

In case of an emergency:

1. Bus drivers will contact the administration office.
2. Our staff will contact parents.

### **Pedestrian Walking**

Cross the street at the corner and obey all traffic signals. Hold an adult's or older student's hand when you cross the street. Look left, right, and left again before you cross and while you are crossing keep looking both ways until you reach the other side. Only cross in front of a school bus when the driver says it is safe. Do not cross behind the bus or where the driver cannot see you.

### **Student Records**

The parents of students attending the E.B. Community School district shall have the right to inspect and review any and all official records, files, and data directly related to their children, including all materials that are incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system. Parents requesting access to their child's school records shall do so by contacting the building principal of the child's attendance center. In order for a student's record to be released to other parties not listed below, it will have to be written consent of the student's parents.

Exceptions:

1. Other school officials, including teachers, within institution or local educational system.
  2. Officials of other schools or school systems in which the student intends to enroll.
  3. Authorized representative of State and Federal Governmental agencies, or administrative heads of educational agencies.
  4. In connection with a student's application for, or receipt of financial aid.
- Students' names will be released for informative reasons such as in students participating in school events, Kids Review, Newsletters, newspaper articles and announcements (see release form).

## **Questioning of Students by Outside Agencies**

The school will cooperate with law enforcement officials in investigations involving students, while still protecting the rights of students.

Law enforcement officials will be granted permission to interview students (non-suspect) in the school setting. This generally will occur following approval of school officials and in the presence of a school official.

It shall be the responsibility of the investigator in abuse cases to determine who will be present during an interview. Officials who request an interview for a child abuse investigation and the investigator determines that the child should be interviewed independently of his or her parent(s) or guardian(s) and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parent(s) or guardian(s).

While school officials generally will allow interviews of students (non-suspects) without parental notification, law enforcement has the responsibility to notify parents of any interrogation of minors. The school will do everything possible to see that parents are notified prior to any interrogation of student. In the event that parents are not available, a school administrator shall be present at the interview and serve as an advocate of the student.

## **Reporting Child Abuse**

All East Buchanan Community School District Staff are mandatory reporters for child abuse. The East Buchanan Community School District complies with the State of Iowa law requiring all mandatory reporters working in licensed child care to report suspected child abuse or neglect to the Department of Human Services. This is in the best interest of the child.

The law tries to protect children from abuse and helps others find ways to handle the stress of raising children. If you would like to help in coping with any area of your child's behavior, please call your child's teacher, family worker, guidance counselor or our AEA support staff. We will try to help you find solutions to your concerns. Children's safety and best interests are always our goal. We will notify authorities should we have concerns regarding any child's safety.

## **Student Abuse**

Any student who has been abused either physically or sexually by a school employee shall make a written report of this to the level one investigator immediately. The level one investigator is the Superintendent of Schools, or in his/her absence the school nurse, or the Elementary Principal. Report forms are available in any administrative office.

"Physical abuse" means non accidental physical injury to the student as a result of the actions of a school employee. Physical abuse may occur as a result of intentional infliction of injury or excessive, unnecessary, or unreasonable use of force. "Sexual abuse" means any sexual offense as defined by Iowa Code chapter 709, Iowa Code section 728.12 (1), or any sexual act with or directed toward a student.

## **Program Policies and Procedures**

Program Policies and Procedures handbook is located in the following:

Superintendent/Elementary Office

East Buchanan School Webpage – [www.eastbuchananschools.com](http://www.eastbuchananschools.com)- under PK & Elementary and then Preschool Handbook and Policy and Procedures.

### **Nondiscrimination Policy**

It is the policy of the East Buchanan Community School District not to illegally discriminate on the basis of race, color, national origin, sex, gender, disability, religion, creed, age (for employment) marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. Individuals shall use the policy complaint form for policy number 102.E1. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, *Eric Dockstader, Secondary Principal*, East Buchanan Community School, 414 5<sup>th</sup> St. N., Winthrop, IA 50682, 319-935-3767, [edockstader@east-buc.k12.ia.us](mailto:edockstader@east-buc.k12.ia.us).

# **East Buchanan Preschool Parent Handbook 2019-2020**

---

Published by [Google Drive](#) – [Report Abuse](#) – Updated automatically every 5 minutes

---

# East Buchanan Elementary Student Handbook 2019-2020



## Educating Everyone...Takes Everyone

*For security reasons, all visitors, upon arrival, must sign in at the school office before visiting any classroom and receive a visitor's pass.*

PARENT VISITATION

We encourage parents to visit classes at East Buchanan. Classroom visits afford one of the best means to gain information about the educational program and to observe a child's performance in a classroom learning situation. In order to maintain security for all students and to avoid conflict with scheduled events or the disruption of critical educational activities (such as testing), the **administration requires that** all parent visitation be approved by the principal in advance.

To help minimize disruptions, parents should make their classroom visits only after the first six weeks and before the last four weeks of the school year. Visitation also is not recommended during the three days on which parties are typically scheduled: Halloween, Christmas, and St. Valentine's Day (although some parents might be asked to help with these parties). American Education Week, too, offers an excellent opportunity for parent visitation.

Visitations should last NO longer than 1-2 hours. We also ask that small children NOT accompany adults on these visits due to the distraction this may cause for the classroom students.

### **STUDENT DROP-OFF/PICK-UP**

Before and afterschool is a busy time in the hallways with students preparing for school or preparing to go home. Our hallways become very congested. It is asked that you drop-off or pick-up your child(ren) on the southside of the new elementary (Jackson Street). Students that are picked up will be released from the southwest door of the elementary. Please do not stop in the middle of 5<sup>th</sup> Street, stopping traffic, to let your students off for school. Please park on Jackson Street.

Any student being Dropped-Off/Picked-Up during school hours need to enter through the office. For safety, please park your car to drop off or pick up.

*All Parents and Visitors need to report to the office before entering the building at anytime.*

### **TEXTBOOKS**

All textbooks and library books are the property of East Buchanan Schools. They should be used with care and returned in good condition. Students are responsible for books which are lost or damaged.

### **CHILD VISITATION**

Children visiting school are often a disturbing influence in the classroom. Class work may require previous instruction the visiting students may not have had and thus, these students may not be able to participate in the class activity - causing boredom and possible disruptive behavior. Often, too, regular class students' attention is drawn to the visiting child rather than to the teacher and the task at hand. Therefore, NO children from other schools will be allowed to visit unless requested by the East Buchanan class teacher and approved by the building principal.

### **THE SCHOOL DAY**

<u>Grade</u>	<u>Begin</u>	<u>Dismiss</u>
Preschool	8:15(a.m. class)	11:30
	12:00 (p.m. class)	3:15
	8:15(all day)	3:15 No Classes on Friday Afternoons
K-5	8:20	3:25

### **CANCELLATIONS/LATE STARTS/EARLY DISMISSALS**

In the event school is canceled or delayed due to bad weather or other conditions, the announcement will be



made over television and radio stations:  
TV – KWWL, KCRG, and KGAN.

Radio - KMCH Manchester (94.7 FM)

You may also sign up for GovDelivery. This is a system that will post announcements via email, text, twitter, and Facebook. The link is [https://public.govdelivery.com/accounts/IAEDU1963/subscriber/new?topic\\_id=IAEDU1963\\_1](https://public.govdelivery.com/accounts/IAEDU1963/subscriber/new?topic_id=IAEDU1963_1)

### **NO TOLERANCE**

East Buchanan Elementary has a No Tolerance Policy. Safety of our students is our number one priority. Your child should feel safe at school.

Toy weapons(guns, knives, swords etc.) are not allowed on the bus or at school. **If a student does bring a toy weapon to school they will be issued a one day out of school suspension.**

Remarks that threaten another individual's life or puts them in danger will not be tolerated. **If a student makes a threatening remark there will be consequences of loss of recess(s), in-school suspension(s), and out of school suspension(s).**

### **VANDALISM**

Any student willfully damaging East Buchanan property will be assessed the total cost of replacement or repairs. In the case of a minor child, the parent or guardian will be held responsible.

### **PERSONAL PROPERTY AT SCHOOL**

Students are discouraged from bringing extra money, toys and other objects from home unless they have been given permission by the teacher. The school cannot assume responsibility for the loss or damage of things brought from home or for ANY personal property at school.

### **ATTENDANCE AND ABSENCE**

Good attendance is critical to a successful school experience. Parents are strongly encouraged to call the school office between 8:00 and 10:00 a.m. on the day a student is absent. Each student is expected to bring a note explaining the reason for the absence upon returning to school.

### **PROGRESS REPORTS AND CONFERENCES**

Progress reports will be sent home three times a year. In addition, a special effort will be made to notify parents if a child is not working up to capacity. Scheduled parent-teacher conferences are held in the Fall and again in the Spring . However, a parent may request a conference at any time by contacting the teacher.

### **BIRTHDAY PARTIES**

If a child is having a birthday party, please do not send invitations to school to be handed out. This may cause hurt feelings because some children were invited and others were not.

### **CONDUCT ON SCHOOL BUSES**

A list of school bus rules (Regulations for Pupils Riding School Buses) is provided at registration. In the event a bus rule is broken, Bus Violation Reports will be completed by the bus driver and a copy sent to both the parent and elementary principal.

**BUS CHANGES:** If for any reason a student needs to ride a different bus at any time, a note from home needs to be sent to school indicating the date, the bus change, and the reason. Students will be given a special bus pass which will allow them onto the new bus for that day.

### **STUDENT USE OF THE TELEPHONE**

Student use of the telephone to call home will be allowed only for an emergency.

Cell phones will not be allowed in the elementary during the school day.

### **SPECIAL TEACHERS AND CLINICIANS**

Pupils have special teachers for vocal music, instrumental music and physical education. Through federal funding, a developmental reading teacher is available. Also available, through the Area Education Agency, are a school psychologist, educational consultant, speech therapist, hearing clinician, occupational therapist and teachers who work with children having special needs.

### **DRESS CODE/APPROPRIATE ATTIRE**

Clothing which advertises, promotes, or suggests the use of alcohol, drugs, or tobacco is prohibited. Clothing which suggests or depicts things of a sexual nature are prohibited as well. Such material includes, but is not limited to, hats, book bags, gym bags, buttons, badges, t-shirts, or other clothing.

Clothing items that advertise or depict the following slogans, companies, or businesses are prohibited: Hooters, Playboy, Playgirl, Big Johnson, Coed Naked as well as other items of this nature.

Any clothing or material item that is obscene or offensive to the average person is prohibited. Obscene and offensive will be measured in terms of communication with the office by those people that deem certain items to be obscene or offensive. If a student has something that is deemed to be obscene or offensive they will be asked to have this item removed in the following ways:

#### **First Time:**

Clothing - A. Turn it inside out, B. Remove the item and put on another piece of clothing.

Item other than clothing - A. Put the item in their book bag, B. Put the item in the office.

#### **Second Time:**

Clothing - A. Remove the item and put on another piece of clothing. Item other than clothing - A. Put the item in the office. Consequence for second offense - loss of recess.

#### **Third Time:**

Clothing - A. Remove the item and put on another piece of clothing. Item other than clothing - A. Put the item in the office. Consequence for third offense - loss of recess and a phone call home.

Any offense after the third offense will result in a meeting with the student, the parents, and the administration concerning that student's inability to follow the dress code.

Hats are not worn in the school building. This includes baseball caps, stocking hats, bandanna, etc.

**STUDENTS MUST WEAR GLOVES/ MITTENS, HATS, WARM COATS, AND BOOTS DURING WET AND/OR SNOWY WEATHER.**

**Flip Flop or opened toed shoes are not to be worn in the elementary.** This is a safety issue due to recesses and going up and down stairs.

### **DRESS FOR PHYSICAL EDUCATION**

All students are to bring a pair of tennis shoes for P.E. Shorts or slacks are desired for children in grades K-5.

### **GUM, CANDY, POP**

Gum, candy, and pop are not allowed during the school day unless provided, on special occasions, by the classroom teacher. Parents are asked not to send pop or candy with those who carry a cold lunch. Pop is not allowed in the lunchroom during lunch times.

### **LUNCH**

The school provides a hot lunch program with well-planned and varied menus. All children who eat at school are encouraged to participate in this program. If cold lunches must be sent, they should be equally nutritious. All elementary children are eligible to participate in the hot lunch program on the following plan:

1. If a child has a lunch account and is in attendance at school, he is expected to eat hot lunch (unless a cold lunch is brought due to menu preferences.)
2. Check with one of the school offices for current prices. Money may be placed in your child's account any day of the week. Money should be taken to the lunchroom by 8:30 A.M.
3. Milk is served with hot lunches.
4. Free or reduced-price lunches are available for those who qualify under the established Federal Lunch Guidelines. Call any of the school offices for specific information in regard to this program.
5. If a student lives within walking distance of school, he/she may walk home for lunch if the school is provided with written permission from the parent/guardian. This written permission may be given once at the beginning of the year indicating this will be a daily occurrence, or it may be given each time if it is not a daily occurrence. In either event, once the student leaves school grounds, the parent/guardian is responsible for the child. Other than the reason stated above, NO student will be allowed to leave school grounds without parent/guardian escort.

### **Life Threatening Allergies – (Example – Nut allergy) / Medical Alerts (Example – Seizures) Awareness**

The East Buchanan Community School has recognized that students with life threatening allergies/Medical Alerts attend our school. In saying this – the district will maintain a system-wide emergency plan for addressing these potential life threatening allergic reactions or medical alerts and maintain an Individual Emergency Medical Plan (IEMP) for any student(s) whose parents/guardians, and physicians have informed the administration of the school in writing that the student(s) has a potentially life threatening allergy or medical condition. Further, the district will utilize procedures to minimize the chance of a child experiencing a potential life threatening allergic reaction/medical alert. These procedures will be presented to all staff (PK-12) during our all staff in service at the beginning of each school year.

### **Procedure for Implementing Life-Threatening Allergy/Medical Alerts Awareness**

The administration/school nurse/guidance, will be responsible for notifying teachers, classroom associates, and parents of students in classrooms where one or more students have a life-threatening allergy. (The allergy must be clearly documented by the primary care physician or a board certified allergist.) Notification will include an explanation of the severity of the health threat, a description of signs and symptoms to be aware of and a concise list of foods and materials to avoid. Parents, in consultation with their primary care provider/allergist, will provide the list of allergens to be avoided.

NO FOOD ITEMS, for students, will be brought into our elementary either by parents or staff. The classroom teacher may distribute treats for special occasions, such holiday parties – these treats will come from our school kitchen or our Family Consumer Science classroom. Classrooms with students who have life threatening allergies may have more specific guidelines depending on the type(s) of allergy. Treats that cannot be offered to all students due to life threatening allergies/Medical Alerts will not be served.

Food preparation will only be allowed in academic curriculum with the principal's and health care professional's pre-approval. An exception will be made for food preparation as related to the Individual Education Plan of individual student's goals served in special education in PreK-12 grades. Precautions will be taken for students with life threatening allergies.

Peanut butter jars should not be used for storage of manipulatives, even if the jars have been thoroughly washed.

Whenever students travel on field trips for, a clear plan to activate Emergency Medical Services (911) should be reviewed by all teachers and chaperones. Field trips need to be chosen carefully; no child should be excluded from a field trip due to unavoidable allergen exposure. (NOTE: How to activate EMS should be included on the field trip forms.)

The District Transportation Department (regular and substitute drivers) will be notified of the student(s) who have life threatening allergies/medical alerts.

### **ARRIVAL AT SCHOOL**

Teachers arrive at school early to make preparations for the school day. For that reason, students who live in town are not to come to school before 8:00 a.m.

BREAKFAST: Those eating breakfast need to arrive by 8:00 a.m. in order to be finished in time for classes.

### **DISMISSAL**

Children should leave the school premises and go home immediately after dismissal. If they return to the playground after school hours, they will not be allowed to enter the building. Students will not be allowed to stay after school without adult supervision. Plan with your child what to do in the event that unusual weather should occur near the dismissal time, or when school is dismissed early because of bad weather.

### **EMERGENCIES**

The school attempts to have on record for each child the following information:

1. The phone number of the parent's home and place of employment.
2. The name of the family physician.
3. Relatives or friends to be called in case of emergencies when the parents cannot be reached.

Should the child become ill or injured at school, the secretary will first call the parent. It is very important that we know where to reach parents both at home and at work. **Please notify the elementary office immediately if there is a change in your home or work phone number.** If no response can be obtained, the family physician will then be called if conditions warrant his/her attention. Hospital preference also has been added in case of extreme emergencies. This is updated annually.

### **HOMEWORK**

In order for your child to receive the best education possible, your child may be asked to do some work at home. You can help by providing time and a quiet place for such activities.

### **SCHOOL EXPENSES**

East Buchanan charges a book rent fee, which pays part of the expenses for supplies used by the student during the year. These should be paid in advance by cash or check. Make checks payable to the East Buchanan Community School.

### **APPOINTMENTS DURING SCHOOL HOURS**

It is recommended that medical/dental appointments be made during the summer and before school starts in the fall. Some appointments, of course, have to be made during the school year. Please try to get appointments as late in the school day as possible or early in the morning. Students will be counted absent one-half day if they arrive after 10:00 a.m. or if they leave before 2:00 p.m. If a student is to leave school early on any day, a note should be sent to school (or a phone call made) stating the date, reason for leaving and time.

Teachers are not to release any child during the school day until the person wanting the child released has first reported to the office. All entrances to the buildings have a sign directing visitors to report to the office.

If your child has a dentist or doctor appointment or something similar that you wish to have him/her leave school, always send a note and plan to pick the child up in the elementary office.

**ALL elementary students must report to and sign in/out with office personnel as soon as they arrive or just before they leave school.**

### ILLNESS AND MEDICATIONS

**Children that are ill are not to be in school. Children need to go 24 hours ill free (fever free, no vomiting or diarrhea) without medication before they may return to school.** When a child needs to stay home due to illness, a parent/guardian should notify the office no later than 9:00 a.m. that day. If a child is well enough to come to school, he/she is well enough to go outside for recess unless requested in writing by their doctor.

If a child develops an abnormal temperature, during school, **they must leave school and not return until a normal temperature has been maintained for 24 hours, without the aid of Tylenol, etc.**

Please contact the school if a student has a communicable disease, such as chicken pox. This will allow us to alert other parents to watch for any symptoms.

Prescription and nonprescription medications may be dispensed at school provided the following occurs:

1) Medication must be in the **original bottle**. (Ask any pharmacist for an extra prescription bottle for home) **\*\*Note:** To help ensure the safe arrival of all medication to school, school officials will count and record the number of pills/tablets contained in each bottle brought to school.

2) Permission form must be completed and signed. These forms may be obtained from any office.

3) Antibiotics that are prescribed three time per day should be given at home before school, immediately after school and at bedtime.

4) Do not send ANY medication (including aspirin, tylenol, etc.) to school with your child to take on his/her own. For your child's safety, all medication **MUST** be dispensed through the office.

5) Medication dosage **can not** be changed without written notice from the doctor. This can be faxed to our office 935-3614 or sent on the doctor's prescription notepad with the child.

Over-the-counter cough drops may be taken by students themselves. However, sometimes cough drops are treated much like candy by students and for this reason, teachers must receive a note from home regarding the need for cough drop use.

### HEAD LICE

If a child is found to have head lice or nits their parents/guardians will be notified. They may wait to go home until the end of the day upon the nurse's discretion. Treatment is mandatory in order for the student to return to school. Upon return to school, the treated student may be rechecked. The school nurse may also check other students that have been exposed or at risk. **Parents are asked to inform the school if they discover their child has head lice.** This is very helpful in controlling the spread of lice.

### INSURANCE

A pupil insurance program is available to all parents. Under the plan, pupils are covered for accidents at school, as well as to and from school. The insurance coverage is strictly optional. If desired, it should be purchased at the beginning of the school year or when the student enters. Accidents **MUST** be reported to the school immediately. Insurance will not cover the claim unless it is reported promptly.

A pupil dental insurance is available also. Brochures explaining the low-cost coverage for accidents may be obtained from the school office. Both medical and dental insurance information is available at registration.

### **OBTAINING SCHOOL INFORMATION**

If something has happened in school during the day that you feel you need more information, please call your child's teacher first. The teacher usually can give you first hand information about the situation in question. If you are not satisfied then please call and ask for the principal.

### **PICKING UP AND UNLOADING ELEMENTARY CHILDREN**

The street east of the school (5th Street) will be used for bus traffic from 7:45 - 8:00 am and from 3:10 - 3:40 pm. If you are bringing or picking up your child at school during these times, please do so on the **south** side of the new elementary building (Jackson Street) away from the school bus traffic. Please, for the safety of your children and to relieve the bus drivers, follow the above procedure.

### **STUDENT RECORDS**

The parents of students attending the E.B. Community School district shall have the right to inspect and review any and all official records, files, and data directly related to their children, including all materials that are incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system. Parents requesting access to their child's school records shall do so by contacting the building principal of the child's attendance center. In order for a student's record to be released to other parties not listed below, it will have to be written consent of the student's parents.

Exceptions:

1. Other school officials, including teachers, within institution or local educational system.
2. Officials of other schools or school systems in which the student intends to enroll.
3. Authorized representative of State and Federal Governmental agencies, or administrative heads of educational agencies.
4. In connection with a student's application for, or receipt of financial aid.

Whenever a student has attained eighteen years of age, or is attending an institution of post secondary education, the permission or consent required of the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. Any student eighteen (18) years of age may permit or deny his parents access to his records.

Students' names will be released for informative reasons such as in students participating in school events, Kids Review, Newsletters, newspaper articles and announcements (see release form).

## **QUESTIONING OF STUDENTS BY OUTSIDE AGENCIES:**

The school will cooperate with law enforcement officials in investigations involving students, while still protecting the rights of students.

Law enforcement officials will be granted permission to interview students (non-suspect) in the school setting. This generally will occur following approval of school officials and in the presence of a school official.

It shall be the responsibility of the investigator in abuse cases to determine who will be present during an interview. Officials who request an interview for a child abuse investigation and the investigator determines that the child should be interviewed independently of his or her parent(s) or guardian(s) and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parent(s) or guardian(s).

While school officials generally will allow interviews of students (non-suspects) without parental notification, law enforcement has the responsibility to notify parents of any interrogation of minors. The school will do everything possible to see that parents are notified prior to any interrogation of students. Law enforcement will not interrogate any minor without parent consent. In the event that parents are not available, and give consent, a school administrator shall be present at the interview and serve as an advocate of the student.

## **SEARCH AND SEIZURE**

The Board of Directors holds all school property in public trust. School authorities may, without a search warrant search a student, student lockers, desks, work areas or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

In an ongoing effort to keep and provide a safe environment for all students, the East Buchanan School District will partner with local law enforcement to participate in a routine unannounced search of the school premises by the drug and bomb K-9 (dog) units. Sessions will be scheduled through the Superintendent and/or Secondary Principals office.

## **INTERNET/NETWORK POLICY:**

The purpose of the Internet at East Buchanan is:

- a. To enhance innovative education through access to unique resources and collaborations, and
- b. To improve learning and teaching through research, teacher training, collaboration and dissemination of successful educational practices, methods, and materials.

The purpose of the Network at East Buchanan is to:

- a. To give you storage space for your class related work: and
- b. To give you convenience in accessing this storage space.
- c.

Access to the Internet and EB Network is a privilege and not a right, and persons who misuse this privilege will be denied access.

**\*\* Students and their parents must sign the East Buchanan Schools Internet Policy. This will be kept on file for the duration of the student's time at East Buchanan. Any violation of the EB Internet/Network Policy may result in privileges being revoked for a specified amount of time as stated below.**

Students who access restricted items or otherwise misuse the Internet/Network will be subject to appropriate action as described in the school's discipline policy or student handbook or to the following consequences.

**First Offense:**

A student that has been found to be in violation of the EB Internet Policy or has intentionally accessed restricted material will lose Internet privileges for a period of **three weeks** at the discretion of the building principal.

**Second Offense:**

A student that has been found to be in violation of the EB Internet Policy or has intentionally accessed restricted material for a second time will lose all network privileges for a period of **12 weeks**.

**Third and each subsequent Offense:**

A student that has been found to be in violation of the EB Internet Policy or has intentionally accessed restricted material for a third time will lose all network privileges for a period of **one calendar year**. *The discipline for these offenses will be for the duration of the student's years at East Buchanan.*

**ANTI-BULLYING / HARASSMENT (Code No.104)**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board 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.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, 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, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

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.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school



grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying means 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;
- Demeaning jokes, stories, or activities directed at the students 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 means 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.

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.

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 actions.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file

false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy, shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy, shall be subject to measures up to, and including, exclusion from school grounds.

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

It is also the responsibility of the superintendent, in conjunction with the investigator and principals, to develop 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 how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

**Students who feel they have been harassed should:**

- If the student is comfortable doing so they should communicate to the harasser that the student expects the behavior to stop. If the student wants assistance communicating with the harasser, the student should ask a teacher, counselor, or principal to help.
- If the harasser does not stop, or the student does not feel comfortable confronting the harasser, the student should:
- Tell a teacher, counselor or principal; and
- Write down exactly what happened, keep a copy and give a copy to the teacher, counselor, or principal including;
  - What, when, and where it happened
  - Who was involved
  - Exactly what was said or what the harasser did;
  - Witnesses to the harassment
  - What the student said or did, either at the time or later
  - How the student felt; and
  - How the harasser responded

**Discipline levels for Harassment shall involve a three-step process:**

- Level one - warning and/or 60 minute detention
- Level two – out of school suspension
- Level three – out of school suspension to possible expulsion

The severity of the event may make it necessary to skip a level and make the discipline more severe.

## **STUDENT ABUSE**

Any student that has been abused either physically or sexually by a school employee shall make a written report of this to the level one investigator immediately. The level one investigators are the Superintendent of Schools or the Secondary Principal. Report forms are available in any administrative office.

### **DUE PROCESS:**

If you feel that an action of a faculty member toward you is unfair or improper, you have the right to question the action. You are responsible to behave respectfully and calmly at all times and to follow the listed process:

1. Set up a time to meet with the faculty member privately. Do this later in the day or early the next day. Discuss your opinions and listen to the faculty member's opinion. Normally most disagreements are a misunderstanding of the facts of a particular situation and will be cleared up with this type of discussion. You will not always agree with the faculty member, but will be more likely to understand why the action of the teacher was necessary.
2. If you still feel the action was unjust or improper after meeting with the faculty member, you should contact the principal. The principal will listen to your explanation. Normally, he/she will schedule a meeting with you and the faculty member to discuss the situation and a possible solution.
3. If you still feel the action is unjust or improper after this meeting, you should contact the Superintendent of Schools to discuss the situation.

### **NOTIFICATION OF SECTION 504**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the East Buchanan School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the program and practices of the school system.

The East Buchanan School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the Superintendent, Section 504 Coordinator for the East Buchanan School District, at phone #935-3767.

### **STUDENT FEE WAIVER AND REDUCTION PROCEDURES**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial hardship should contact the superintendent or his representative at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

## **PARENT INVOLVEMENT POLICY**

It is the intent of the East Buchanan Community School District to foster parent involvement in their children's education to help ensure the success of those children at school. East Buchanan believes that parents can help students succeed in the following ways:

- by reinforcing skills taught to students
- by learning about ideas that parents can use to help students learn
- by supporting students and the school's effort to educate them
- by making decisions which foster student learning
- by providing an environment which is conducive to learning
- by open communication regarding student progress

East Buchanan will offer opportunities for parents to participate in a student's education in the following ways:

**Problem Solving:** Parents are invited to join regular and special educators, AEA personnel, administration, other related staff to meet and discuss problem-solving strategies to help students who are experiencing difficulty in school.

**Parent-Teacher Conferences:** Parents are invited to meet with classroom teachers to discuss student progress.

**Open house:** Parents are invited to take a look at student work and class areas and meet the teachers.

**Friends & Family Day:** K-2 parents, relatives, and friends are invited to visit classrooms to view student programs.

**Mentor and Volunteer Program:** Parents, grandparents, and community members are asked to volunteer time during the school day helping and mentoring students.

**Parent Visitation:** Parents are encouraged to request a visitation to their student's classroom to observe learning in progress as well as encouraged to attend parent involvement conferences.

**PTO:** Parents are invited to join the Parent-Teacher Organization as they plan and prepare for activities during the year.

**Title I Open House:** Parents of Title I students and their families are invited to attend and learn about the Title I program.

**Student Performances:** Various grade levels present band and vocal music presentations for the public.

## **NONDISCRIMINATION POLICY**

It is the policy of the East Buchanan Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment) marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. Individuals shall use the policy complaint form for policy number 102.E1. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Eric Dockstader, Secondary Principal, East Buchanan Community School, 414 5<sup>th</sup> St. N., Winthrop, IA 50682, 319-935-3767, [edockstader@east-buc.k12.ia.us](mailto:edockstader@east-buc.k12.ia.us) .

## **POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS)**

East Buchanan Elementary School has always strived to create a safe and stimulating learning environment for all students. In an effort to continue to improve our school climate staff at East Buchanan Elementary have worked together to form a Positive Behavior Intervention & Support (PBIS) Plan. The focus of this plan is to create a positive school climate that fosters being responsible, understanding, caring and safe.

# **Buccaneer Pride**



**Be Responsible**

**Understanding**

**Caring**

**Safe**

**Go Bucs!**

**NONDISCRIMINATION POLICY** (Edit July 2018)

It is the policy of the East Buchanan Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. Individuals shall use the policy complaint form for policy number 102.E1. If you have questions or a grievance related to this policy please contact the district's *Equity Coordinator, Eric Dockstader, HS/MS Principal*, East Buchanan Community School, 414 5th St. N., Winthrop, IA 50682, [319-935-3367](tel:319-935-3367), [edockstader@east-buc.k12.ia.us](mailto:edockstader@east-buc.k12.ia.us).

**QUESTIONING OF STUDENTS BY OUTSIDE AGENCIES:**

The school will cooperate with law enforcement officials in investigations involving students, while still protecting the rights of students.

Law enforcement officials will be granted permission to interview students (non-suspect) in the school setting. This generally will occur following approval of school officials and in the presence of a school official.

It shall be the responsibility of the investigator in abuse cases to determine who will be present during an interview. Officials who request an interview for a child abuse investigation and the investigator determines that the child should be interviewed independently of his or her parent(s) or guardian(s) and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parent(s) or guardian(s).

While school officials generally will allow interviews of students (non-suspects) without parental notification, law enforcement has the responsibility to notify parents of any interrogation of minors. The school will do everything possible to see that parents are notified prior to any interrogation of student. In the event that parents are not available, a school administrator shall be present at the interview and serve as an advocate of the student.

**SEARCH AND SEIZURE:**

The Board of Directors holds all school property in public trust. School authorities may, without a search warrant search a student, student lockers, desks, work areas or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

In an ongoing effort to keep and provide a safe environment for all students, the East Buchanan School District will partner with local law enforcement to participate in a routine unannounced search of the school premises by the drug and bomb K-9 (dog) units. Sessions will be scheduled through the Superintendent and/or Secondary Principal's office.

**ABUSE:**

Any student that has been abused either physically or sexually by a school employee shall make a written report of this to the level one investigator immediately. The level one investigators are the Superintendent of Schools or the Secondary Principal. Report forms are available in any administrative office.



**DUE PROCESS:**

If you feel that an action of a faculty member toward you is unfair or improper, you have the right to question the action. You are responsible to behave respectfully and calmly at all times and to follow the listed process:

1. Set up a time to meet with the faculty member privately. Do this later in the day or early the next day. Discuss your opinions and listen to the faculty member's opinion. Normally most disagreements are a misunderstanding of the facts of a particular situation and will be cleared up with this type of discussion. You will not always agree with the faculty member, but will be more likely to understand why the action of the teacher was necessary.
2. If you still feel the action was unjust or improper after meeting with the faculty member, you should contact the principal. The principal will listen to your explanation. Normally, he/she will schedule a meeting with you and the faculty member to discuss the situation and a possible solution.
3. If you still feel the action is unjust or improper after this meeting, you should contact the Superintendent of Schools to discuss the situation.

**ACADEMIC REQUIREMENTS:**

Students will need 74 trimester credits in order to graduate. Required trimester credits to be successfully completed are listed below.

Course	
Financial Literacy	2 trimesters
English English I, II, III & IV – 12 credits	12 trimesters
Fine Arts	1 trimester
Health/Family Relationships	1 trimester
Mathematics	9 trimesters
Physical Education 2 trimesters per year	8 trimesters
Science Physical Science – 3 credits Science (Beginning with the Class of 2023) Physical Science – 3 credits Biology – 3 credits Some form of Chemistry – 3 credits	9 trimesters
Social Studies U.S. History - 3 credits Government – 2 credits	9 trimesters
Workplace Readiness	1 trimester
Electives	22 trimesters
Total Credits	74 trimester credits

**ACADEMIC & SPORTS WAIVER FOR PHYSICAL EDUCATION**

Academic and sports waivers may be used to reduce the physical education requirements in a given year from two trimesters to one trimester.



- Only 1 waiver may be used per year.
- Waiver must be filed during the first three days of the trimester in which the waiver is going to be used.
- To use the academic waiver you must be taking eight credits. You may not use this for the first trimester.
- The sports waiver must be used during the trimester in which the athlete is involved in a sport.

#### **ADD/DROP CLASSES:**

There will be no schedule changes or adding and dropping of subjects after the third day of school has been completed in each trimester. Students need to be responsible in making appropriate course selections during registration. Classes dropped after the third day will result in an "F" being recorded as a grade.

#### **CLASSIFICATION OF GRADES 9-10-11-12**

Students that have earned 0-19 credits will be classified as freshmen

Students must have earned 19-38 credits to be classified as sophomores

Students must have earned 38-56 credits to be classified as juniors

Students must have earned 56 credits or more to be classified as seniors

#### **EARLY GRADUATION:**

Students may graduate at either the end of the first or second trimester of their senior year if all graduation requirements in board policy #605.4 (Graduation Requirements) have been met. An early graduate will be considered an alumnus and will not be allowed to participate in extra-curricular activities or activities of a social nature, except prom and one senior class trip. To be considered for early graduation, a student must meet all graduation requirements and submit a written request to the high school principal stating their reason for the request; both the parent/guardian and the student must sign the letter. For the complete policy regarding early graduation, see board policy #505.17 (Early Graduation)

#### **HONOR ROLL:**

The honor roll is established as a way to recognize academic excellence. To qualify for the "A" Honor Roll, students must have a 3.65 (A-) to 4.00 (A) grade point average (G.P.A.). Students with a 3.00 (B) to 3.64 (B+) grade point average qualify for the "B" Honor Roll. Students listed on both the "A" and "B" Honor Rolls will be able to qualify for National Honor Society with a 3.25 or higher G.P.A.

#### **INTERNET/COMPUTER ACCEPTABLE USE:**

For rules and regulations concerning computer usage please refer to the East Buchanan Acceptable Use Policy.

**\*\*** Students and their parents must sign the East Buchanan Schools Acceptable Use Policy. This will be kept on file for the duration of the student's time at East Buchanan. Any violation of the EB Acceptable Use Policy may result in privileges being revoked for a specified amount of time as stated below.

Students who access restricted items or otherwise circumvent the intended use of the computer will be subject to appropriate action as described in the school's discipline policy, student handbook, the Acceptable Use Policy or to the following consequences.

#### **First Offense:**

A student that has been found to be in violation of the EB Internet Policy or has intentionally accessed restricted material will lose internet or computer privileges for a period of **three weeks** at the discretion of the building principal and they must complete a digital citizenship/safety course.

**Second Offense:**

A student that has been found to be in violation of the EB Internet Policy or has intentionally accessed restricted material for a second time will lose all internet or computer privileges for a period of up to **12 weeks** and lose any privilege of taking a school computer home.

**Third and each subsequent Offense:**

A student that has been found to be in violation of the EB Internet Policy or has intentionally accessed restricted material for a third time will lose all internet or computer privileges for a period of **one calendar year**.

*The discipline for these offenses will be for the duration of the student's years at East Buchanan.*

**PASS/FAIL:**

Junior and senior students carrying 5 academic subjects (not including physical education, P.A.R.T., or cadet teaching) may take one (1) elective course Pass/Fail. Pass/Fail classes may not be required courses. Pass/Fail forms are available in the guidance office and must be completed during the 3-day add/drop period. A student will be given an S (satisfactory) or a U (unsatisfactory) on their report card.

**RETAKE CLASSES:**

High School students are allowed to retake one (1) elective course per trimester for credit. Listed below are the conditions that must be present and the results of retaking a class.

1. Student is in good standing both academically and behaviorally.
2. The class being retaken must be in addition to the required minimum five academic courses per trimester.
3. Student will receive the higher of the two grades, which will count toward the GPA. The lower grade will be removed from the GPA.
4. Student must have received a "C+" or lower grade in the "retake class" before he/she can retake that class for a better grade.
5. Student must get teacher, guidance counselor, and principal approval before registration.
6. Required Courses that are failed do not count against the one elective.

**ASSEMBLY PROGRAMS/PEP ASSEMBLIES:**

Assembly programs are generally entertaining as well as educational and are for all secondary students. Your courteous behavior and attitude will determine the number of programs to be held during the school year.

**ATTENDANCE POLICY / MIDDLE SCHOOL AND HIGH SCHOOL**

It is the educational philosophy of the East Buchanan School District that regular attendance by all students is essential and cannot be duplicated by any other methods. Students are expected to be in class and make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the educational program. Consequently, the Board of Education, the Administrators, and the Staff of the East Buchanan School District expect that students shall be in attendance at scheduled classes and activities for the academic year.

## **THE ATTENDANCE POLICY AT EAST BUCHANAN IS DIVIDED INTO THREE LEVELS.**

**EXCUSED ABSENCE:** An excused absence is an absence in which both the school and parents are aware of and condone the nature of the absence.

The following are reasons for which an absence may be excused.

- \*Personal illness
- \*Professional medical appointments **with verification**
- \*Court appearances or other legal related appointments **with verification**
- \*Pre-approved family activities (Prior approval must be granted by the Principal)
- \*Recognized religious observances
- \*Funerals of relatives and close family friends
- \*College visit with verification (Juniors or Seniors)
- \*Family situations that constitute an unusual need at home or emergency

**UNEXCUSED ABSENCE:** An unexcused absence is one that the school does not recognize as meeting the above criteria, but the absence is made with the knowledge of the parents.

**TRUANCY:** A student is said to be truant from school when neither the school nor the parents are aware of the absence or the whereabouts of the student. Truancy may be for one or two periods or for the entire day. All truantries are unexcused absences.

**\*1<sup>st</sup> Truancy**

- \*\*Detention time for the time missed from school.**

**\*2<sup>nd</sup> Truancy**

- \*\*Detention time for the time missed from school.**
- \*\*Parent/student/administration conference**
- \*\*10 hours school/community service**

**\*3<sup>rd</sup> Truancy**

- \*\*2 day ISS**
- \*\*School/community service**
- \*\*Notification of county attorney for truancy, if applicable.**

## **OTHER ATTENDANCE REQUIREMENTS**

1. **NOTIFYING OFFICE OF REASONS FOR ABSENCE:** Anytime a student is absent, a parent will notify the school on the morning of said absence. The parent may call between 7:30 and 9:00 A.M. (935-3367). Following the completion of the first period attendance check, the school will call the parents of students whose absence has not been explained by phone. If the parent cannot call the day their child is absent, a written excuse should be sent to the office with the child when he/she returns to school. All absences must be excused within two (2) days of the student's return to school. If a call or note is not received within this time, the absence will be unexcused. For an excused absence to be recorded as professional medical or court appearances/legal appointments, verification must be turned in to the office. This is the responsibility of the student. **If a student**

is absent from school during the school day or is sent home sick, attendance at after school activities is at the sole discretion of the principal and must be approved before attending a school event.

## **2. COMMUNICATION WITH PARENTS**

**EXCUSED ABSENCES:** Upon the 4<sup>th</sup> and 10<sup>th</sup> excused absence in any trimester, the office will notify the parents of the number of absences and the reason for those absences. Upon the tenth absence the Principal shall determine if a parent meeting is required to discuss the frequency and reasons for the absences.

**UNEXCUSED ABSENCES:** The parents will be notified of any unexcused absences.

**3. UNEXCUSED ABSENCES:** A student who has an unexcused absence in that trimester will serve 1 Saturday in school suspension.

**4. MAKE UP WORK/ADVANCED MAKE UP SLIPS:** Any time a student is absent, it is the student's responsibility to contact the instructor of the classes that were missed to request his/her make up work. **Students will be allowed the number of days absent plus one to make up their work.**

Students who are absent for partial days have an obligation to see the teachers of the classes they have missed or will miss that day. In this way students will know their assignments and be able to have the work done by the following day. (Examples of partial absences include, but are not limited to, leaving early for extra and co-curricular activities, medical appointments, court appearances or leaving early due to illness.)

**5. TIMES FOR DETERMINING ABSENCE:** Student attendance will be recorded on a period-by-period basis for individual classes. Students must attend at least one-half of the class meeting times to not be counted absent that period. If a student is absent two (2) to five (5) periods he or she will be recorded as one-half day absent and a student absent six (6) or more periods will be recorded as one day absent on their report card and permanent record.

**6. COLLEGE VISITS:** Senior students will be granted three (3) college visitation days per year. Juniors will be granted two (2) college visitation days per year. Students must return with a visitor's slip from the college they visited. College visits will not be approved in the final two weeks of each trimester.

**7. RELEASE DURING SCHOOL HOURS:** Students will be allowed to leave the school grounds during school hours only with prior authorization from their parents. Student must sign out in the office before leaving. Any student not following this policy will be considered truant.

**8. STUDENTS LIVING INDEPENDENTLY:** When a student is no longer living with a parent/guardian and that parent/guardian will no longer be responsible for the student's attendance at school, the student will be guided by an independent living contract. This contract will be determined on a case-by-case basis by the student and the administration. A copy of a sample contract is available in the high school office.

## **STUDENT CONDUCT CODE**

Ninety-eight percent of the students at East Buchanan follow the rules on a daily basis and come to school to learn. The student conduct code is in place to help these students learn in a friendly and safe environment. The code below describes behaviors that will warrant disciplinary action, and the discipline levels imposed for specific behaviors.

### **DISCIPLINE LEVELS:**

**Level 1**—Detention (30 or 60 minutes)

**Level 2**—In-School-Suspension (ISS)

**Level 3**–1 Day ISS=3 hr.

**Level 4**–2 Day ISS=6 hr.

**Level 5**–Out of School Suspension (OSS) 1 to 10 Days (During this period students are ineligible for any and all extra-curricular activities.)

**Level 6**–Recommendation for Expulsion

**Detentions will be served with the teacher that assigns the detention at a time that is convenient for the teacher. In the case that the office assigns the detention then that detention will be served on Wednesday after school. Failure to serve a Wednesday detention will result in an additional 30 minutes being added to the detention time.**

**Failure to serve the above consequences will result in advancement to the next level.**

**ISS:** In-school suspension is a setting, which removes the student from the general population but allows the student to work on academic courses.

**SISS:** Saturday in-school suspension is a detention setting that allows students to remain on track in academic courses. With SISS, students still remain in class, get needed instruction, and serve detention time in a Saturday setting. Two Saturday settings of 3 hours each will be used on a need basis.

**OSS:** Out of school suspension is reserved for cases where prior punishment was ineffective, or the misbehavior warrants more severe punishment than SISS. Students receiving OSS must have a student/administration conference before reentering school. The third OSS can result in a recommendation for expulsion.

**TARDIES:** When a student arrives late for a class, they will be counted tardy. If a student arrives late for a class without a proper excuse, the teacher will count that student tardy. Any tardy can result in a 15-minute detention either before or after school. Failure to serve the 15-minute detention will result in a 30-minute detention. If the student fails to serve the 30-minute detention they will be referred to the office, which will result in a 60-minute detention being served with the office.

**LATE FOR SCHOOL** – Any student that does not arrive on time for their first scheduled class (including study hall) will be tardy for school. Each student will be granted one such occurrence. After one tardy per trimester, students will serve a 15 minute detention for each subsequent tardy. If a student is more than 15 minutes late then the detention will be equal to the time missed.

**REMOVAL FROM CLASS:** \*\*30 or 60-minute detention

**MISCELLANEOUS VIOLATIONS:** \*\*30 or 60-minute detention

- Profanity and obscene gestures (directly or indirectly towards others)
- Inappropriate dress
- Display of affection

**DISRUPTION OF SCHOOL:** Any action or conduct that interrupts, disrupts, or is detrimental to the school environment, including inappropriate hallway behavior.

**\*\*ISS for the duration of the period affected to out of school suspension and expulsion.**

**FIGHTING:**

**\*\*Same day suspension**

- \*\*3 hr. ISS
- \*\*OSS-possibility
- \*\*Possible contact with Sheriff's Department

#### **THEFT:**

- \*\*Contact Sheriff's department
- \*\*ISS
- \*\*School/Community Service
- \*\*OSS-possibility

**VANDALISM:** Damage, destruction, or defacing school property or private property on school grounds.

- \*\*Contact sheriff's department
- \*\*1 1/2 hr SISS to 2 day ISS
- \*\*School/community service
- \*\*OSS-possibility

**INSUBORDINATION:** Insubordination is willful disobedience toward authority. Students are expected to comply with the requests of **faculty members and staff** regardless of whether the request is made in the classroom, hallway, or at an extra-curricular activity. Insubordination will not be tolerated.

- \*\*60-minute detention to out of school suspension and possible expulsion.

Any student who shows disrespect, disregard for school/classroom rules, uses profanity, threatens, or makes obscene gestures directly or indirectly toward a school employee or guest will be found to be insubordinate.

#### **ASSAULT ON SCHOOL EMPLOYEE:**

- \*\*Contact sheriff's department
- \*\*Same day OSS
- \*\*Referral to alternative setting
- \*\*Suspension/Expulsion depending on severity of assault

#### **CHEATING:**

In order to obtain the full benefits of the educational system, students are expected to complete their own assignments, quizzes and exams. Occurrences of cheating will result in a meeting between the teacher and student. Individual teachers may have room rules regarding cheating.

**CONDUCT ON SCHOOL BUSES:** A list of school bus rules (REGULATIONS FOR PUPILS RIDING SCHOOL BUSES) will be provided at registration. It is both the students' and parents' responsibility to become familiar with the rules and procedures of riding the school bus.

The East Buchanan Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding.

#### **Discipline Levels:**

- \*\*Warning
- \*\*Disciplinary Action – which may include after or before school detentions.
- \*\*Suspension from Riding the Bus – which may range from three days to an indefinite period of time.

### **ALCOHOL/DRUGS/TOBACCO:**

The Board of Education prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, electronic cigarettes/vapes, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students 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 buses; while attending or engaged in school activities; and while associated with a school event at home or away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion. Violation of the Drugs/Alcohol/Tobacco Policy will result in the following disciplinary action:

#### **Tobacco**

First Offense: A student found to have violated the policy for the first time would be suspended for up to five (5) school days. The student may have the suspension reduced to two (2) school days if they attend and complete successfully a drug/alcohol/tobacco education course approved by the administration. Law enforcement officials will be contacted

Second Offense: A student found to have violated the policy for the second time would be suspended for up to ten (10) school days. They may have the suspension reduced by 1/2 if they complete a drug/alcohol/tobacco evaluation and successfully complete the prescribed counseling outlined by the evaluation. Law enforcement officials will be contacted

Third Offense: A student found to have violated the policy for the third and subsequent times would be recommended for expulsion. Law enforcement officials will be contacted.

#### **Alcohol**

First Offense: A student found to have violated the policy for the first time would be suspended for ten (10) school days. The student may have the suspension reduced to three (3) school days if they attend and complete successfully a drug/alcohol/tobacco education course approved by the administration. Law enforcement officials will be contacted

Second Offense: A student found to have violated the policy for the second time would be suspended for up to twenty (20) school days. They may have the suspension reduced by 1/2 if they complete a drug/alcohol/tobacco evaluation and successfully complete the prescribed counseling outlined by the evaluation. Law enforcement officials will be contacted

Third Offense: A student found to have violated the policy for the third and subsequent times would be recommended for expulsion. Law enforcement officials will be contacted

## **Drugs**

First Offenses: A student found to have violated the policy for the first offense would be suspended for up to ten (10) school days, and the possibility of a recommendation for expulsion based on the severity of the action (use vs distribution). Law enforcement will be notified.

Second and Subsequent Offenses: A student found to have violated the policy for the second time will be recommended for expulsion.

## **ANTI-BULLYING / HARASSMENT (Code No.104)**

The *East Buchanan Community School 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. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, to optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  - (1) Places the student in reasonable fear of harm to the student’s person or property.
  - (2) Has a substantial detrimental effect on the student’s physical or mental health.
  - (3) Has the effect of substantially interfering with a student’s academic performance.
  - (4) 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.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.



### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed in accordance with the BOEE Guidelines of 3 years of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

### **Students who feel they have been harassed should:**

- If the student is comfortable doing so they should communicate to the harasser that the student expects the behavior to stop. If the student wants assistance communicating with the harasser, the student should ask a teacher, counselor, or principal to help.
- If the harasser does not stop, or the student does not feel comfortable confronting the harasser, the student should:
  - Tell a teacher, counselor or principal; and
  - Write down exactly what happened, keep a copy and give a copy to the teacher, counselor, or principal including;
    - What, when, and where it happened
    - Who was involved
    - Exactly what was said or what the harasser did;
    - Witnesses to the harassment
    - What the student said or did, either at the time or later
    - How the student felt; and
    - How the harasser responded

### **Discipline levels for Harassment shall involve a three-step process:**

- Level one - warning and/or 60 minute detention
- Level two – out of school suspension
- Level three – out of school suspension to possible expulsion

The severity of the event may make it necessary to skip a level and make the discipline more severe.

**Bags:** In the Middle School, the only bags to be brought to the classroom are the computer bag issued by the school and a pencil/pen bag for miscellaneous items. All other bags are to be stored in the lockers or other appropriate spaces. The exception will be a PE bag that can be brought to the locker room for changing into appropriate PE clothing. This will be implemented to relieve congestion in the classrooms and for safety.

### **Dress Code:**

Clothing which advertises, promotes, or suggests the use of alcohol, drugs, or tobacco is prohibited. Clothing which suggests or depicts things of a sexual nature is prohibited as well. Such material includes, but is not limited to hats, book bags, gym bags, buttons, badges, t-shirts, or other clothing.

**Headwear FROM 7:30 a.m. to 3:25 p.m. during a school day is prohibited.**

**Any clothing or material item that is obscene or offensive to the average person is prohibited.** Obscene and offensive will be measured in terms of communication with the office by those people that deem certain items to be obscene or offensive. If a student has something that is deemed to be obscene or offensive they will be asked to have this item removed in the following ways:

**First Time:**

- Clothing -**
- A. Turn it inside out,
  - B. Remove the item and put on another piece of clothing, or
  - C. Asked to go home and change.

**Item other than clothing –**

- A. Put the item in their locker,
- B. Put the item in the office, or
- C. Take the item home.

**Second Time:**

- Clothing -**
- A. Remove the item and put on another piece of clothing, or
  - B. Asked to go home and change.

**Item other than clothing –**

- A. Put the item in the office, or
- B. Take the item home.

**Consequence for second offense – Detention**

**Third Time:**

- Clothing -**
- Asked to go home and change.

**Item other than clothing - Take the item home.**

**Consequence for third offense - 1 ISS**

**Any offense after the third offense will result in a meeting with the student, the parents, and the administration concerning that student's inability to follow the dress code.**

**UNSANCTIONED T-SHIRTS/CLOTHING/ITEMS:**

T-Shirts/clothing/items that are not school sanctioned, and are deemed inappropriate will not be allowed during the school day or at school sanctioned activities.

Any student wanting to create a T-Shirt/clothing/item to support a school activity needs to meet with the principal, the AD, and the in-season coaches/directors prior to selling, advertising, or wearing these things to school or school activities. It is important to remember that we are in a grade pre-K through grade 12 setting, and our activities include everyone from our communities. As stated in our dress code appropriateness is a must for any item we allow in the district or at activities.

**ELECTRONIC EQUIPMENT:**

It is the recommendation of the Administration that students must leave their radios, DVD players, compact disc players, cellular phones, pagers and other such equipment at home. The school will not assume any responsibility if they are lost or stolen. Students may use cell phones in the halls and lunchroom.

It is important to note that we do see the value in students utilizing cell phones after school and at school events (where appropriate) as a means to communicate, but not during the school day. From 7:30 AM to 4:00 PM no student will be denied access to a phone in the office for emergency purposes, or for extra-curricular and academic purposes.

Our procedure at the secondary level for confiscating electronic equipment is:

**First Time:** The item will be placed in the office and the student can pick it up after school.

Second Time: The item will be placed in the office and the student can pick it up after school. The student will also be assigned a 30-minute detention. The parents will be notified that the student is using the electronic device and the result of further infractions.

Third offense: The item will be placed in the office. The student will serve a 1-hour detention before the device can be picked up. The parents will be notified and asked to pick up the item in the office.

Fourth offense and all subsequent offenses: Saturday In-School-Suspension.

*The school reserves the right to confiscate the phone for the remainder for the year if repeated use is deemed to be interfering with the educational atmosphere of the school.*

For the most part, if students keep the cell phones off and out of sight during the school day there should not be any problems. This will allow for a sense of security on the part of the parents for before and after school times, and will allow for academic time that is uninterrupted by cell phone usage. Keep in mind that we do have phones available in the office for legitimate use during the school day, and we are able to get students to these same phones for emergencies in a matter of a few minutes. Students may come to the office to use their cell phone in the case of a legitimate need. If a student is sent to the office for disciplinary action, they should not be on their phone without permission from office staff.

#### **GUIDANCE:**

Sometimes in your school life, assistance concerning personal, social, and educational growth will concern you enough to ask for help. Feel free to ask the counseling department to assist you or to refer you to those who can. Information regarding colleges is available through the counselor's office.

Students should not be dismissed from a regular class to see the guidance counselor unless this is communicated between the counselor and classroom teacher. Students may see the counselor during study hall periods, but must have a pass prior to coming from study hall.

#### **LIBRARY MEDIA CENTER (LMC) POLICY:**

- NO food allowed in the LMC
- ALL drinks MUST be left at the circulation desk – drink bottles are not allowed in backpacks, at tables or computers
- LMC fines are to be paid by the end of each trimester
- Lost or damaged books are the responsibility of the patron who has them checked out – full reimbursement must be paid to the library so replacements can be purchased.

#### **LIFE THREATENING ALLERGIES:**

##### **(Example – Nut allergy) / Medical Alerts (Example – Seizures) Awareness**

The East Buchanan Community School has recognized that students with life threatening allergies/Medical Alerts attend our school. In saying this – the district will maintain a system-wide emergency plan for addressing these potential life threatening allergic reactions or medical alerts and maintain an Individual Emergency Medical Plan (IEMP) for any student(s) whose parents/guardians, and physicians have informed the administration of the school in writing that the student(s) has a potentially life threatening allergy or medical condition. Further, the district will utilize procedures to minimize the chance of a child experiencing a potential life threatening allergic reaction/medical alert. These procedures will be presented to all staff (PK-12) during our all staff in service at the beginning of each school year.

##### **Procedure for Implementing Life-Threatening Allergy/Medical Alerts Awareness**

The administration/school nurse/guidance, will be responsible for notifying teachers, classroom associates, and parents of students in classrooms where one or more students have a life-threatening allergy. (The allergy must be clearly documented by the primary care physician or a board certified allergist.) Notification will include an explanation of the severity of the health threat, a description of signs and symptoms to be aware of and a concise list of foods and materials to avoid. Parents, in consultation with their primary care provider/allergist, will provide the list of allergens to be avoided.

**NO HOMEMADE TREATS OR FOOD ITEMS**, for students, will be brought into our schools either by parents or staff. All treats must be commercially prepared and packaged for distribution with intact ingredient labels. Classrooms with students who have life threatening allergies may have more specific guidelines depending on the type(s) of allergy.

Food preparation will only be allowed in academic curriculum with the principal's and health care professional's pre-approval. An exception will be made for food preparation as related to the Individual Education Plan of individual student's goals served in special education in PreK-12 grades. Precautions will be taken for students with life threatening allergies.

Only non-food manipulatives should be used in classrooms. Peanut butter jars should not be used for storage of manipulatives, even if the jars have been thoroughly washed.

Whenever students travel on field trips, a clear plan to activate Emergency Medical Services (911) should be reviewed by all teachers and chaperones. Field trips need to be chosen carefully; no child should be excluded from a field trip due to unavoidable allergen exposure. (NOTE: How to activate EMS should be included on the field trip forms.)

The District Transportation Department (regular and substitute drivers) will be notified of the student(s) who have life threatening allergies/medical alerts.

#### **LOCKERS:**

Locker doors should always remain closed and locked at all times (LOCKERS MAY NOT BE JAMMED) for hall and fire safety reasons. Please do not put anything on the outside of the locker doors except cheerleading/school spirit signs. Defacing a locker will cause a student to be denied the right to have a locker.

*Lockers will be inspected by school administration at various times throughout the school year.*

#### **LOST AND FOUND:**

Lost and found articles are to be reported to the main office. Valuable lost and found items will be kept in the main office. Students who lose either library or textbooks are required to pay for them. The school provides these books at a nominal cost.

#### **LUNCH PROGRAM:**

**Guidelines:** There will be two lunch sections: MS and HS. All students, including those who bring their lunch, must go to the lunchroom during the assigned lunch period. We have a closed noon hour.

**Depositing Money:** Parents may send any amount of money they wish to have placed in their child's account. However, we do ask that a minimum of five dollars (\$5.00) be deposited each time. Students will not be allowed to eat lunch if they incur a deficit of \$5.00. Money must be deposited in individual accounts in the morning before school. Deposits cannot be made while going through the lunch line. Deposits may also be made through PaySchools. Access can be found on the EB Website [www.eastbuchananschools.com](http://www.eastbuchananschools.com) click on District for the heading "Pay Schools" at the bottom of the list.

**Home for Lunch:** Students who wish to go home for lunch must make arrangements in the office prior to doing so the first time. The decision to let a student go home for lunch will be based on the distance that a

student lives from the school, and their ability to get home and back in a safe manner without being late. Driving of vehicles is strongly discouraged and requires written permission by the parents. Students driving cannot take passengers.

### **NATIONAL HONOR SOCIETY:**

Membership in the National Honor Society shall be based upon Scholarship, Service, Leadership, and Character. To be eligible for consideration, a student must have accumulated a 3.25 grade point average during the freshmen, sophomore and junior years.

The candidate shall then be evaluated based on outstanding character, leadership, and service. Candidates are to submit supporting information for this evaluation. The selection of members to the chapter shall be by a majority vote of the faculty council based on the listed criteria.

### **P.A.R.T. (Parent Authorized Release Time):**

The PART program allows senior students more independence, responsibility and flexibility during the day. PART is a privilege granted to students. To be eligible for PART, a senior must meet these minimum requirements.

#### **1) Attendance**

A senior who has **six or more absences the previous trimester will not be eligible for PART.**

Included in the six absences are any excused or unexcused absences that the student has accumulated.

Any student that reaches six absences in a trimester will lose their release time and will be assigned to a study hall.

Days that will not be counted towards the six are pre-approved absences, school related absences, or chronic health conditions.

Any student with **3 or more unexcused absences will not be granted PART** for the next trimester and will be pulled from PART during the current trimester.

#### **2) Academics**

A senior must maintain a **2.0 grade point average** for the previous trimester. Any student who receives a failing midterm will lose their release time for the remainder of the trimester. Any student who fails a class the previous trimester will automatically be ineligible for PART.

#### **3) Credits**

A senior must have a minimum of **56 credits** and be on track to graduate.

#### **4) Behavior**

Seniors that have been granted PART are expected to maintain excellent behavior. Any behavior that is of such severity as to cause a suspension may be cause for loss of PART. Examples of suspension related offenses are: insubordination, harassment, fighting, and truancy.

PART is available for the first/second hour in the morning or eight/ninth hour of the day. Students who have release time in the morning must sign in at the office on a daily basis for attendance purposes. Students who have release time in the afternoon are required to sign out. Failure to do this will result in loss of the PART privilege.

Parents assume responsibility and are accountable for their student during the release time.

## **Parent Authorized Work Release**

### **Requirements:**

1. Must be in 11<sup>th</sup> Grade.
2. Must maintain at least a C in every class in every grading period.
3. Must have a 2.5 cumulative grade point average.
4. Cannot have six or more absences for a trimester, or 2 or more unexcused absences. This is from the previous trimester or the current trimester.
5. Cannot have a current or existing conduct code violation. Any major behaviors can result in revocation of Work Release and assigned to study hall.
6. Work Release is only available opposite Physical Education on alternative days. It will not be granted on a daily basis.
7. Work Release is only available if Physical Education is in Periods 1 or 9 of the day. Schedules will not be manipulated to overcrowd these periods of PE.
8. The student must have a confirmed job to be released to.

### **STUDENT COUNCIL:**

The East Buchanan High School Student Council will consist of 28 members elected in the spring of the school year for the succeeding year. It shall be composed of an executive council of a President, Vice-President, Secretary, and Treasurer, 4 class officers per grade and 2 representatives per grade. Meetings will be held usually before school begins in the advisor's classroom. Attendance at meetings is very important to the success of the group.

### **WEAPONS:** Board Policy #502.6

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

Students found with weapons and dangerous objects shall be reported to law enforcement officials and the student will be subject to disciplinary action including suspension or expulsion. Students bringing firearms to school shall be expelled for not less than twelve months.

### **FOOD AND DRINK DURING THE SCHOOL DAY**

Food and drink is prohibited everywhere in the school during the school day except in the lunchroom. Water only is approved with teacher permission in classrooms. The pop machines will be turned off from 8:15-3:10. All breakfast items (purchased in the school or elsewhere) are to be eaten in the lunchroom before school. All lunch items (purchased at the school or elsewhere) are to be eaten in the lunchroom during that student's lunch period. Special occasions may allow for food in specific classrooms with administrative approval.

### **STUDENT PARKING**

All students will park in the north or **west parking** lots, with no exceptions. This includes seniors with PART, cadet teaching students, students with work study, and students that arrive late for school or leave early from school. Violators that park in the staff, delivery, and visitor parking areas on the east (in front of the school) do so at the risk of having their car towed at the student's expense. There also will be no parking of any kind on 5<sup>th</sup> street.

**If you need special arrangements please check with the high school office prior to the first day of school.**

## **POST SECONDARY ENROLLMENT OPTION**

The Post-Secondary Enrollment Options Act (Iowa Code 261C, 1989) was enacted to promote rigorous academic pursuits and to provide wider variety of options to high school students by enabling eleventh and twelfth grade students to enroll part time in non-sectarian courses in eligible post-secondary institutions of higher learning in Iowa.

**Student Eligibility:** A student wanting to request post-secondary courses for secondary credit may do so through the high school office. The period of time each student is eligible is not to exceed two academic school years, starting with their eleventh grade year. Persons who have graduated from high school are not eligible under this policy. However, students who are eligible for early graduation will be permitted to participate under this policy for the remainder of that regular school year provided that they have not received a diploma prior to the end of the school year. If a student fails a PSEO class, they are required to pay the costs of the class.

## **CONCURRENT ENROLLMENT**

Concurrent Enrollment is a low-cost scalable model for bringing college courses to students in high schools. Students are required to meet requirements designated by the district and colleges to sign up for a course. The courses can be taught at the high school, college, career academy, or online. Students who successfully complete courses will receive both high school and post-secondary credit.

## **CONCURRENT ENROLLMENT TEXTBOOK FEES**

Concurrent enrollment courses may be made available pursuant to contractual agreements between East Buchanan Community School District and postsecondary education institutions. The concurrent enrollment option allows high school students to enroll in college courses through their high school academic year and receive college credits. Qualifying students in grades 9-12 who meet the eligibility standards as set by law may enroll in concurrent enrollment courses. Tuition for approved concurrent enrollment courses is paid for by the East Buchanan Community School District.

Students enrolled in a concurrent enrollment course shall be responsible for buying, renting, or otherwise acquiring the textbook, if any, required for the course, unless the student qualifies for a waiver.

Students must request a textbook fee waiver from the high school office prior to the concurrent enrollment registration deadline, which shall be communicated to all students each concurrent enrollment semester. A written decision will be provided to the applicant within a reasonable amount of time. The following guidelines will be applied:

- Full Waiver – A student shall be granted a full waiver of all fees if:
  1. The student or the student's family meets the financial eligibility criteria for free meals offered under the Child Nutrition Program.
  2. The student or the student's family meets the financial eligibility criteria for participation in the Family Investment Program.
  3. The student or the student's family is eligible for transportation assistance under open enrollment provided under 281 Iowa Administrative Code r. 17.9(3).
  4. The student is in foster care.

\* Supplemental Security Income eligibility is not a qualifier, because a student may qualify for SSI without regard to financial circumstances.



- Partial Waiver – A student shall be granted a partial waive of fees if:
  1. The student or the student's family meets the financial eligibility criteria reduced price meals under the Child Nutrition Program.
  2. A partial waiver shall be based on a sliding scale related to an ability to pay.
- Temporary Waiver – at the discretion of the Superintendent of Schools, a student may appeal for or be granted a temporary waiver of a certain fee or all fees in a hardship case.
  1. Temporary Waivers will be determined on a case-by-case basis and may be granted at any time during the school year.
  2. The maximum length of a temporary waiver shall be one year.

Legal References:

Iowa Code 301.1  
 Iowa Code Chapter 261E  
 281 Iowa Administrative Code Chapter 18  
 281 Iowa Administrative Code Chapter 22

**Counseling:** The East Buchanan Community School District may provide counseling services to aid students and parents or guardians in decision-making. These counseling services, to the extent possible, will be structured to do the following:

1. Inform students and parents or guardians about options available in the high school, in post-secondary institutions, and about schedules of course offerings.
2. Aid students to clarify goals.
3. Advise students regarding benefits and risks of participation in a post-secondary program, including the academic, social, emotional, and other facets of participation under the Act.
4. Encourage joint counseling for students from both our high school and the post-secondary institution counseling staff.
5. Assist students to plan schedules and select courses for the entire year.

Any student wishing to participate under this Act should inform the East Buchanan Guidance Department immediately

**HOMELESS STUDENTS:**

A Homeless student is a child or youth of school age who lacks a fixed, regular and adequate night time residence and includes a child or youth of school age that might be living on the street, in a car, tent or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter; or is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

The school will be diligent in an attempt to identify all homeless students.

Fees and charges that may present a barrier to the enrollment of the homeless student may be waived at the discretion of the superintendent.

Transportation policies or practices that may present a barrier to the enrollment of the homeless student may be waived at the discretion of the superintendent.



Enrollment requirements that may present a barrier to the enrollment of the homeless student may be waived at the discretion of the superintendent. If school records from previous schools cannot be located then the school district will administer tests to determine the educational level of the student.

Services: All services, which are available to resident students, are made available to homeless students enrolled in the school district.

### **AT-RISK STUDENTS:**

A student may be determined to be at risk if one or more of the following applies:

Student has sporadic attendance.

Student is experiencing academic difficulties in the classroom not based on ability.

Student is scoring below the proficiency level or appropriate grade level for a student of their age and/or grade level.

Student is not involved in school-sponsored activities, which foster a positive relationship with the school.

Student needs an altered schedule, which cannot be accommodated by the school.

A student has experienced a disruptive life event, which interferes with his/her progress towards graduation.

School cannot provide extensive individualized support to address non-academic needs of the student.

Student needs additional opportunities to develop positive relationships with adults, allowing the student to better accept authority and structure.

Student is not on track for graduation.

If a student is deemed to be At-Risk, then:

That student's educational history will be brought before the appropriate Student Assistance Team (S.A.T.) to review any steps necessary to improve the educational setting for the student. If deemed to be appropriate by the S.A.T. the student will have their educational experience modified to see if improvement can be gained.

## **ACTIVITIES HANDBOOK**

### **PHILOSOPHY OF THE ACTIVITIES PROGRAM**

It is a privilege and an honor to be able to participate in activities and represent the East Buchanan School District. The student and the school are judged by the participant's character and conduct at all times. Students serve as a role model to many people and their attitude and behavior affects others. Students are encouraged to participate in the program of co-curricular and extra-curricular activities that are offered, as there are many benefits to participating.

### **COVERAGE**

All students who participate in one or more co-curricular or extra-curricular activities shall adhere to the Good Conduct Code and eligibility requirements.

Extra-curricular activities covered include: Athletics (includes cheerleading), Drama, Student Council, and Speech. Other activities not listed may also fall under the jurisdiction of the Good Conduct Clause (National Honor Society members are covered by the NHS Constitution.)

### **ELIGIBILITY REQUIREMENTS:**

#### **1) Academics**

##### **Academic Eligibility for Athletics:**

- a. Middle School – In order to maintain academic eligibility students will need to pass all of their classes. Any student who is failing at mid-term (the six week period) will be ineligible on a weekly basis until they have a passing grade in those classes that they were failing at mid-term. Students not failing at mid-term, or students that raise their grade to a passing mark will no longer have their

grades checked on a weekly basis. However, a student who fails a class on their report card (at the end of a trimester) will be ineligible for 1/3 (one-third) of their current activities contest dates (not contests), or their next activity if they are not in one at that time. If a student fails a class that they drop or one that has ended, the same guidelines will apply. If a student fails a class the third trimester they are ineligible for 1/3 (one-third) of the scheduled dates if they participate in a summer activity. If they do not participate in a summer activity, they are ineligible for 1/3 (one-third) of the scheduled dates of the activity they participate in during the fall trimester. Successful completion of any season must take place for a student to serve their ineligibility.

\*Examples of 1/3 (one-third) of an activity's dates (not contests):

- Football – 9 Dates                      1/3 = 3 Games
- Marching Band – 3 Dates              1/3 = 1 Competition
- School Play – 2 Dates                  1/3 = 1 Performance
- Wrestling – 14 Dates                  1/3 = 5 Dates

The math to figure out 1/3 (one-third) of the dates is rounded to closest single digit (i.e.  $3.40 = 3$ , and  $3.50 = 4$ ). In some cases dates from more than one activity may need to be missed to make up the 1/3 missed dates. One-time events that only take place once (i.e. Homecoming Court, Prom, Graduation, etc.) will not be factored into the eligibility requirements.

- b. High School – In order to maintain academic eligibility students will need to pass all of their classes. Any student who is failing at mid-term (the six week period) has a one-week grace period to improve their grades. Students will be ineligible on a weekly basis after the one-week grace until they have a passing grade in those classes that they were failing. Students not failing at midterm, or those students that raise their grades to a passing mark will no longer have their grades checked on a weekly basis.

A student that fails at the end of a trimester will be held accountable as prescribed by the “Academic Rule” 36.15(2) produced by the Iowa Department of Education, the Iowa High School Athletic Association, and the Iowa Girls High School Athletic Union. The provisions of the rule applicable to the academic situation are as follows.

1. All contestants must be under 20 years of age.
2. All students must receive credit in at least 4 subjects as prescribed under section 281-Chapter 12 of the state code.
3. Each contestant must be passing all coursework for which credit is given and shall be making adequate progress towards graduation.
4. If at the end of a grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
5. All incoming 9th graders are academically eligible to compete.

#### **Academic Eligibility for the Fine Arts:**

- a.) High School – All participants must be enrolled and in good standing in a school that is a member or associate member in good standing with the Iowa High School Music Association. All participants must be under 20 years of age. All participants shall be enrolled students of the school and in good standing; they shall be enrolled in at least four full-credit subjects, each of one period or “hour” or the equivalent thereof, at all times. Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility.

Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. "Grading period," graduation requirements, and any interim periods of ineligibility are determined by local policy. For the purposes of the rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final passing grade and course credit is awarded.

If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA / IHSSA or and IHSMA / IHSSA sponsored event that is non-graded (event doesn't affect course GPA) within a period of 30 consecutive calendar days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

**Academic Eligibility for all other students not covered in the above sections:**

This is meant to cover any of those students that would be representing East Buchanan at an extra-curricular event in some way but are not covered in the above policy. Examples of these would be managers, statisticians, and cheerleaders.

1. All participants must be passing all course work and shall be making adequate progress towards graduation at the end of each grading period.
2. Any student that is failing a class for which credit is given will be ineligible to participate in the activity for a period of 30 consecutive calendar days following the grading period in which the failing grade was received.
3. The period of ineligibility will begin with the first competition date within which the activity is involved.

**2) Acknowledgment and adherence to good conduct clause**

Students shall not participate in any activity until they have completed and returned the participation form acknowledging the responsibilities placed upon them by the Good Conduct Clause. Both the student and a parent/guardian must sign this form.

**3) Athletic emergency information**

Every student must return an athletic emergency information card. These cards will be carried by the coaches for use in the event an injury occurs and the parents cannot be reached.

**4) Attendance**

A student who misses part of the day with an excused absence must attend ½ day that day to participate in practice. To participate in a competition or other scheduled activity a student must be in attendance for the entire day or have prior approval from the Secondary Principal or Superintendent to participate. Examples of approved absences might be prior scheduled medical or dental appointments. Any type of absence not approved directly by administration will result in non-participation in any activity after school or in the evening. Student will be exempted from the ½ day attendance policy for practice in cases where East Buchanan has students participating in state sponsored activities.

**5) Insurance**

All athletes are required to be covered by insurance. Athletes covered by insurance at home may file an insurance waiver available in the office. Insurance coverage may be purchased through the office or at registration. No student will be allowed to practice until the waiver or payment for school insurance has been received.

## **6) Physical**

All students must have a physical examination on file before they are allowed to participate (includes practices) in athletics. The doctor and a parent/guardian must sign this form. The physical forms are available in the office. All students must also turn in a concussion form.

## **SPECIFIC RULES FOR SPORTS/ACTIVITIES**

Any coach/sponsor may have specific rules and regulations (such as training hours, attendance, etc.). The Secondary Principal and the Athletic Director will approve such rules. Participants will also be made aware of these rules. Activities resulting in state participation will have precedence over school local events.

## **INJURIES**

When a participant is injured, the coach/sponsor in charge is to be notified immediately. The coach/sponsor will notify the student's parents and fill out the school injury form. This form must be turned into the office within twenty-four (24) hours of the injury-taking place. If the injury at practice appears to be serious, the coach/sponsor should, if possible, accompany the student to the doctor.

Athletic emergency cards are to be completed and returned to the head coach. These cards should be at every practice and contest. They will be used when parents cannot be reached.

## **PRACTICE SESSIONS**

At least one coach/sponsor shall be in attendance at all practice sessions. There will be no practice sessions conducted on Sunday, unless special permission has been granted by the administration. The Secondary Principal or the Athletic Director must approve practices during school vacations.

## **TRANSPORTATION**

All participants will travel to and from activities in school-sponsored transportation. With permission from the head coach/sponsor, it is possible for a student to return from an event with his/her parent or legal guardian. If this occurs, the parent must personally pick up the student from the head coach/sponsor.

The Secondary Principal, if contacted prior to that activity-taking place, may make exceptions to this policy. Parents may request permission for their child to ride home with another parent whose child is involved in the activity. This request must be made in writing to the head coach or Secondary Principal. In case of conflict with another school activity, a request may be made in writing to the secondary principal or superintendent for parents/guardians to transport to an activity. **On a weekend, if there is a conflict with a non-school activity, parents can request to transport their child from a planned activity to a school activity on that same day. Parents must make that request in writing and 24 hours ahead of time to the school principal. A planned activity is a family reunion, ACT/SAT, funeral, dance recital, attending a sibling's competition, doctor appointment, etc. It is not a student who wants to work or who does not want to attend the entire school event or who does not want to ride a bus with the other participants.** The Secondary Principal may call for verbal confirmation of this written request.

## **EAST BUCHANAN COMMUNITY SCHOOLS GOOD CONDUCT CLAUSE**

As adopted by the East Buchanan Board of Education on 06/10/2009.

### **I. Statement of Philosophy**

The East Buchanan Community School District believes that participation in extracurricular activities, as a fan, a manager, or a participant is a valuable part of each student's academic career. These activities foster positive teaching and learning opportunities in multiple areas associated with each of the various extracurricular events.

It is a privilege and an honor to participate in any of these activities at the East Buchanan Community Schools. Participants represent themselves, the school, and the community. It is their responsibility to represent all three in a positive manner. Student participants in activities must commit themselves to meeting the standards of the Good Conduct Clause at all times, and in all places, 365 days a year.

## **II. Statement of Purpose**

The Good Conduct Clause sets standards for student participation in activities.

## **III. Student Agreement**

Activity participants receive copies of the Good Conduct Clause, and must sign that agreement stating that they will follow the Good Conduct Clause. Both the student, and a parent/guardian must sign this agreement before practice or activity participation is permitted.

## **IV. Definitions**

**Activity Programs:** All athletic and cheerleading/dance activities, speech, drama, and music performances.

**-Co-curricular Programs:** Any event that is a part of a student's grade in an academic course (vocal music, band, school musical, etc.).

**-Extracurricular Programs:** Any event that is not a part of a student's academic course work (athletics, speech, school play, etc.)

**Calendar Year:** 365 Days

**Competition/Performance:** Any event that is a part of the activity program whether it is a contest, a performance, or a school sponsored trip that is part of the activity, etc. (Scrimmages are not considered a competition or a performance, but rather an extension of practice.)

**Due Process:** When provisions of the "Secondary Handbook", or the "Activities Handbook" are violated, the following procedures will be followed to insure that "Due Process" is given to students in all situations in which it is deemed necessary and appropriate. The following shall be provided to each student: oral and/or written notice of charges, the opportunity to admit or deny such charges, an explanation of the evidence against the student, and an opportunity to explain the situation. If a suspension is involved, the building principal or designee will outline the conditions and timeline for readmission.

**Good Conduct Clause:** A document found in the student handbook that sets standards that students must follow in order to participate in activities.

**Offense:** When a student is determined by school administration to have violated the Good Conduct Clause. Violations will be counted cumulatively from year to year (7-8) (9-12), regardless of the type of Good Conduct Clause violation. Any offense(s) under the District's previous policy will be considered in their relationship to this Good Conduct Clause.

**Possession:** When alcohol, drugs, illegal paraphernalia, imitation controlled substances, or tobacco are under the actual control of a student, on a student's person, or contained in property under the student's personal control.

**School Days:** Days when school is in session, (i.e. Monday through Friday, except when a state and/or national holiday dismisses school.)

**School Officials:** District Administration and the Athletic Director.

**Student Conduct Code:** School rules and expectations for student behavior, found in the student handbook. Student behavior that violates both the Student Conduct Code and the Good Conduct Clause will result in consequences as established in both documents.

#### **V. Application of the Good Conduct Clause**

Appropriate student behavior is required for participation in activities. A substantiated violation will cause loss of privileges in all extracurricular activities in which the student currently participates.

If a student is not participating in an activity at the time of a violation, the period of ineligibility begins with the next activity of participation.

Disciplinary action will carry over from one activity to another, and from one year to the next.

#### **VI. Determination of a Violation**

When school officials suspect a student of violating the East Buchanan Good Conduct Clause, they will arrange a meeting with the student. During this meeting, school officials will inform the student of the suspected violation, their rights, and the consequences of a violation. The student will have an opportunity to respond. A determination of facts will be made.

Students are said to have violated the Good Conduct Clause if:

- A. Found so by school personnel, or law enforcement authorities.
- B. If they admit to a violation.

#### **VII. Violations**

Violations of the Good Conduct Clause include, but are not limited to, the following:

##### **-Criminal Law Violations**

Violation of any local, state, or federal criminal law.

##### **-Alcohol, Tobacco, and Drugs**

Use of, under the influence of, or in possession of alcohol, tobacco, electronic cigarettes/vapes, or any illegal drug or controlled substance.

#### **VIII. Consequences for Violations**

The consequences shall be imposed within three (3) school days of the school official's determination of a violation.

A violation results in ineligibility for a definite number of dates. Students that will regain eligibility during a season must attend all practices, follow all rules, and travel with the team/group for the entire time of ineligibility. Students ineligible for the remainder of a given season may participate in practice but cannot compete in interscholastic activities until the defined ineligibility period has been met. Those students choosing to practice are subject to all of the team rules and regulations.

##### **1st Offense**

**-Loss of 1/2 of the current/next season's competition dates.**

**-Self-Reporting Clause**

-Self-reporting to a school official within twenty-four (24) hours of the violation of the Good Conduct Clause reduces the ineligibility from 1/2 to 1/3 of the defined dates.

-Self-Reporting guidelines:

-Students must Self Report in person or via the telephone.

-Students must Self Report to one of the following:

-School Officials

-Head Coaches/Activities Sponsors

**2nd Offense**

**-Loss of 3/3 (full season) of the current/next season's competition dates.**

**-Self-Reporting Clause**

-Self-reporting to a school official within twenty-four (24) hours of the violation of the Good Conduct Policy reduces the ineligibility from 3/3 (full season) to 2/3 of the defined dates.

-Self-Reporting guidelines:

-Students must Self-Report in person or via the telephone.

-Students must Self-Report to one of the following:

-School Officials

-Head Coaches/Activities Sponsors

**-Mandatory Awareness Course**

-Students at this level are required to take a district approved awareness course.

-It is the student's responsibility to pay for this course.

-The student will not be eligible until the course has been completed or arrangements have been made with school officials.

-There is no reduction in ineligibility for taking this course.

**3rd Offense**

**-Loss of one (1) calendar year of competition dates.**

**-Self-Reporting Clause**

-Self-reporting to a school official within twenty-four (24) hours of the violation of the Good Conduct Policy violation reduces the ineligibility from 1 calendar year to 3/3 (full season) of the defined dates.

-Self-Reporting guidelines:

-Students must Self Report in person or via the telephone.

-Students must Self Report to one of the following:

- School Officials
- Head Coaches/Activity Sponsors

### **-Mandatory Awareness Evaluation**

-Students at this level are required to take a district approved awareness evaluation.

-It is the student's responsibility to pay for this evaluation.

-The student will not be eligible until the evaluation has been completed or arrangements have been made with school officials.

-There is no reduction in ineligibility for taking this evaluation.

### **4th and Subsequent Offenses**

**-Loss of one (1) calendar year of competition dates.**

-The calendar year begins on a date identified by school officials, and ends 365 days following that date.

-A subsequent violation results in a new beginning date and ending date being established.

**-No Reduction Clauses at this level.**

**Middle school and high school violations are recorded separately. Upon completion of the final day of a student's eighth grade year, all violations of the Good Conduct Clause are recorded into their high school records.**

### **IX. Determining the Period of Ineligibility**

- A. School officials, once a violation is determined, will calculate the number dates to be missed by the student with a starting date and an ending date.
- B. If ineligibility is during the season and there are not an appropriate number of dates left on the schedule, the student shall be ineligible for the remainder of the season. Ineligibility could extend into the next area of participation.
- C. It is possible that eligibility may be regained during post-season play. School officials will determine this on a case-by-case basis.



- D. For Students involved in two or more activities concurrently, the determination of the length of ineligibility shall be based upon the activity with the largest number of scheduled dates. However, the student may not participate in any activities until the consequences have been fully served.
- E. The computation for  $\frac{1}{3}$  (or  $\frac{2}{3}$ ) of the dates will be done decimally, and is always rounded to the next closest whole number (i.e.  $3.4 = 3$  dates and  $3.5 = 4$  dates). In some cases dates from more than one activity may need to be missed in order to make up the  $\frac{1}{3}$  (or  $\frac{2}{3}$ ) missed dates that are required.

## **X. Appeal of Ruling**

### **-Appeal Process**

The appeal process shall involve three-steps.

Step 1: A student may contest sanctions as outlined in the "Secondary Handbook", or the "Activities Handbook" to the building principal. The appeal must be submitted orally or in writing and in the principal's possession within 48 hours of the dispensation of the sanction. The principal will then make a determination of a good conduct violation. If the principal was the one to determine the original discipline then the appeal process will begin at step 2.

Step 2: An adverse decision by the building principal may be appealed to the Superintendent of Schools. This appeal shall be submitted orally or in writing to the Superintendent within three school days of the receipt of the principal's ruling. All parties will appear before the superintendent and present their case. The superintendent will then make a determination of a good conduct violation.

Step 3: In the event of an adverse decision by the principal and the superintendent, the sanction may be appealed to the Board of Education. This appeal shall be made orally or in writing to the Board Secretary within seven school days of receipt of the superintendent's ruling. The board will make a decision whether or not to hear the appeal at its next regularly scheduled meeting or if deemed necessary a special meeting may be called to determine the validity of the appeal. If an appeal is granted then all parties will appear before the Board of Education to present their case at the next regularly scheduled meeting or at a special meeting if extenuating circumstances warrant. The decision of the Board will be the final determination in the appeal process.

### **PARENT/GUARDIAN ACKNOWLEDGMENT**

I, \_\_\_\_\_, am the parent/legal guardian of

\_\_\_\_\_ (Student). I have read the attached handbook and understand the policies, rules, guidelines, and Good Conduct Code set by the Board of Education, the District, the Administration, and various committees. I understand that these are the standards of conduct expected of my son/daughter in return for the privilege of representing East Buchanan in all forms of extra and co-curricular activities.

I am also aware that playing or practicing to play/participate in any sport can be a dangerous activity involving many risks of injury.

I the undersigned parent/guardian consent to the participation of my student in activities and do release the East Buchanan Community School District, its officers and employees, when exercising due care, from liability for injury suffered by the named student when playing or practicing to play.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PARTICIPANT ACKNOWLEDGMENT**

I, the undersigned participant in extra and/or co curricular activities, have read the attached handbook and understand the policies, rules, guidelines, and Good Conduct Code set by the Board of Education, the District, the Administration, and various committees. I understand that these are the standards of conduct expected of me in return for the privilege of representing East Buchanan in all forms of extra and co curricular activities.

I am also aware that playing or practicing to play in any sport can be a dangerous activity involving many risks of injury. Because of the risks of injury when participating in sports, I recognize the importance of following the coaches' instructions regarding playing techniques, training, and other team rules and agree to obey such instructions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This form must be filled out and returned prior to the student being eligible to participate in any practices, competitions, or performances.**



# PolicyPrimer

## A Guide to Current Policy Issues

### Quarterly Policy Update: 2019 Legislative Updates

The 2019 legislative session concluded on April 27, 2019, bringing a round of fresh policy updates for Iowa school districts. As a result, IASB has amended six sample policies to reflect changes or clarifications in the law, along with a few housekeeping updates as well.

**With this update, you will find information and changes to topics ranging from graduation requirements for both traditional and special education and new district requirements for classroom placements.** The Iowa Department of Education recently released changes to their graduation standard requirements in order to fully comply with the federal Every Student Succeeds Act. In addition, recent legislation was signed which allows parents more control over whether their academically situated children can be placed together or in separate classrooms.

**One particularly welcome update from this legislative session was the increase in the financial conflict of interest limit for school board members from \$2,500 to \$6,000 annually.** This increase will allow school board members to serve in roles such as coaches, part-time bus drivers, and substitute teachers throughout their district, should they choose.

#### **IASB Sample Policy Updates:**

- **203** – Board of Directors' Conflict of Interest
- **206.2** – Vice-President
- **307** – Communication Channels
- **501.5** – Attendance Center Assignment
- **505.5** – Graduation Requirements
- **603.1** – Basic Instruction Program

**ACCESS THIS PRIMER:** Get this new *Primer* by going to the [IASB Homepage](#), access the [Links](#) button in the upper right corner, next to the *Search* box. Use your *Policy Reference Manual* or *Policy Primer* online username and password. To view the *Primer* publication in its entirety, click on the **2019-2020** button. Click on **Vol. 28 #1** then scroll to the bottom of the page and select **"Download Primer and Policy"**

### BOARD OF DIRECTORS' CONFLICT OF INTEREST

Board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in law or policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for school textbooks or school supplies including sports apparel or equipment, in any transaction with a director, officer, or other staff member of the school district during the board member's term of office. It will not be a conflict of interest for board members to receive compensation from the school district for contracts for the purchase of goods or services which benefits a board member, or to compensation for part-time or temporary employment which benefits a board member, if the benefit to the board member does not exceed \$2,500 ~~\$2,500~~ **\$6,000** in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily awarded by competitive bid.

It will also be a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member's official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist includes, but are not limited to, any of the following:

- (1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district badge, uniform, business card or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.
- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of money or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member, during the performance of the board member's duties of office or employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the board member must cease the employment or activity. If the activity or employment falls under (3), then the board member must:

## BOARD OF DIRECTORS' CONFLICT OF INTEREST

- Cease the outside employment or activity; or;
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, determining the facts or law in a contested case or rulemaking proceeding, conducting any inspection, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

When procurement is supported by Federal Child Nutrition funds, board members will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the board member, board member's immediate family, partner, or a non-school district employer of these individuals is a party to the contract.

It is the responsibility of each board member to be aware of and take the action necessary to eliminate a potential conflict of interest should it arise.

***NOTE: This policy reflects the Iowa law on board member conflict of interest. There is no longer a prohibition on the employment of a spouse of a board member. Because of this removal, boards have little discretion regarding the employment of board members' spouses.***

Legal Reference: 22 C.F.R. § 518.42.  
Iowa Code §§ 68B; 71.1; 277.27; 279.7A; 301.28.

Cross Reference: 201 Board of Directors' Elections  
202.1 Qualifications  
204 Code of Ethics  
216.3 Board of Directors' Member Compensation and Expenses  
217 Gifts to Board of Directors  
401.3 Nepotism

Approved May 12, 2004 Reviewed May 11, 2015 Reviewed March 9, 2016 Revised \_\_\_\_\_

## VICE-PRESIDENT

The vice-president of the board is elected by a majority vote at the organizational meeting of ~~(September or October board meeting of even-numbered years)~~ **in odd-numbered years, or at the annual meeting in even-number years** to serve a one-year term of office.

**By this election,** if the board president is unable or unwilling to carry out the duties required, it is 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 will serve as president for the balance of the president's term of office, and a new vice-president will be elected.

The vice-president will accept control of the meeting from the president when the president wishes to make or second a motion. The vice-president will take an active role in board decisions by discussing and voting on matters before the board in the same manner as other board members.

*For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #6 – October 21, 2008.*

Legal Reference: Iowa Code § 279.5

Cross Reference: 200.1 Organization of the Board of Directors  
202.2 Oath of Office  
206.1 President

Approved May 12, 2004

Reviewed February 10, 2010

Revised \_\_\_\_\_

## COMMUNICATION CHANNELS

Questions and problems are resolved at the lowest organizational level nearest to the complaint. School employees are responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community will confer with a licensed employee and then with the principal on questions and concerns.

If resolution is not possible by any of the above, individuals may bring it to the attention of the superintendent within five (5) school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within five (5) school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem placed on the board agenda. It is within the board's discretion whether to hear the concern.

It will first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

***NOTE: There should be limits on the length of time an individual has to pursue complaints in order to bring the issue to closure. The board needs to determine the appropriate number of days, five for example, and place that in the blanks. There are also limits similar to this in Policy 502.4, and the board may want to use the same number of days in that policy to ensure consistency.***

***Current policy is 5 days.***

Legal Reference: Iowa Code § 279.8

Cross Reference:	213	Public Participation in Board Meetings
	213.1	Public Complaints
	401.4	Employee Complaints
	502.4	Student Complaints and Grievances
	504.3	Student Publications

Approved December 8, 2004

Reviewed April 12, 2017

Revised \_\_\_\_\_

## ATTENDANCE CENTER ASSIGNMENT

The board will have complete discretion to determine the boundaries for each attendance center, to assign students to the attendance centers, ~~and to assign students to the classrooms within the attendance center.~~

Parents or guardians of siblings in the same grade level academically in grades kindergarten through grade five may request the siblings be placed in the same or different classrooms. In order to be valid, the request must be made in writing and submitted to the school principal at the time of registration for classes, or within fourteen days after the children's first day of attendance during the school year. If a valid request is received by the school principal, the request must be honored. While a parent or guardian may make a placement request that siblings be placed together or apart, the district administration retains complete discretion to select the classroom teacher(s) to which siblings are assigned. If after the initial grading period following the placement of siblings in the same or different classrooms the school principal determines the placement is disruptive to the class; the principal may assign one or more of the siblings to different classrooms.

It is the responsibility of the superintendent to make a recommendation to the board annually regarding the assigned attendance center for each student. In making the recommendation, the superintendent will consider the geographical layout of the school district, the condition and location of the school district facilities, the location of student population, possible transportation ~~difficulties~~ **challenges**, financial condition of the school district and other factors deemed relevant by the superintendent or the board.

*Note: The requirement for the school principals to honor valid placement requests in paragraph two is a new legal requirement effective July 1, 2019.*

Legal Reference: Iowa Code §§ 279.11; 282.7-.8.

Cross Reference: 501 Student Attendance

Approved November 8, 2006 Reviewed December 13, 2017 Revised July 10, 2019



## GRADUATION REQUIREMENTS

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

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete required 74 credits prior to graduation. The following credits will be required:

	<u>Class of 2016</u>	<u>Class of 2017</u> <u>&amp; Class of 2018</u>
English	12 Trimesters	12 Trimesters
English I & II	6 credits	
Communications	1 credit	
Mass Communications will count as an English credit only during the senior year and only if it had been taken as a junior.		
Social Studies	9 Trimesters	9 Trimesters
U. S. History	5 credits	
Government	2 credits	
Mathematics	9 Trimesters	9 Trimesters
Science	9 Trimesters	9 Trimesters
Biology	3 credits	
Computer Applications	2 Trimesters	2 Trimesters
Physical Education	8 Trimesters	
	2 Trimesters yearly	
Fine Arts	1 Trimester	1 Trimester
Health/Family Relationships	1 Trimester	1 Trimester
Workplace Readiness	1 Trimester	1 Trimester
Electives	22 Trimesters	22 Trimesters

English/Language Arts	12 credits
Science	9 credits
Mathematics	9 credits
Social Studies	9 credits
Physical Education	8 semesters
United State Government	2 credits
American History	3 credits
Financial Literacy	2 credits*

\*Beginning with graduating class of 2021

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

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

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team will determine whether the graduation criteria have been met.

**NOTE: This is a mandatory policy.**

Legal Reference: Iowa Code §§ 256.7, 11, .11A, .41; 279.8; 280.3, .14.  
281 I.A.C. 12.2, .5; 12.3(5).

Cross Reference: 505 Student Scholastic Achievement  
603.3 Special Education

Approved February 14, 2007

Revised March 14, 2012; July 10, 2019

Reviewed November 11, 2015

## BASIC INSTRUCTION PROGRAM

The basic instruction program will include the courses required for each grade level by the State Department of Education. The instructional approach will be gender fair and multicultural.

The basic instruction program of students enrolled in kindergarten is designed to develop healthy emotional and social habits, language arts and communication skills, the capacity to complete individual tasks, character education and the ability to protect and increase physical well-being with attention given to experiences relating to the development of life skills and human growth and development.

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

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

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

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

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

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

***NOTE: This policy reflects the educational standards. The financial literacy requirement is effective with the 2021 graduation class.***

Legal Reference: 20 U.S.C. § 1232h.  
34 C.F.R. Pt. 98.  
Iowa Code §§ 216.9; 256.11; 279.8; 280.3-.14.  
281 I.A.C. 12.5.

Cross Reference: 102 Equal Educational Opportunity  
103 Long-Range Needs Assessment  
505 Student Scholastic Achievement  
602 Curriculum Development  
603 Instructional Curriculum

Approved December 12, 2007

Reviewed December 10, 2012

Revised July 10, 2019