

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT
AGENDA - Regular School Board Meeting
February 14, 2024 at 5:00 p.m. in Library - Middle School Entrance

1. **CALL TO ORDER/MISSION STATEMENT** - To challenge students to think critically, communicate effectively, develop values and contribute to society.
2. **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 can officially act upon it.
3. **APPROVE AGENDA**
4. **APPROVE CONSENT AGENDA**
 - a. Minutes from Regular Meeting on January 17, 2024
 - b. Minutes from Work Session on January 24, 2024
 - c. Personnel Changes
 - d. List of Bills
 - e. Financial Reports
5. **COMMUNITY/PROGRAM PRESENTATIONS**
 - a. Building Leadership Team (BLT) Elementary
 - b. Middle School Teachers
6. **ADMINISTRATIVE UPDATES & REPORTS**
 - a. Jacklyn Letzring - Elementary Update
 - b. Eric Dockstader - Secondary Update
 - c. Dan Fox - District Update
 - d. Facilities Update
7. **AGENDA**
 - a. Reset public hearing for 2024-2025 school calendar
 - b. Board Policy 710.4 Meal Charges
 - c. Board Policy Review - 2nd reading (IASB quarterly policy updates)
 - 605.6 & 605.6R1 - Internet Appropriate Use
 - 605.8 & 605.8R1 - Artificial Intelligence in the Education Environment
 - 701.1 - Depository of Funds
 - 701.2 - Transfer of Funds
 - 701.3 - Financial Records
 - 701.4 - Governmental Accounting Practices & Regulations
 - 703.1 - Budget Planning
 - 703.2 - Spending Plan (rescinded)
 - 713 & 713.R1 - Responsible Technology Use & Social Networking (renumbered from 401.13 & 401.13R1)
 - d. Board Policy Review - 1st reading
 - 501 series
8. **AT THE BOARD TABLE EXERCISES**
9. **#BUCPR1DE**
10. **STUDENT QUESTIONS**
11. **ADJOURN**

**East Buchanan Community School District
Regular Board Meeting Minutes – January 17, 2024**

Call to Order - President Andy Sperflage called the meeting to order at 5:00 pm. The board recited the East Buchanan Mission Statement. Board members present were Scott Cooksley, Andrew Maas, Tim Recker, Andy Sperflage, and Heather Steffens. Administration attending were Superintendent Dan Fox, HS/MS Principal Eric Dockstader, Elementary Principal Jacklyn Letzring, and Business Manager/Board Secretary Teresa Knipper. Several visitors attended the meeting. Motion carried with all ayes unless otherwise noted.

Approve Agenda - Motion to approve the agenda was made by Steffens, second by Recker.

Approve Consent Agenda - Motion by Cooksley, second by Steffens to approve the consent agenda. Items included on the Consent Agenda: minutes from the regular meeting on December 13, 2023; resignation of Cassidy Bendickson as teacher effective 1/10/2024; hiring of Talya March as teacher effective 1/3/2024; expenditures listed; and financial reports.

Community/Program Presentations – Cliffy Franzen provided an Esports update to the board. Central Rivers AEA Consultant Joe Kremer explained the services provided by the AEA to the district.

Administrative Updates and Reports – Letzring reported that the elementary is working on FAST testing and the need for recess equipment. Dockstader reported that NAEP testing is scheduled for February 20th. Fox presented that the district can use up to five virtual days. The board agreed that the next snow day will be a virtual learning day.

Timberline Billing Service Agreement – Motion by Steffens, second by Cooksley to approve the Timberline Billing Service Agreement.

2024-2025 School Calendar Public Hearing Date – Motion by Recker, second by Maas to set the 24-25 school calendar public hearing on February 14, 2024 at 5:00 pm.

FY25 Proposed Property Tax Levy Hearing Date – Motion by Recker, second by Steffens to set the proposed property tax levy hearing on March 27, 2024 at 5:00 pm.

FY25 Proposed Budget Hearing Date – Motion by Recker, second by Maas to set the FY25 proposed budget hearing on April 24, 2024 at 5:00 pm.

Board Policy Review – Motion by Cooksley, second by Steffens to approve the first reading as discussed of board policies 605.6, 605.6R1, 605.8, 605.8R1, 701.1, 701.2, 701.3, 701.4, 703.1, 703.2, 713, and 713.R1.

At the Board Table Exercises –Tabled

#BucPr1de – The Buc Banner is available on the district’s website now.

Student Questions – Students asked about the number of student days, reasons for public hearings, and staffing issues.

Adjourn – Motion by Steffens, second by Recker to adjourn the meeting at 6:50 pm.

The above are not official minutes until approved at the next regular board meeting. A copy of the official minutes may be viewed in the office of the Board Secretary any Monday through Friday between 8:00 a.m. and 4:00 p.m.

**East Buchanan Community School District
Special Work Session Minutes – January 24, 2024**

Call to Order - President Andy Sperflage called the meeting to order at 5:00 pm. The board recited the East Buchanan Mission Statement. Board members present were Scott Cooksley, Andrew Maas, Tim Recker, Andy Sperflage, and Heather Steffens. Administration attending were Superintendent Dan Fox, HS/MS Principal Eric Dockstader, Elementary Principal Jacklyn Letzring, Athletic Director Chad Lamker, and Business Manager/Board Secretary Teresa Knipper.

Approve Agenda - Motion to approve the agenda was made by Cooksley, second by Steffens.

Discussion – The board discussed policies 503.1, 503.1R1, 503.2, 503.8, 503.8R1, 701.5, 701.5R1, and 905.1.

Adjourn – Motion by Maas, second by Recker to adjourn the meeting at 6:48 pm.

The above are not official minutes until approved at the next regular board meeting. A copy of the official minutes may be viewed in the office of the Board Secretary any Monday through Friday between 8:00 a.m. and 4:00 p.m.

East Buchanan CSD**Personnel Changes**

SB Mtg date	Employee	Type	Position	Notice Date	Effective Date
2/14/2024	Kathy Postel	Retirement	Custodian	2/13/2024	5/31/2024
2/14/2024	DeAnn Shafer	Retirement	Elementary Secretary	2/13/2024	end of current job agreement
2/14/2024	Glen Unwin	Retirement	Teacher	2/14/2024	6/30/2024 per retirement policy

Invoices-Feb 2024-GENERAL FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
AGVAFS	AgVantage FS	GREENHOUSE LP	477.17
			477.17
ALLIUTIL	ALLIANT ENERGY	GAS/ELECTRIC	15,559.05 1
			15,559.05
BARNNOBLCC	Barnes & Noble College	TEXTBOOKS	1,266.26
			1,266.26
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE	682.00
			682.00
CAMCSD	CAM COMMUNITY SCHOOL DISTRICT	OPEN ENROLLMENT	11,656.20 *
			11,656.20
CAMBASSE	Cambium Assessment Inc	ASSESSMENTS	76.00
			76.00
CAROBIOL	CAROLINA BIOLOGICAL SUPPLY CO	INSTRUCTIONAL SUPPLIES	196.70
			196.70
CDWG	CDW GOVERNMENT, INC	TECH SUPPLIES	199.00
CDWG	CDW GOVERNMENT, INC	TECH SUPPLIES	96.56
CDWG	CDW GOVERNMENT, INC	TECH SUPPLIES	24.51
CDWG	CDW GOVERNMENT, INC	PURCHASED SERVICE	646.66
			966.73
CEDAFALL	CEDAR FALLS CSD	CONSORTIUM BILLING	28,539.60
			28,539.60 *
CENTCITY	CENTRAL CITY COMM. SCHOOL	OPEN ENROLLMENT	178.90
CENTCITY	CENTRAL CITY COMM. SCHOOL	SPECIAL ED TUITION	6,205.50
			6,384.40
CRAEA	CENTRAL RIVERS AEA	PURCHASED SERVICE	10,720.00 *
CRAEA	CENTRAL RIVERS AEA	PURCHASED SERVICE	80.00
CRAEA	CENTRAL RIVERS AEA	PURCHASED SERVICE	40.00
CRAEA	CENTRAL RIVERS AEA	MACBOOK REPAIR	235.95 *
			11,075.95
CHASCARD	CHASE CARD SERVICES	FCS SUPPLIES	153.26
CHASCARD	CHASE CARD SERVICES	SUPPLIES	54.11
CHASCARD	CHASE CARD SERVICES	B&G SUPPLIES	105.99
CHASCARD	CHASE CARD SERVICES	SUPPLIES	24.98
CHASCARD	CHASE CARD SERVICES	SUPPLIES	89.03
CHASCARD	CHASE CARD SERVICES	SHIPPING	36.20
			463.57
CITYLAUN	CITY LAUNDERING CO.	TRANSPORTATION PURCHASED SERVICE	60.31
CITYLAUN	CITY LAUNDERING CO.	TRANSPORTATION PURCHASED SERVICE	(14.69)
			45.62
CITYWINT	CITY OF WINTHROP	WATER/SEWER	727.35 1
			727.35

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CLAYRIDG	CLAYTON RIDGE CSD	SPECIAL EDUCATION	1,362.43 *
			<u>1,362.43</u>
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	1,201.96
			<u>1,201.96</u>
DUNKERTO	DUNKERTON SCHOOL DISTRICT	SHARED LIBRARIAN	774.08
			<u>774.08</u>
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	TELEPHONE	2,734.40
			<u>2,734.40</u>
INDENAPA	Etten Enterprises LLC	TRANSPORTATION SUPPLIES	23.44
INDENAPA	Etten Enterprises LLC	TRANSPORTATION SUPPLIES	175.44
INDENAPA	Etten Enterprises LLC	TRANSPORTATION SUPPLIES	132.43
			<u>331.31</u>
HAUSERSWAT	HAUSERS WATER SYSTEMS INC	WATER SOFTENER SALT	439.55 *
			<u>439.55</u>
HOGLBUS	HOGLUND BUS CO., INC.	TRANSPORTATION SUPPLIES	529.90
			<u>529.90</u>
HOTLUNCH	HOT LUNCH PROGRAM	PS SNACKS	334.04
			<u>334.04</u>
IASBO	IA ASSOC OF SCH BUS OFFICIALS	CONFERENCE	245.00 *
			<u>245.00</u>
IMAGLEAR	Imagine Learning	SUPPLIES	272.36
			<u>272.36</u>
INDECSD	INDEPENDENCE CSD	CONCURRENT ENROLLMENT	2,037.03
INDECSD	INDEPENDENCE CSD	OPEN ENROLLMENT TUITION	119,874.02
INDECSD	INDEPENDENCE CSD	SPECIAL EDUCATION	40,731.30
			<u>162,642.35</u>
IASB	IOWA ASSOC OF SCHOOL BOARDS	WORKSHOP	330.00 *
			<u>330.00</u>
IOWABAND	IOWA BANDMASTERS ASSOCIATION, INC.	DUES & CONFERENCE FEES	98.00 *
			<u>98.00</u>
ICN	IOWA COMMUNICATIONS NETWORK	ICN SERVICES	485.05 *
			<u>485.05</u>
ISFIS	Iowa School Finance Information Services Inc	WORKSHOP	300.00
			<u>300.00</u>
JWPEPPER	J.W. PEPPER & SON, INC.	MUSIC SUPPLIES	97.99
JWPEPPER	J.W. PEPPER & SON, INC.	MUSIC SUPPLIES	60.00
			<u>157.99</u>

Invoices-Feb 2024-GENERAL FUND

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
JAMFSOFT	Jamf Software LLC	SOFTWARE	1,755.00 *
			<u>1,755.00</u>
LAMKCHAD	Lamker, Chad	CELL PHONE	62.09 *
			<u>62.09</u>
MARC	MARC	TRANSPORTATION SUPPLIES	147.69
			<u>147.69</u>
MARION	MARION INDEPENDENT CSD	OPEN ENROLLMENT	2,331.25
			<u>2,331.25</u>
MASONCITYC	Mason City Community Schools	SPECIAL ED BILLING	1,667.77
			<u>1,667.77</u>
MIDAMER	MIDAMERICA BOOKS	BOOKS	65.85
			<u>65.85</u>
MOOSEMECH	Moose Mechanical	PURCHASED SERVICE	962.50 *
MOOSEMECH	Moose Mechanical	PURCHASED SERVICE	1,427.25 *
			<u>2,389.75</u>
NICKGROC	Nick's Grocery	FCS SUPPLIES	127.16 *
NICKGROC	Nick's Grocery	SUPPLIES	47.16
			<u>174.32</u>
NORTLINN	NORTH-LINN CSD	CONCURRENT ENROLLMENT	145.07
NORTLINN	NORTH-LINN CSD	OPEN ENROLLMENT	23,491.30
			<u>23,636.37</u>
OELWCSD	OELWEIN CSD	OPEN ENROLLMENT	8,413.22
OELWCSD	OELWEIN CSD	SPECIAL ED TUITION	6,973.74
			<u>15,386.96</u>
OELWPUBL	OELWEIN PUBLISHING COMPANY	ADVERTISING	188.68 *
OELWPUBL	OELWEIN PUBLISHING COMPANY	ADVERTISING	25.06 *
			<u>213.74</u>
PITBOWINC	PITNEY BOWES, INC.	POSTAGE METER LEASE/SUPPLIES	222.06 *
			<u>222.06</u>
PLUMBSUPWL	PLUMB SUPPLY-Waterloo	B&G FIXTURES	481.04
			<u>481.04</u>
PRESTOX	PRESTO-X	KITCHEN-PEST SERVICE	76.03
			<u>76.03</u>
RECKTANA	Recker, Tana	MILEAGE	37.59
			<u>37.59</u>
SCHLSUE	Schlitter, Susan	ACCOMPANIST	140.00 *
			<u>140.00</u>
SPEESHOP	SPEEDE SHOP, INC.	PROF DEV SUPPLIES	231.00 *
			<u>231.00</u>

Vendor ID	Vendor Name	Description	Invoice Amount
STARMONT	STARMONT CSD	CONCURRENT ENROLLMENT	156.52
STARMONT	STARMONT CSD	OPEN ENROLLMENT TUITION	27,555.60
			27,712.12
SUPERGRIT	Supergrit.com	IND ARTS SUPPLIES	165.02*
			165.02
SUPEWELD	SUPERIOR WELDING SUPPLY	Tank Rental	7.00
			7.00
SWEETWATER	SWEETWATER EDUCATION TECH DIVISION	EQUIPMENT	443.97*
			443.97
TIMECLOCK	TimeClock Plus	TIME CLOCK LICENSE	25.74
			25.74
TRUCKCENTE	Truck Center Companies	PARTS	247.02
TRUCKCENTE	Truck Center Companies	PARTS	21.36
TRUCKCENTE	Truck Center Companies	PARTS	936.65
TRUCKCENTE	Truck Center Companies	RETURN	(723.59)*
			481.44
UNIVPEDI	Universal Pediatrics	PURCHASED SERVICE	2,088.00
UNIVPEDI	Universal Pediatrics	PURCHASED SERVICE	1,595.00
UNIVPEDI	Universal Pediatrics	PURCHASED SERVICE	2,624.50
UNIVPEDI	Universal Pediatrics	PURCHASED SERVICE	522.00*
UNIVPEDI	Universal Pediatrics	PURCHASED SERVICE	522.00*
UNIVPEDI	Universal Pediatrics	PURCHASED SERVICE	1,058.50*
UNIVPEDI	Universal Pediatrics	PURCHASED SERVICE	1,029.50*
UNIVPEDI	Universal Pediatrics	PURCHASED SERVICE	928.00*
			10,367.50
USCELL	US CELLULAR	Cell Phones	288.06
			288.06
VERNTRUE	VERN'S TRUE VALUE HARDWARE	B&G SUPPLIES	17.37
			17.37
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	89.77
WALMART	WALMART COMMUNITY BRC	IND ARTS SUPPLIES	66.12
WALMART	WALMART COMMUNITY BRC	B&G SUPPLIES	9.88
			165.77*
WATLCOMM	Waterloo Community School District	SPECIAL ED TUITION	22,182.20
			22,182.20
WESTMUSI	WEST MUSIC COMPANY	Musical Instruments for the elementary c	30.00
WESTMUSI	WEST MUSIC COMPANY	BAND SUPPLIES	86.90
WESTMUSI	WEST MUSIC COMPANY	INSTRUMENT REPAIR	163.50
WESTMUSI	WEST MUSIC COMPANY	BAND SUPPLIES	39.00
			319.40

East Buchanan Community School
02/14/2024 12:00 PM

List of Bills - School Board Mtg

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Invoices-Feb 2024-GENERAL FUND

User ID: TMK

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
WINTBUIL	WINTHROP BUILDING SUPPLY	TRANSPORTATION SUPPLIES	9.98
WINTBUIL	WINTHROP BUILDING SUPPLY	IND ARTS SUPPLIES	22.99
WINTBUIL	WINTHROP BUILDING SUPPLY	B&G SUPPLIES	58.15
			<u>91.12</u>

Batch Total: 361,640.24

Report Total: 361,640.24

East Buchanan Community School
02/05/2024 10:20 AM

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Unposted; Batch Description General-Jan 2024-EXTRA

User ID: TMK

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
PURCPWE	PURCHASE POWER	POSTAGE METER REFILL	2,000.00 1
			<u>2,000.00</u>

Batch Total: 2,000.00

Report Total: 2,000.00

East Buchanan Community School
02/14/2024 12:00 PM

List of Bills - School Board Mtg

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Invoices-Feb 2024; PPEL FUND

User ID: TMK

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CEDAFALL	CEDAR FALLS CSD	CONSORTIUM BILLING	4,458.42
			<u>4,458.42</u> *
WESTMUSI	WEST MUSIC COMPANY	INSTRUMENTS	747.90
			<u>747.90</u>

Batch Total: 5,206.32

Report Total: 5,206.32

Activity Fund-Jan 2024

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CHASCARD	CHASE CARD SERVICES	Jr Class leadership project supplies	119.39 2
			119.39
Report Total:			119.39

Posted - All; Batch Description Activity Invoices Extra Jan 2024

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ANAMOSA	ANAMOSA SCHOOL DISTRICT	Entry Fee Wrestling Tournament	120.00 2
			120.00
ANDEGARR	ANDERSON, GARRY	Wrestling set-up	400.00 2
			400.00
LOUGPATR	LOUGHREN, PATRICK	HS Wrestling Official 1/19/24	250.00 2
			250.00
LOUGDAN	LOUGHRY, DAN	HS Wrestling Official 01/19/24	250.00 2
			250.00
LUTETYLE	LUTES, TYLER	HS Wrestling Official 01/19/2024	250.00 2
			250.00
MAYANDR	MAY, ANDREW	HS Wrestling Official 1/19 & 1/18	400.00 2
			400.00
SCHOBREN	Schott, Brendan	HS Wrestling Official 1/18/23	150.00 2
			150.00
SHANWRES	SHANNON WRESTLING AND TIMING, LLC	Clock Rental for wrestling meet	500.00 2
SHANWRES	SHANNON WRESTLING AND TIMING, LLC	Wrestling Timing home meet 12/21/2023	880.00 2
			1,380.00
TRIRIVER	TRI RIVERS CONFERENCE	Admissions for hosting Tri Rivers Wrestl	320.00 2
			320.00
TROTTROP	TROTT TROPHIES	Girls Wrestling medals	44.80 2
			44.80
Report Total:			3,564.80

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
BYREQUES	BY REQUEST	DJ - Middle School Dance	125.00
			125.00
CHASCARD	CHASE CARD SERVICES	CoachTube	219.00
CHASCARD	CHASE CARD SERVICES	Iowa Events Center Tickets	525.00
CHASCARD	CHASE CARD SERVICES	Hotel Rooms Girls Wrestling	2,523.54
CHASCARD	CHASE CARD SERVICES	State Project Fundraiser Root Beer Float	52.23
CHASCARD	CHASE CARD SERVICES	REFUND	(11.92) *
CHASCARD	CHASE CARD SERVICES	REFUND	(10.70) *
			3,297.15
GAUED	ED GAU	HS BBall Official 01/26/2024	150.00
			150.00
FITZMICH	FITZGERALD, MICHAEL	HS Boys BBall Official 02/06/2024	140.00
			140.00
GENFUND	GENERAL FUND	Employee Officials	1,275.00
			1,275.00
GIBBJOE	GIBBS, JOE	HS BBall Official 01/26/2024	150.00
			150.00
IHSSA	IOWA HIGH SCHOOL SPEECH ASSOCIATION	Fees	120.00
			120.00
KOBEROBE	KOBER, ROBERT	HS BBall Official 02/05/2024	140.00
			140.00
KRAMRAND	KRAMER, RANDY	HS BBall Official 02/01/2024	140.00
			140.00
LECHBEN	LECHTENBERG, BEN	HS BBall Official 02/01/2024	140.00
			140.00
LECHDAN	LECHTENBERG, DAN	BBall Official 02/01/2024	150.00
			150.00
LOUGDAN	LOUGHRY, DAN	HS Wrestling Official 02/02/2024	185.00
			185.00
NIEHJEFF	NIEHAUS, JEFF	Official Boys BBall 02/06/2024	150.00
			150.00
PROUJIM	PROUTY, JIM	HS BBall Official 02/05/2024	150.00
			150.00
SADLDENN	SADLER, DENNIS	HS BBall Official 01/26/2024	140.00
			140.00
SCHOBREN	Schott, Brendan	HS Wrestling Official 02/02/24	185.00
			185.00
VARNROD	VARNER, ROD	Official Boys BBall 02/06/2024	140.00

List of Bills - School Board Mtg
Unposted: Batch Description Activities Invoices Feb 2024

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
			140.00
YESSJORD	YESSAK, JORDAN	HS BBall Official 02/05/2024	140.00
			140.00
		Batch Total:	6,917.15
		Report Total:	6,917.15

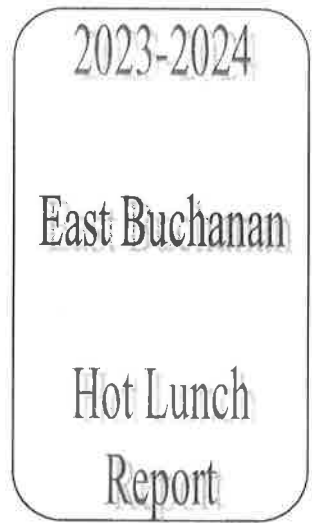
<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
BIMBBAKE	BIMBO BAKERIES USA	Bread Products	561.35
			561.35
EMSDETER	EMS DETERGENT SERVICES CO.	Supplies - Liquid Detergent	39.52
			39.52
MARTBROT	MARTIN BROTHERS	Food Purchased	7,150.36
			7,150.36
PERFFOOD	PERFORMANCE FOODSERVICE	Food & Supplies Purchased	13,691.68
			13,691.68
PRAIFARM	PRAIRIE FARMS DAIRY, INC.	Milk Purchased	3,903.01
			3,903.01
WALMART	WALMART COMMUNITY BRC	Food Purchased	134.57
			134.57
		Report Total:	25,480.49

Fund: 21 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Ending Balance</u>
21 6111 729 910	DRAMA	15,834.47	11.92	0.00	15,822.55
21 6120 729 910	SPEECH	475.46	203.73	299.20	570.93
21 6210 729 910	MUSIC CLUB	293.13	0.00	0.00	293.13
21 6220 729 910	PEP BAND	2,342.13	0.00	0.00	2,342.13
21 6221 729 910	MUSIC TRIP	3,014.15	0.00	0.00	3,014.15
21 6600 729 920	ATHLETICS	11,492.49	5,755.80	13,388.82	19,125.51
21 6645 729 920	CROSS COUNTRY	46.50	0.00	0.00	46.50
21 6693 729 920	CHEERLEADING	3,738.81	610.00	0.00	3,153.81
21 6694 729 920	DANCE TEAM	1,132.62	0.00	0.00	1,132.62
21 6710 729 920	BOYS' BASKETBALL	481.72	0.00	850.40	1,332.12
21 6720 729 920	FOOTBALL	3,011.49	0.00	100.00	3,111.49
21 6730 729 920	BASEBALL	824.85	0.00	0.00	824.85
21 6740 729 920	BOYS' TRACK	680.59	0.00	0.00	680.59
21 6760 729 920	BOYS' GOLF	2,532.10	0.00	1,050.00	3,582.10
21 6790 729 920	WRESTLING	104.82	0.00	0.00	104.82
21 6810 729 920	GIRLS BASKETBALL	1,082.92	0.00	0.00	1,082.92
21 6815 729 920	VOLLEYBALL	189.03	0.00	0.00	189.03
21 6835 729 920	SOFTBALL	766.65	0.00	0.00	766.65
21 6840 729 920	GIRLS TRACK	412.27	0.00	0.00	412.27
21 6860 729 920	GIRLS' GOLF	156.93	0.00	0.00	156.93
21 7010 729 950	FBLA	6,362.32	0.00	0.00	6,362.32
21 7011 729 950	HS STUDENT COUNCIL	2,298.10	157.21	0.00	2,140.89
21 7012 729 950	SPANISH CLUB	997.45	0.00	0.00	997.45
21 7013 729 950	NHS	1,062.24	0.00	0.00	1,062.24
21 7020 729 950	NEWSPAPER	2,236.84	0.00	0.00	2,236.84
21 7021 729 950	ROBOTICS CLUB	905.71	0.00	0.00	905.71
21 7022 729 950	ESPORTS	0.00	0.00	380.80	380.80
21 7025 729 950	TECHNOLOGY	0.00	0.00	0.00	0.00
21 7026 729 950	FFA	16,484.52	479.95	0.00	16,004.57
21 7027 729 950	ART CLUB	1,060.81	0.00	0.00	1,060.81
21 7040 729 950	MS STUDENT COUNCIL	19.32	0.00	0.00	19.32
21 7041 729 950	SOUND SYSTEM	1,026.50	0.00	0.00	1,026.50
21 7049 729 950	PBIS	2,494.20	111.15	0.00	2,383.05
21 7051 729 950	CAMP WAPSIE	2,274.13	0.00	0.00	2,274.13
21 7053 729 950	BREAKFAST CLUB	1,020.58	0.00	0.00	1,020.58
21 7079 729 950	CLASS OF 2024	3,301.73	0.00	0.00	3,301.73
21 7080 729 950	CLASS OF 2025	1,840.61	540.00	724.00	2,024.61
21 7081 729 950	CLASS OF 2026	587.10	0.00	0.00	587.10
21 7082 729 950	CLASS OF 2027	161.72	0.00	0.00	161.72
21 8000 729 910	ANNUAL	7,056.92	0.00	140.00	7,196.92
21 8001 729 910	BUCCANEER CLUB	468.86	0.00	0.00	468.86
21 8004 729 910	INTEREST	2,590.97	0.00	480.02	3,070.99
Fund Total: 21		102,863.76	7,869.76	17,413.24	112,432.24

RECEIPTS

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$967.80	\$6,016.20	\$6,984.00
Student Lunch	\$13,235.90	\$50,761.04	\$63,996.94
Adult Breakfast	\$16.00	\$180.80	\$196.80
Adult Lunch	\$654.75	\$1,876.95	\$2,531.70
Carte	\$4,557.85	\$17,748.65	\$22,306.50
Snacks	\$1,451.98	\$6,962.19	\$8,414.17
Federal Breakfast	\$1,889.02	\$6,223.24	\$8,112.26
Federal Lunch	\$11,067.25	\$35,042.18	\$46,109.43
State Breakfast	\$0.00	\$89.29	\$89.29
State Lunch	\$0.00	\$329.33	\$329.33
Supply Chain Assistance Funds	\$0.00	\$0.00	\$0.00
Other Revenues	\$50.98	\$230.00	\$280.98
Other Purchased Services	-\$391.09	-\$1,518.97	-\$1,910.06
Rebate	\$0.00	\$0.00	\$0.00
Interest	\$1,020.95	\$5,111.87	\$6,132.82
TOTAL INCOME	\$34,521.39	\$129,052.77	\$163,574.16



EXPENDITURES

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$24,723.69	\$62,106.60	\$86,830.29
Supplies	\$756.80	\$3,848.37	\$4,605.17
Shared Contract	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$57,234.00	\$57,234.00
Travel/Trainings	\$0.00	\$150.00	\$150.00
Other Expenses	\$0.00	\$93.00	\$93.00
Salaries	\$13,332.75	\$39,945.01	\$53,277.76
Benefits	\$6,680.81	\$15,164.83	\$21,845.64
TOTAL EXPENDITURES	\$45,494.05	\$178,541.81	\$224,035.86

DAYS MEALS SERVED	
July	0
August	7
September	19
October	20
November	15
December	15
January	17
February	0
March	0
April	0
May	0
June	0
TOTALS	93

BALANCE

	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$288,880.62	\$288,880.62
Income	\$34,521.39	\$88,717.95	\$123,239.34
Expenditures	\$45,494.05	\$137,147.62	\$182,641.67
FUND BALANCE	-\$10,972.66	\$240,450.95	\$229,478.29

MEALS SERVED

	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	640	3,948	4,588
Reduced Student Breakfasts	21	314	335
Free Student Breakfasts	540	2,798	3,338
Second Breakfasts	7	50	57
Adult Breakfasts	10	113	123
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
TOTAL BREAKFASTS SERVED	1,218	7,223	8,441
Paid Student Lunches	4,890	18,079	22,969
Reduced Student Lunches	344	1,458	1,802
Free Student Lunches	2,030	7,800	9,830
Second Lunches	0	2	2
Adult Lunches	135	387	522
Student Guest Lunches	0	0	0
Complimentary Lunches	0	0	0
TOTAL LUNCHES SERVED	7,399	27,726	35,125



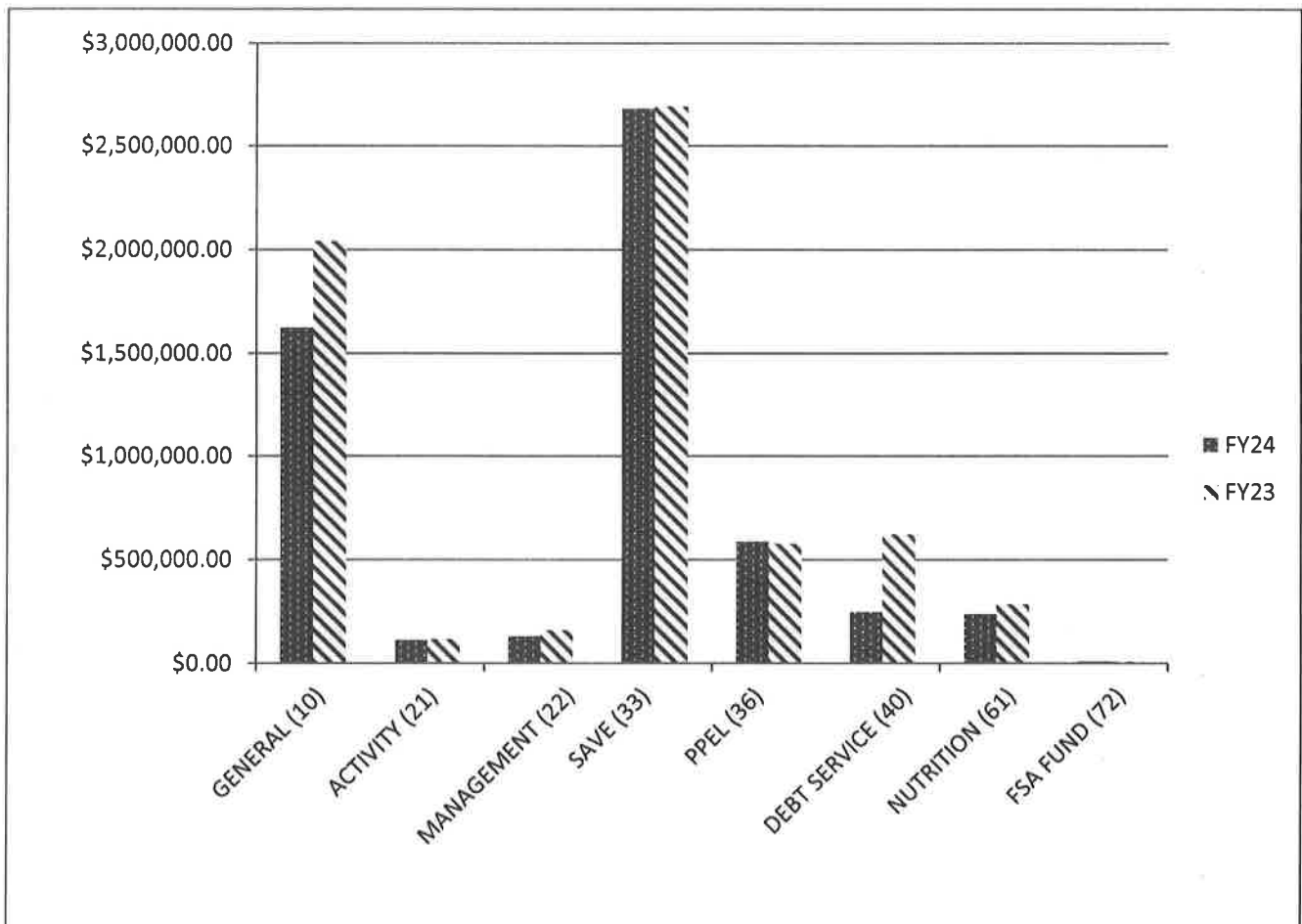
LUNCH STATUS	FREE	REDUCED	PAID	TOTAL
	154	29	401	584

East Buchanan Community School District
Cash Summary Report

	<u>Jul-23</u>	<u>Aug-23</u>	<u>Sep-23</u>	<u>Oct-23</u>	<u>Nov-23</u>	<u>Dec-23</u>	<u>Jan-24</u>
10-GENERAL FUND							
Beginning Balance	2,162,495.30	1,420,979.12	1,148,300.96	1,240,804.38	1,835,142.96	1,765,568.66	1,563,695.55
Revenue	465,881.19	896,466.06	708,380.39	1,237,573.30	605,093.42	461,953.52	708,194.65
Expenditures	1,207,397.37	1,169,144.22	615,876.97	643,234.72	674,667.72	663,826.63	649,973.81
Ending Balance	1,420,979.12	1,148,300.96	1,240,804.38	1,835,142.96	1,765,568.66	1,563,695.55	1,621,916.39
21-ACTIVITY FUND							
Beginning Balance	89,816.84	86,302.23	113,016.67	110,529.60	104,064.02	108,642.76	102,863.76
Revenue	354.22	31,744.31	13,937.51	6,304.98	26,598.82	12,835.71	17,438.24
Expenditures	3,868.83	5,029.87	16,424.58	12,770.56	22,020.08	18,614.71	7,869.76
Ending Balance	86,302.23	113,016.67	110,529.60	104,064.02	108,642.76	102,863.76	112,432.24
22-MANAGEMENT FUND							
Beginning Balance	203,146.70	23,245.04	22,169.27	64,064.50	128,679.24	119,018.69	123,653.48
Revenue	914.78	39.50	42,895.23	120,770.14	19,515.45	5,634.79	6,847.67
Expenditures	180,816.44	1,115.27	1,000.00	56,155.40	29,176.00	1,000.00	1,000.00
Ending Balance	23,245.04	22,169.27	64,064.50	128,679.24	119,018.69	123,653.48	129,501.15
33-SAVE							
Beginning Balance	2,794,533.64	2,673,630.79	2,446,860.19	2,514,681.58	2,546,015.78	2,555,677.28	2,611,398.92
Revenue	632,673.52	442,300.21	71,896.39	126,661.21	144,113.95	95,349.24	66,379.70
Expenditures	753,576.37	669,070.81	4,075.00	95,327.01	134,452.45	39,627.60	0.00
Ending Balance	2,673,630.79	2,446,860.19	2,514,681.58	2,546,015.78	2,555,677.28	2,611,398.92	2,677,778.62
36-PPEL							
Beginning Balance	459,321.82	461,072.82	379,912.47	422,201.57	567,369.92	594,113.34	576,373.03
Revenue	11,176.00	143,933.56	55,164.10	153,507.35	26,743.42	25,916.80	11,053.91
Expenditures	9,425.00	225,093.91	12,875.00	8,339.00	0.00	43,657.11	2,992.38
Ending Balance	461,072.82	379,912.47	422,201.57	567,369.92	594,113.34	576,373.03	584,434.56
40-DEBT SERVICE							
Beginning Balance	28,354.28	32,568.43	32,198.84	92,745.36	200,247.37	228,534.89	237,146.50
Revenue	412,564.15	204,305.41	60,546.52	170,370.76	91,156.27	21,091.61	10,663.48
Expenditures	408,350.00	204,675.00	0.00	62,868.75	62,868.75	12,480.00	500.00
Ending Balance	32,568.43	32,198.84	92,745.36	200,247.37	228,534.89	237,146.50	247,309.98
less: Escrow Acct	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	32,568.43	32,198.84	92,745.36	200,247.37	228,534.89	237,146.50	247,309.98
61-NUTRITION FUND							
Beginning Balance	288,880.62	288,586.31	252,706.00	251,076.66	240,913.04	230,087.33	239,526.12
Revenue	3,386.83	26,251.17	33,672.73	61,997.77	139,197.19	69,829.57	54,926.04
Expenditures	3,681.14	62,131.48	35,302.07	72,161.39	150,022.90	60,390.78	56,828.03
Ending Balance	288,586.31	252,706.00	251,076.66	240,913.04	230,087.33	239,526.12	237,624.13
less: Received on Acct	9,783.51	22,924.60	16,788.05	13,549.80	13,523.85	11,236.25	13,529.60
	278,802.80	229,781.40	234,288.61	227,363.24	216,563.48	228,289.87	224,094.53
72-FLEX SPENDING ACCT FUND							
Beginning Balance	6,775.52	7,182.29	6,153.17	4,899.50	5,308.02	6,275.21	7,436.00
Revenue (contributions)	1,936.83	1,936.83	2,721.83	2,721.83	2,721.83	3,894.71	2,513.50
Expenditures (claims)	1,530.06	2,965.95	3,975.50	2,313.31	1,754.64	2,733.92	1,634.26
Ending Balance	7,182.29	6,153.17	4,899.50	5,308.02	6,275.21	7,436.00	8,315.24
EMPLOYER'S PAYROLL EXPENSE:							
Gross Wages-hourly	62,307.13	25,227.85	55,664.36	110,095.32	106,990.57	107,966.98	100,278.82
Gross Wages-contract	317,070.77	313,413.98	336,342.87	339,706.34	342,325.51	339,024.36	331,272.54
	379,377.90	338,641.83	392,007.23	449,801.66	449,316.08	446,991.34	431,551.36
Employer paid deductions	55,817.66	53,599.78	60,493.48	69,004.33	63,553.96	63,539.92	66,409.77
Employer paid IPERS	33,779.66	31,069.52	36,124.69	41,162.19	41,450.09	38,936.99	39,127.99
Employer paid FICA	27,816.37	24,819.58	28,639.44	33,386.74	33,354.87	33,184.47	32,016.74
	117,413.69	109,488.88	125,257.61	143,553.26	138,358.92	135,661.38	137,554.50
TOTAL	496,791.59	448,130.71	517,264.84	593,354.92	587,675.00	582,652.72	569,105.86

CASH SUMMARY REPORT EAST BUCHANAN COMMUNITY SCHOOL January 2024

Fund Description	Beginning	Revenues	Expenditures	FY24	FY23	Difference
				Ending	End Balance	
GENERAL (10)	\$1,563,695.55	\$708,194.65	\$649,973.81	\$1,621,916.39	\$2,041,159.66	(\$419,243.27)
ACTIVITY (21)	\$102,863.76	\$17,438.24	\$7,869.76	\$112,432.24	\$116,962.34	(\$4,530.10)
MANAGEMENT (22)	\$123,653.48	\$6,847.67	\$1,000.00	\$129,501.15	\$158,483.40	(\$28,982.25)
SAVE (33)	\$2,611,398.92	\$66,379.70	\$0.00	\$2,677,778.62	\$2,688,635.43	(\$10,856.81)
PPEL (36)	\$576,373.03	\$11,053.91	\$2,992.38	\$584,434.56	\$574,583.56	\$9,851.00
DEBT SERVICE (40)	\$237,146.50	\$10,663.48	\$500.00	\$247,309.98	\$618,983.88	(\$371,673.90) *
NUTRITION (61)	\$239,526.12	\$54,926.04	\$56,828.03	\$237,624.13	\$284,474.55	(\$46,850.42)
FSA FUND (72)	\$7,436.00	\$2,513.50	\$1,634.26	\$8,315.24	\$6,982.07	\$1,333.17
			TOTAL	\$5,619,312.31	\$6,490,264.89	(\$870,952.58)



*\$340,189.25 of the difference was for prepay levy

Certified Budget compared to Actual Revenues/Expenditures - All Funds

		FY24 Certified		
		Budget	as of 1/31/2024	over / (under) budget
Taxes Levied on Property	1	\$ 3,316,980.00	\$ 1,999,530.19	
Utility Replacement Excise Tax	2	\$ 44,118.00	\$ 22,604.58	
Income Surtaxes	3	\$ 151,599.00	\$ 144,190.50	
Tuition/Transportation Received	4	\$ 600,000.00	\$ 26,923.00	
Earnings on Investments	5	\$ 70,000.00	\$ 151,820.53	
Nutrition Program Sales	6	\$ 140,000.00	\$ 120,507.78	
Student Activities and Sales	7	\$ 181,000.00	\$ 79,996.56	
Other Revenues from Local Sources	8	\$ 110,000.00	\$ 181,839.49	
Revenue from Intermediary Sources	9	\$ -	\$ -	
State Foundation Aid	10	\$ 4,195,341.00	\$ 2,073,810.50	
Instructional Support State Aid	11	\$ 14,163.00	\$ -	
Other State Sources	12	\$ 780,000.00	\$ 462,249.43	
Commercial & Industrial State Replacement	13	\$ -	\$ -	
Title 1 Grants	14	\$ 70,000.00	\$ 7,660.57	
IDEA and Other Federal Sources	15	\$ 445,000.00	\$ 120,632.45	
Total Revenues	16	\$ 10,118,201.00	\$ 5,391,765.58	
General Long-Term Debt Proceeds	17	\$ -	\$ -	
Transfers In	18	\$ 312,355.00	\$ 216,355.00	
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 900.00	
Special Items/Upward Adjustments	20	\$ -	\$ -	
Total Revenues & Other Sources	21	\$ 10,430,556.00	\$ 5,609,020.58	
Beginning Fund Balance	22	\$ 5,190,063.43	\$ 5,190,063.43	
Total Resources	23	\$ 15,620,619.43	\$ 10,799,084.01	
*Instruction	24	\$ 5,828,000.00	\$ 2,391,528.86	\$ (3,436,471.14) 41%
Student Support Services	25	\$ 275,000.00	\$ 121,817.35	
Instructional Staff Support Services	26	\$ 650,000.00	\$ 280,281.82	
General Administration	27	\$ 390,000.00	\$ 269,248.34	
School/Building Administration	28	\$ 440,000.00	\$ 232,904.09	
Business & Central Administration	29	\$ 172,000.00	\$ 76,090.67	
Plant Operation and Maintenance	30	\$ 918,000.00	\$ 433,189.48	
Student Transportation	31	\$ 645,000.00	\$ 263,327.88	
This row is intentionally left blank	32	\$ -		
*Total Support Services (lines 25-32)	32A	\$ 3,490,000.00	\$ 1,676,859.63	\$ (1,813,140.37) 48%
*Noninstructional Programs	33	\$ 360,000.00	\$ 207,388.75	\$ (152,611.25) 58%
Facilities Acquisition and Construction	34	\$ 1,600,000.00	\$ 220,531.70	
Debt Service	35	\$ -	\$ 280,523.75	
AEA Support - Direct to AEA	36	\$ 307,083.00	\$ 139,459.50	
*Total Other Expenditures (lines 34-36)	36A	\$ 1,907,083.00	\$ 640,514.95	\$ (1,266,568.05) 34%
Total Expenditures	37	\$ 11,585,083.00	\$ 4,916,292.19	
Transfers Out	38	\$ 312,355.00	\$ 216,355.00	
Other Uses	39	\$ -	\$ -	
Total Expenditures & Other Uses	40	\$ 11,897,438.00	\$ 5,132,647.19	\$ (6,764,790.81)
Ending Fund Balance	41	\$ 3,723,181.43	\$ 5,666,436.82	
Total Requirements	42	\$ 15,620,619.43	\$ 10,799,084.01	\$ (4,821,535.42)

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.

Certified Budget compared to Actual Budget - General Fund Only

		Certified Budget	YTD as of 01/31/2024	
Taxes Levied on Property	1	\$ 2,144,212	\$ 1,292,575	60%
Utility Replacement Excise Tax	2	\$ 28,519	\$ 14,612	51%
Income Surtaxes	3	\$ 151,599	\$ 144,191	95%
Tuition/Transportation Received	4	\$ 600,000	\$ 26,923	4%
Earnings on Investments	5	\$ 30,000	\$ 50,530	168%
Nutrition Program Sales	6	\$ -	\$ -	0%
Student Activities and Sales	7	\$ 1,000	\$ 1,758	176%
Other Revenues from Local Sources	8	\$ 90,000	\$ 131,620	146%
Revenue from Intermediary Sources	9	\$ -	\$ -	0%
State Foundation Aid	10	\$ 4,195,341	\$ 2,073,811	49%
Instructional Support State Aid	11	\$ 14,163	\$ -	0%
Other State Sources	12	\$ 80,000	\$ 96,161	120%
Commercial & Industrial State Replacement	13	\$ -	\$ -	0%
Title I Grants	14	\$ 70,000	\$ 7,661	11%
IDEA and Other Federal Sources	15	\$ 275,000	\$ 33,771	12%
Total Revenues	16	\$ 7,679,834	\$ 3,873,611	50%
General Long-Term Debt Proceeds	17	\$ -	\$ -	0%
Transfers In	18	\$ -	\$ -	0%
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 550	0%
Special Items/Upward Adjustments	20	\$ -	\$ -	0%
Total Revenues & Other Sources	21	\$ 7,679,834	\$ 3,874,161	50%
Beginning Fund Balance	22	\$ 1,360,549	\$ 1,360,549	
Total Resources	23	\$ 9,040,383	\$ 5,234,710	
Instruction	24	\$ 5,300,000	\$ 2,049,439	39%
Student Support Services	25	\$ 275,000	\$ 121,817	44%
Instructional Staff Support Services	26	\$ 610,000	\$ 251,372	41%
General Administration	27	\$ 365,000	\$ 246,392	68%
School/Building Administration	28	\$ 440,000	\$ 224,904	51%
Business & Central Administration	29	\$ 172,000	\$ 76,091	44%
Plant Operation and Maintenance	30	\$ 665,000	\$ 310,057	47%
Student Transportation	31	\$ 420,000	\$ 194,651	46%
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Total Support Services (lines 25-32)	32A	\$ 2,947,000	\$ 1,425,285	48%
Noninstructional Programs	33	\$ -	\$ -	0%
Facilities Acquisition and Construction	34			
Debt Service	35			
AEA Support - Direct to AEA	36	\$ 307,083	\$ 139,460	
Total Other Expenditures (lines 34-36)	36A	\$ 307,083	\$ 139,460	45%
Total Expenditures	37	\$ 8,554,083	\$ 3,614,184	
Transfers Out	38	\$ 5,000	\$ -	
Other Uses	39			
Total Expenditures & Other Uses	40	\$ 8,559,083	\$ 3,614,184	
Ending Fund Balance	41	\$ 481,300	\$ 1,620,526	
Total Requirements	42	\$ 9,040,383	\$ 5,234,710	

605.06 – Internet Appropriate Use - Changes to this policy are designed to update terminology as technology and available programs have evolved. Permission letters to access the internet have been removed as a requirement, based on the commonplace use of internet-based tools in classrooms.

605.06R1 – Internet Appropriate Use Regulation - See explanation for policy 605.06 above.

New! **605.08 – Artificial Intelligence in the Education Environment** - This new policy is designed to provide some framework for determining the appropriate use of generative and open-source AI tools in the education environment.

New! **605.08R1 – Artificial Intelligence in the Education Environment Regulation** - See explanation for policy 605.08 above.

701.01 – Depository of Funds - Language in this policy has been updated to provide greater flexibility for districts when preparing their annual resolutions.

701.02 – Transfer of Funds - Additional language in this policy has been added to reflect increased flexibility districts will have beginning in FY 2024.

701.03 – Financial Records - This policy language has been reformatted to build greater clarity into the language.

701.04 – Governmental Accounting Practices and Regulations - Changes to this policy are designed to better clarify the differing types of fund balances and their intended purposes.

703.1 – Budget Planning - This policy has been updated to further detail deadlines relevant to this topic. Language from 703.02 has been consolidated into this policy.

Rescinded **703.2 – Spending Plan** - This policy has been rescinded. See explanation directly above.

713 (was 401.13) – Responsible Technology Use & Social Networking - This policy language has been updated to reflect more recent changes in technology and keep terminology current. This policy is being moved from the **400 series on Employees**, to the **700 series on Non-Instructional Operations**. This change reflects that the policy language applies to a larger audience of students, staff, and volunteers in the district.

713.R1 (was 401.13R1) – Responsible Technology Use & Social Networking Regulation - See explanation directly above.

INTERNET - APPROPRIATE USE

The district recognizes the importance of developing students into agile learners who are capable of addressing the complex needs of our future workforce. For this reason, the district has prioritized making available technology and programs that teach students to embrace modern technology and tools while fostering a secure learning environment for students to the extent reasonable. Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. ~~If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school.~~ **Students may be permitted to use district-issued email addresses and Internet-based collaboration software to send and receive messages at school.**

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the ~~Internet Safety Policy~~ **this policy and**;
- Student safety with regard to:
 - safety on the Internet;
 - appropriate behavior while on online, on social networking websites, and
 - in chat rooms; and
 - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Note: This is a mandatory policy. Parents must give permission to allow their children to access the internet according to the policy language; and districts are obligated to provide education/training on the safe use of the internet for students.

Legal References: Iowa Code § 279.8.

Cross References: 104 series Anti-Bullying/Harassment
604.10 Online Courses
604.11 Appropriate Use of Online Learning Platforms
605.05 School Library
605.07 Use of Information Resources
605.07-R(1) Use of Information Resources - Regulation

Approved: February 18, 2008

Last Reviewed: October 14, 2020

INTERNET - APPROPRIATE USE REGULATION

- I. Responsibility for Internet Appropriate Use.
 - A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees.
 - B. Instruction in the proper use of the Internet will be available to **licensed** employees who will then provide similar instruction to their students.
 - C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.
- II. Internet Access.
 - A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
 - B. Students will be able to access the Internet through their teachers. Individual **internet-based collaboration software** student accounts and electronic mail addresses may be issued to ~~students at this time.~~
 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
 3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
 4. To ~~reduce unnecessary system traffic~~ **promote accountability**, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
 5. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
 6. System users will ~~perform a virus check on downloaded files to avoid spreading computer viruses~~ **follow district cybersecurity policy and procedures to ensure network security.**
 7. The school district makes no guarantees as to the accuracy of information received on the Internet.
- III. ~~Permission to Use Internet—Annually, parents will grant permission for their student to use the Internet using the prescribed form.~~
- III. Student Use of Internet.
 - A. Equal Opportunity - The Internet is available to all students within the school district through teacher access. ~~The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.~~
 - B. On-line **Protocol** Etiquette:
 1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

INTERNET - APPROPRIATE USE REGULATION

- I. Responsibility for Internet Appropriate Use.
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INTERNET - APPROPRIATE USE REGULATION

2. Students should adhere to on-line protocol:
 - a. Respect all copyright and license agreements.
 - b. Cite all quotes, references and sources.
 - c. Remain on the system long enough to get needed information, then exit the system.
 - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
3. Student access for electronic mail will be through the supervising teacher's account. Students should adhere to the following guidelines:
 - a. Others may be able to read or access the mail so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign messages.
 - e. ~~Always acknowledge receipt of a document or file.~~

C. Restricted Material - Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

D. Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

IV. Student Violations--Consequences and Notifications.

Students who access restricted items on the school device are subject to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation - A verbal and written "Warning" notice will be issued to the student. The student ~~may lose~~ **will have restricted Internet access the school device** for a period of **up to three weeks** at the discretion of the building principal. A copy of the notice will be mailed to the student's parent **and a copy provided to the building principal.**
2. Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will ~~forfeit all school device~~ **have restricted Internet privileges at the discretion of the building principal.** ~~up to twelve weeks and lose the privilege of taking a school device home~~ **for a minimum period of** _____
3. Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will ~~forfeit all school device~~ **have restricted Internet privileges for a period of one calendar year** or the balance of the school year **at the discretion of the building principal.**

ARTIFICIAL INTELLIGENCE IN THE EDUCATIONAL ENVIRONMENT

The district believes that to adequately prepare modern learners for the future, advances in technology should first be explored within the education environment. At its most simple, generative artificial intelligence (AI) is automation based on association. AI tools analyze large amounts of information and detect patterns using that information to draw a conclusion. The AI tools then improve the conclusions drawn based upon additional data reviewed, patterns found, and prior conclusions drawn. Generative AI for the education environment has the potential to automate classroom organizational tasks, enhance individualized student learning, teaching, assessment of student learning, and even enhance research and professional development for educators.

However, generative AI tools can be vulnerable to inaccuracy in some significant ways. AI tools can: have bias in how the tools detect patterns; detect patterns/draw conclusions based on inaccurate data; and may not be fully accessible to students to differing abilities. It is valuable for students to understand the potential uses and limitations of this imperfect technology in an educational environment where AI tools have been carefully selected and are monitored and reviewed within appropriate guidelines. For this reason, human oversight and decision making must lead the selection, use, and review of AI tools in the education environment.

Only humans can verify the accuracy of AI tools and apply proper context to any information generated from them. AI tools will never be the sole determining factor used to make decisions related to student learning, assessment, academic integrity, and behavior. All decisions must be made by appropriate licensed staff and based upon a holistic analysis of available evidence.

Privacy must be protected when using generative AI tools. AI draws conclusions based on analysis of data. No personally identifiable information about other students or staff will be shared with AI tools, without prior written consent from the parent or guardian of the student, or from the student/staff if applicable. Permission must be granted prior to students using open-source AI tools that may share information outside the tool itself, and with any entities outside the control of the privacy terms and conditions of the AI tool.

Use of AI tools by students and staff will be at all times appropriate to the educational environment and subject to all applicable laws, regulations and policies. This includes but is not limited to the Family Education Rights and Privacy Act, Children's Internet Protection Act, and the Children's Online Privacy Protection Rule; as well as district policies on student conduct, copyright protections, student records, personnel records, bullying and harassment, and staff/student expression.

The Superintendent, working in collaboration with relevant staff, will develop regulations necessary to carry out the intent of this policy.

NOTE: This policy is discretionary and can be adapted to suit the needs of your district. AI is an umbrella term. Nearly all districts already utilize classroom management software, collaboration software and other technologies within the district that use AI technology in some fashion. The intent of this policy is to address the use of generative and open-source AI tools more specifically in the education setting, and what limitations and protections will be built into that process.

Legal References: 16 C.F.R. 312
34 C.F.R. pt. 99
47 C.F.R. 54.520
Iowa Code § 279.8

Cross References

Code	Description
104	<u>Anti-Bullying/Harassment Policy</u>
104-R(1)	<u>Anti-Bullying/Harassment Policy - Investigation Procedures</u>
104-E(1)	<u>Anti-Bullying/Harassment Policy - Complaint Form</u>
104-E(2)	<u>Anti-Bullying/Harassment Policy - Witness Disclosure Form</u>
104-E(3)	<u>Anti-Bullying/Harassment Policy - Disposition of Complaint Form</u>
506.01	<u>Education Records Access</u>
506.01-R(1)	<u>Education Records Access - Regulation</u>
506.01-E(1)	<u>Education Records Access - Request of Nonparent for Examination or Copies of Education Records</u>
506.01-E(2)	<u>Education Records Access - Authorization for Release of Education Records</u>
506.01-E(3)	<u>Education Records Access - Request for Hearing on Correction of Education Records</u>
506.01-E(4)	<u>Education Records Access - Request for Examination of Education Records</u>
506.01-E(5)	<u>Education Records Access - Notification of Transfer of Education Records</u>
506.01-E(6)	<u>Education Records Access - Letter to Parent Regarding Receipt of a Subpoena</u>
506.01-E(7)	<u>Education Records Access - Juvenile Justice Agency Information Sharing Agreement</u>
506.01-E(8)	<u>Education Records Access - Annual Notice</u>
605.05	<u>School Library</u>

ARTIFICIAL INTELLIGENCE IN THE EDUCATIONAL ENVIRONMENT - REGULATION

Selection of AI tools

AI tools will be vetted by relevant stakeholders including, but not limited to the district's IT staff and, when related to student learning or assessment, by the Curriculum Director. Decisions to use AI tools should be focused on:

- Protection of students: Any AI tools used in the district must comply with the requirements to safeguard students from accessing material that is obscene, child pornography and harmful to minors.
- Privacy: Personally identifiable information of students will not be shared without necessary written consents. Further, any AI tools utilized must meet the requirements of the School Official exemption listed in FERPA, and described in policy 712.
- Accessibility: Is the tool available to students of all abilities? If not, what comparable alternatives will be offered to ensure an equitable learning environment for all students?
- Accuracy: To the extent reasonable, the AI tool should be both reliable and unbiased in its pattern recognition, and data used by the tool should be verified for accuracy.
- Transparent and Interruptible: Student use of AI tools must be able to be monitored by licensed staff to safeguard the appropriateness of the learning experience for the student and monitor for accuracy of the AI tool.

Academic Integrity

Use of AI in research and graded work by students must include proper source citations. Copyright protections must be strictly adhered to. Students who fail to comply with these requirements may face discipline as stated in relevant district policies.

Appropriate Use

Prior to using AI tools, classroom teachers will clearly state how AI tools may be used to engage in and complete educational tasks and assignments. Classroom teachers will establish appropriate parameters for AI tool usage and will monitor student use of AI tools as appropriate.

Prohibited Uses

Students will not use AI tools to access or create information that is discriminatory, constitutes bullying or harassment, shares confidential or personally identifiable information of others, or access/create material that is harmful to minors, obscene, or child pornography. Any violation of this regulation will be treated as a violation of relevant district policies and may be subject to loss of access to the AI tool, and further discipline.

I.C. Iowa Code

Iowa Code § 279.8

Description

Directors - General Rules - Bonds of Employees

C.F.R. - Code of Federal Regulations

16 C.F.R. 312

Description

Children's Online Privacy Protection Rule

34 C.F.R. Pt. 99

Education - Family Rights and Privacy

47 C.F.R. 54.520

Communications - Children's Internet Protection Act

Cross References

Code	Description
104	<u>Anti-Bullying/Harassment Policy</u>
104-R(1)	<u>Anti-Bullying/Harassment Policy - Investigation Procedures</u>
104-E(1)	<u>Anti-Bullying/Harassment Policy - Complaint Form</u>
104-E(2)	<u>Anti-Bullying/Harassment Policy - Witness Disclosure Form</u>
104-E(3)	<u>Anti-Bullying/Harassment Policy - Disposition of Complaint Form</u>
506.01	<u>Education Records Access</u>
506.01-R(1)	<u>Education Records Access - Regulation</u>
506.01-E(1)	<u>Education Records Access - Request of Nonparent for Examination or Copies of Education Records</u>
506.01-E(2)	<u>Education Records Access - Authorization for Release of Education Records</u>
506.01-E(3)	<u>Education Records Access - Request for Hearing on Correction of Education Records</u>
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506.01-E(8)	<u>Education Records Access - Annual Notice</u>
605.05	<u>School Library</u>

DEPOSITORY OF FUNDS

Each year at its annual meeting, the board will designate by resolution the name and location of the Iowa located financial depository institution or institutions to serve as the official school district depository or depositories. ~~The maximum deposit amount to be kept in the depository will be stated in the resolution.~~ **The board will also designate the maximum amount which may be kept on deposit in each bank. This amount will be designated the first time a new depository is identified, and will be reviewed at least once every [five] years or when an increase or additional depository is needed.** The amount stated in the resolution must be for all depositories and include all of the school district's funds.

It is the responsibility of the board secretary to include the resolution in the minutes of the meeting.

Note: While this policy is not mandatory, the content of it is. The requirement to review the amount designated is not a legal requirement, but is a best practice. Districts have flexibility in determining how frequently to review

Legal Reference: Iowa Code §§ 12C; 279.33

Cross Reference: 206.03 Secretary (I, II)
 206.04 Treasurer
 210.01 Annual Meeting
 702 Cash in School Buildings
 704.01 Local - State - Federal - Miscellaneous Revenue

Approved March 12, 2008

Last Reviewed: March 9, 2022

TRANSFER OF FUNDS

When the necessity for a fund has ceased to exist, the balance may be transferred to another fund or account by board resolution. School district monies received without a designated purpose may be transferred in this manner. School district monies received for a specific purpose or upon vote of the people may only be transferred, by board resolution when the purpose for which the monies were received has been completed. Voter approval is required to transfer monies to the general fund from the capital projects fund and debt service fund.

If all requirements for district use of funds under the Preschool Foundation Aid, Professional Development Supplement, Home School Assistance Program, Teacher Leadership Supplement or any discontinued fund teacher have been calculated under the teacher leadership supplement are met and funds remain unexpended and unobligated at the end of the fiscal year, the district may transfer all or a portion of remaining funds into the district's flexibility account in accordance with law. Before the expenditure of amounts in the flexibility account, the district shall publish notice of the time, date, and place of a public hearing on the proposed resolution approving said expenditures. The board must find and certify that the statutory requirements of each original source of funds have been met before adopting the resolution approving the expenditures. The district will present a copy of the signed board resolution to the Department of Education.

The District may transfer by board resolution from the general fund to the student activity fund an amount needed to purchase or refurbish protective and safety equipment required for any extracurricular interscholastic athletic contest or competition sponsored or administered by the Iowa High School Athletic Association of Iowa Girls High School Athletic Union.

If the before and after school program exceeds the amount necessary to operate the program, the excess amount may, following a public hearing, be transferred by resolution of the board of directors of the school corporation for deposit in the general fund of the school corporation to be used for school district general fund purposes. The district will present a copy of the signed board resolution to the Department of Education.

Beginning in FY 2024, unexpended and unobligated dollars that remain at the end of a fiscal year in addition to ongoing revenues may be transferred to the Teacher Salary Supplement (TSS) program from Professional Development Supplement (PDS), Talented and Gifted (TAG), and Teacher Leadership Supplement (TLS) without board action.

The district may choose to request approval from the School Budget Review Committee to transfer funds to make a program whole, prior to its elimination.

Temporary transfers (loans) of funds are permitted between funds but must be repaid to the originating fund, with interest, by Oct. 1 following the end of the fiscal year.

It is the responsibility of the board secretary to make recommendations to the board regarding transfers and to provide the documentation justifying the transfer.

Legal Reference: Iowa Code §§ 24.21-.22; 257.10, 279.8; 279.42; 298A.
289 I.A.C. 6

Cross Reference: 701.3 Financial Records
704.02 Debt Management
704.02-R(1) Debt Management - Post-Issuance Compliance Regulation for Tax-Exempt Obligations

Approved March 12, 2008
Last Reviewed: March 9, 2022

Board Policy East Buchanan Community Schools

FINANCIAL RECORDS

Financial records of the school district are maintained in accordance with generally accepted accounting principles (GAAP) as required or modified by law. School district monies are received and expended from the appropriate fund and/or account. The funds and accounts of the school district will include, but not be limited to:

Governmental Fund Type

- General Fund - **This fund is the chief operating fund of the district. It is used to account for all financial resources except those accounted for and reported in another fund.**
- Special Revenue Fund - **These funds account for the proceeds of specific revenue sources other than trusts or major capital projects, that are legally restricted or committed to expenditure for specified purposes other than debt service or capital projects.**
 - Management Levy Fund
 - Public Education and Recreation Levy Fund (PERL)
 - Student activity Fund
- Capital Projects Fund- **These funds are used to account for financial resources to acquire or construct major capital facilities or other capital assets (other than those of proprietary funds and trust funds) and to account for revenues from SAVE.**
 - Physical Plant and Equipment Levy Fund (PPEL)
 - Secure and Advanced Vision for Education (SAVE)
- Debt Service Fund – **This fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.**

Proprietary Fund Type – **These funds account for operations of the school district operated similar to private business for which a fee is charged to external users for goods or services, or they account for the costs of providing goods and services provided by one department to other departments on a cost reimbursement basis.**

- Enterprise Fund
 - School Nutrition Fund
 - Child Care Fund
 - Internal Service Fund
 - **Community Education**
 - **Preschool (nonvoluntary, state)**

Fiduciary Funds – **These funds are used to account for monies or assets held by the school district on behalf of, or in trust for, another entity.**

- Trust
 - Expendable Trust Funds
 - Nonexpendable Trust Funds
 - Pension Trust Funds
- Custodial Funds

Non-Fiduciary Scholarship Fund

Account Groups – **The groups are the accounting records for capital assets and long-term debt.**

- General capital assets account group
- General long-term debt account group

The general fund is used primarily for the education program. Special revenue funds are used to account for monies restricted to a specific use by law. Capital projects funds are used to account for financial resources to acquire or construct major capital facilities (other than those of proprietary funds and trust funds) and to account for revenues from SAVE. A debt service fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Proprietary funds account for operations of the school district operated similar to private business, or they account for the costs of providing goods and services provided by one department to other departments on a cost reimbursement basis. Fiduciary funds are used to account for monies or assets held by the school district on behalf of, or in trust for, another entity. The account groups are the accounting records for capital assets and long-term debt.

The board may establish other funds in accordance with generally accepted accounting principles and may certify other taxes to be levied for the funds as provided by state law. The status of each fund must be included in the annual report.

It is the responsibility of the superintendent to implement this policy and bring necessary changes in the maintenance of the school district's financial records to the attention of the board.

Legal Reference: Iowa Code §§291; 298; 298A.
281 I.A.C. 98

Cross Reference: 701.02 Transfer of Funds
701.04 Governmental Accounting Practices & Regulations
802.04 Capital Assets
802.04-R(1) Capital Assets - Regulation
802.04-R(2) Capital Assets - Management System Definitions

Approved: March 12, 2008
Last Reviewed: March 9, 2022

GOVERNMENTAL ACCOUNTING PRACTICES AND REGULATIONS

School district accounting practices will follow state and federal laws and regulations, generally accepted accounting principles (GAAP) and the uniform financial accounting system provided by the Iowa Department of Education. As advised by the school district's auditor, determination of liabilities and assets, prioritization of expenditures of governmental funds and provisions for accounting disclosures shall be made in accordance with governmental accounting standards.

In Governmental Accounting Standards Board (GASB) Statement No. 54, the board identifies the order of spending unrestricted resources applying the highest level of classification of fund balance - restricted, committed, assigned, and unassigned - while honoring constraints on the specific purposes for which amounts in those fund balances can be spent. A formal board action is required to establish, modify and or rescind a committed fund balance. The resolution will state the exact dollar amount. In the event, the board chooses to make changes or rescind the committed fund balance, formal board action is required.

The Board authorizes the ~~Superintendent~~ or Board Secretary] to assign amounts to a specific purpose in compliance with GASB 54. An 'assigned fund balance' should also be reported in the order of spending unrestricted resources, but is not restricted or committed.

Fund Balance Reporting

Financial reporting for the balances in the District's governmental funds is based on Governmental Accounting Standards Board (GASB) Statement 54, Fund Balance Reporting and Governmental Fund Types Definitions. Fund balance refers to the difference between assets and liabilities in the governmental funds balance sheets. GASB 54 established a hierarchy that is based on "the extent to which the government is bound to honor constraints on the specific purpose for which the amounts in those funds can be spent."

The governmental funds can have up to five fund balance classifications. The classifications are defined below from most to least restrictive.

Nonspendable Fund Balance includes amounts that cannot be spent because they are either not in spendable form, or legally or contractually required to be maintained intact. This includes items not expected to be converted to cash, including inventories and prepaid expenses. It may also include other property acquired for resale and the principal of a permanent fund.

Restricted Fund Balance should be reported when constraints placed on the use of resources are either externally imposed by creditors, grantors, contributors, or law or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation. This includes "categorical balances." Committed Fund Balance reflects specific purposes pursuant to constraints imposed by formal action of the board. Such constraints can only be removed or changed by board action.

Assigned Fund Balance reflects amounts that are constrained by the government's intent to be used for specific purposes but meet neither the restricted nor committed forms of constraint. Unless the amount is negative, the assigned fund balance is the residual classification for the governmental funds other than the general fund. If the amount is negative, then the residual amount is shown as unassigned.

Unassigned Fund Balance is the residual classification for the general fund only. As noted above, if a negative residual amount exists in other governmental funds then the amount is reported as unassigned.

It is the responsibility of the superintendent to develop administrative regulations implementing this policy. It is also the responsibility of the superintendent to make recommendations to the board regarding fund balance designations.

Currently, the board secretary is authorized to assign the amounts for GASB 54.

Note: This policy is an optional policy. Should the board not adopt a policy implementing GASB54, the default is to reduce – committed, assigned and unassigned fund balances – in that order. Adoption of a policy gives boards the ability to have greater control over their fund balances.

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22-.25; 298A (2013).

Cross Reference: 701.3 Financial Records

Approved: November 9, 2011

Last Reviewed: March 9, 2022

BUDGET PLANNING

Prior to certification of the budget, the board will review the projected revenues and expenditures for the school district and make adjustments where necessary to carry out the education program within the revenues projected. **The budget of the school district is the authority for the expenditures of the school district for the fiscal year for which the budget was adopted and certified. It is the responsibility of the superintendent to operate the school district within the budget.**

A budget for the school district is prepared annually for the board's review. The budget will include the following:

- the amount of revenues to be raised by taxation;
- the amount of revenues from sources other than taxation;
- an itemization of the amount to be spent in each fund; and,
- a comparison of the amount spent and revenue received in each fund for like purposes in the two prior fiscal years.

It is the responsibility of the business manager and superintendent to prepare the budget for review by the board prior to the April ~~15~~ **30** deadline each year. **The district will provide all the information necessary for the Proposed Property Tax Statement to the Department of Management by March 15.**

Mailing of Proposed Property Tax Hearing Statements is completed by the county auditor by March 20. A public hearing for the Proposed Property Taxes is then held not less than 10 days and not more than 20 days prior to the date of hearing. The hearing notice is published in a newspaper designated for official publication in the school district. The hearing notice must also be posted on the district website and district social media accounts on the same day it is published in the newspaper. The hearing on the Proposed Property Tax must be a unique and separate meeting and be the only item on the agenda.

Prior to the adoption of the proposed budget by the board, the public is apprised of the proposed budget for the school district. Prior to the adoption of the proposed budget by the board, members of the school district community will have an opportunity to review and comment on the proposed budget. A public hearing for the proposed budget of the board is held each year in sufficient time to file the adopted budget no later than April ~~15~~ **30**.

The proposed budget filed by the board with the board secretary and the time and place for the public hearing on the proposed budget is published in a newspaper designated for official publication in the school district. It is the responsibility of the board secretary to publish the proposed budget and public hearing information at least 10 but no more than 20 days prior to the public hearing.

The board will adopt and certify a budget for the operation of the school district to the county auditor by April ~~15~~ **30**. It is the responsibility of the board secretary to file the adopted and certified budget with the county auditor and other proper authorities.

The board may amend the budget for the fiscal year in the event of unforeseen circumstances. The amendment procedures will follow the procedures for public review and adoption of the original budget by the board outlined in these policies.

It is the responsibility of the superintendent and the board secretary to bring any budget amendments necessary to the attention of the board to allow sufficient time to file the amendment with the county auditor no later than May 31 of each year.

Legal Reference: Iowa Code §§ 24; 257; 279.8; 297; 298; 618

Cross Reference: 214 Public Hearings

Approved March 12, 2008

Reviewed Jan 13, 2016; March 9, 2022

SPENDING PLAN

The budget of the school district is the authority for the expenditures of the school district for the fiscal year for which the budget was adopted and certified. It is the responsibility of the superintendent to operate the school district within the budget.

RESCINDED

Legal Reference: Iowa Code § 24.9

Cross Reference: 703 Budget
704 Revenue

Approved March 12, 2008

Reviewed Jan 13, 2016; March 9, 2022

STAFF RESPONSIBLE TECHNOLOGY USE & SOCIAL NETWORKING

Computers, electronic devices and other technology are powerful and valuable education and research tools and, as such, are an important part of the instructional program. In addition, the school district depends upon technology as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the board's expectations in regard to these different aspects of the school district's ~~computer~~ **technology** resources.

~~Employees~~ **Students, staff and volunteers** must conduct themselves in a manner that does not ~~disrupt from or~~ disrupt the educational process and failure to do so will result in discipline, up to and including ~~discharge.~~ **student discipline under all relevant district policies and discharge for employees.**

General Provisions

The superintendent is responsible for designating a Technology Coordinator who will oversee the use of school district computer resources. The Technology Coordinator will prepare in-service programs for the training and development of school district staff **and relevant volunteers** in technology skills, appropriate use of district technology and for the incorporation of technology use in subject areas.

The superintendent, working with appropriate staff, shall establish regulations governing the use and security of the school district's technology resources. The school district will make every reasonable effort to maintain the security of the district networks and devices. All users of the school district's technology resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action, up to and including discharge **or expulsion**, as well as suspension and/or revocation of technology access privileges.

Usage of the school district's technology resources is a privilege, not a right, and that use entails responsibility. District-owned technology and district-maintained **Internet-based collaboration software** social media and e-mail accounts are the property of the school district. Therefore, users of the school district's network must not expect, nor does the school district guarantee, privacy for ~~e-mail or~~ use of the school district's network ~~including~~ websites visited. The school district reserves the right to access and view any material stored on school district equipment, **within district-owned software** or any material used in conjunction with the school district's network.

The superintendent, working with the appropriate staff, shall establish procedures governing management of technology records in order to exercise appropriate control over **technology** records, including financial, personnel and student information. The procedures will address at a minimum:

- passwords,
- system administration,
- separation of duties,
- remote access,
- data back-up (including archiving of e-mail),
- record retention, and
- disaster recovery plans.

Social Networking or Other External Web Sites

For purposes of this policy, any web site, other than the school district website or school-school district sanctioned websites, are considered external websites. Employees **and volunteers** shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. ~~The Employees and volunteers~~ shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external websites. Employees, **students and volunteers** shall not use the school district logos, images, iconography, etc.

STAFF RESPONSIBLE TECHNOLOGY USE & SOCIAL NETWORKING

on external websites **unless authorized in advance by school administration**. Employees shall not use school district time or property on external sites that are not in direct relation to the employee's job **duties**. Employees, students and volunteers need to realize that the internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who don't want school administrators to know their personal information, should refrain from **exposing sharing** it on the internet. Employees **and volunteers** should not connect with students via external websites without consent of the superintendent **building level administrator**.

Employees and volunteers who wish to connect with students through an Internet-based software application that is not District-approved must first obtain the prior written consent of the building administrator. At all times, no less than two licensed employees must have access to all accounts and interactions on the software application. Employees **and volunteers** who would like to start a social media site for school district-sanctioned activities, should ~~contact~~ **obtain prior written consent from** the superintendent.

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

Legal Reference: Iowa Code § 279.8
282 I.A.C. 25, 26.

Cross Reference: 104 Anti-Bullying/Harassment Policy
104-R1 Anti-Bullying/Harassment Policy - Investigation Procedures
104-E1 Anti-Bullying/Harassment Policy - Complaint Form
104-E2 Anti-Bullying/Harassment Policy - Witness Disclosure Form
104-E3 Anti-Bullying/Harassment Policy - Disposition of Complaint Form
305 Administrator Code of Ethics
401.11 Employee Orientation
401.14 Employee Expression
604.11 Appropriate Use of Online Learning Platforms
712 Technology and Data Security
712-R1 Technology and Data Security-Security Requirements of Third-Party Vendors

Approved: August 10, 2011

Last Reviewed: February 8, 2023

~~STAFF TECHNOLOGY USE REGULATION~~**RESPONSIBLE TECHNOLOGY USE & SOCIAL NETWORKING - REGULATION**General

The following rules and regulations govern the use of the school district's network systems, employee access to the internet, and management of digital records:

- Employees will be issued a school district e-mail account. Passwords must be changed periodically.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- Employees are expected to review their e-mail regularly ~~throughout the day~~, and shall reply promptly to inquiries with information that the employee can reasonably be expected to provide.
- Communications with parents and/or students must be made on a school district computer, unless in the case of an emergency.
- Employees may access the internet for education-related and/or work-related activities.
- Employees shall refrain from using technology resources for personal use, including access to social networking sites.
- Use of the school district technology and school e-mail address is a public record. Employees cannot have an expectation of privacy in the use of the school district's ~~computers~~ **network and technology.**
- Use of technology resources in ways that violate the acceptable use and conduct regulation, outlined below, will be subject to discipline, up to and including discharge.
- Use of the school district's network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Off-site access to the school district network will be determined by the superintendent in conjunction with appropriate personnel.
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the school district's network must notify appropriate staff. Any network user identified as a security risk or having a history of violations of school district ~~computer~~ **technology** use guidelines may be denied access to the school district's network.
- Employees are representatives of the district at all times and must model appropriate character, both on and off the worksite. This applies to material posted with personal devices and on personal websites and/or social media accounts. Posted messages or pictures which diminish the professionalism or discredit the capacity to maintain respect of students and parents may result in disciplinary action up to and including termination if the content posted is found to be disruptive to the educational environment and adversely impacts the employee's ability to effectively serve as a role model or perform his/her job duties for the district. The type of material that would affect an employee's ability to serve as an appropriate role model includes, but is not limited to, text or depictions involving hate speech, nudity, obscenity, vulgarity or sexually explicit content. Employee communications with students should be limited as appropriate. If there is any uncertainty, employees should consult their building administrator.

Prohibited Activity and Uses

The following is a list of prohibited activity for all employees concerning use of the school district's network. Any violation of these prohibitions may result in discipline, up to and including discharge, or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising, or personal gain.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the school district ~~computer~~ network. *See Policy 605.7, Use of Information Resources* for more information.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Using the network to receive, transmit or make available to others messages that are racist, sexist, and abusive or harassing to others.
- Use of another's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a virus on the network.
- Using the network to send anonymous messages or files.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- ~~[Using the network for sending and/or receiving personal messages.]~~
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal technology on the school district's technology and/or network without the permission of the Technology Coordinator.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

Other Technology Issues

~~Employees with personal cell phones should avoid using their phones for school district business. Employees should contact students and their parents through the school district technology or phone system unless in the case of an emergency or with prior consent of the principal. Employees should not release their cell phone number, personal e-mail address, etc. to students or their parents. Employees, who are coaches or sponsors of activities, may create a text list of students and parents in order to communicate more effectively as long as the texts go to all students and the principal is included in the text address list.~~

February 14, 2024 Policy Review

- 501.1 RESIDENT STUDENTS – no changes
- 501.2 NONRESIDENT STUDENTS
 - paragraph 2 wording
 - change date to October 1st
- 501.3 COMPULSORY ATTENDANCE
 - confirm wording in paragraph 1 regarding days or hours
- 501.4 ENTRANCE-ADMISSIONS – no changes
- 501.5 ATTENDANCE CENTER ASSIGNMENT
 - Remove 'and to assign students to the classrooms within the attendance center'
 - Add 2nd paragraph
 - Change 'difficulties' to 'challenges'
- 501.6 STUDENT TRANSFERS IN – no changes
- 501.7 STUDENT TRANSFERS OUT OR WITHDRAWALS – no changes
- 501.8 STUDENT ATTENDANCE RECORDS – no changes
- 501.9 STUDENT ABSENCES – EXCUSED
 - Review 5th paragraph regarding participation in activities
- 501.10 TRUANCY - UNEXCUSED ABSENCES
 - Add to 2nd paragraph
 - Determine absences without reasonable excuse
- 501.10R1 TRUANCY - UNEXCUSED ABSENCES REGULATION
 - Replace "retards" with "limits"
 - Determine how handle students absent without reasonable excuse or unexcused in paragraphs 3 and 4
- 501.11 STUDENT RELEASE DURING SCHOOL HOURS – no changes
- 501.12 PREGNANT STUDENTS – no changes
- 501.13 STUDENTS OF LEGAL AGE – no changes
- 501.14 and 501.15 OPEN ENROLLMENT TRANSFERS – PROCEDURES
 - No changes since last reviewed on September 14, 2022 when state-wide changes went into effect
- 501.16 HOMELESS CHILDREN AND YOUTH – no changes

RESIDENT STUDENTS

Children who are residents of the school district community will attend the school district without paying tuition.

The residence of a student means the place, abode, or dwelling of the student. Generally, the legal dwelling of minors is the same as their parents. However, a student may establish a dwelling with someone other than the parents and attend public school in the school district without paying tuition if the primary purpose for residing in the school district is not for the purpose of obtaining a free public education. Further, students who have reached the age of majority and who are still eligible to attend an Iowa secondary school may declare their residence independent of the residence of the parents.

Each case involving the bona fide residence of a student will be decided upon its individual merits by the superintendent.

NOTE: This policy reflects the current Iowa law regarding residency and payment of tuition.

Legal Reference: Lakota Cons. Ind. School v. Buffalo Center-Rake Comm. School, 334 N.W.2d 704 (Iowa 1983).
 Mt. Hope School Dist. v. Hendrickson, 197 N.W. 47 (Iowa 1924).
 Oshel v. Creston Comm. School Dist., DPI Admin. Doc. 570 (1981).
 33 D.P.I. Dec. Rule 80 (1984).
 Iowa Code §§ 257.6; 282.2, .6, .7; 285.4.

Cross Reference: 100 Legal Status of the School District

Approved: November 8, 2006
Last Reviewed: December 13, 2017

NONRESIDENT STUDENTS

Students who are eligible to attend an Iowa public school but who are not legal residents of the school district may be admitted into the school district at the discretion of the superintendent upon application and payment of tuition. The tuition rate is the current per-pupil cost of the school district as computed by the board secretary and as authorized by the Iowa Department of Education.

Resident students whose families move from the school district after the start of a semester and who wish to complete the semester in their former resident school district may be permitted to attend without the payment of tuition at the discretion of the superintendent and approval of the board. ~~Students who plan to open enroll to the nonresident district may complete the school year without approval of the superintendent or board. These students, other than students in grades eleven and twelve, must have the recommendation of the principal.~~ Students who plan to open enroll to their former resident district for the next school year may do so without approval of the board.

Students in grades eleven or twelve who are no longer residents of the school district, but were residents in the preceding school year, may continue to attend school until they graduate without the payment of tuition. These students may be required to identify an adult, who resides in the school district, identified for purposes of administration.

Nonresident students who are eligible to attend an Iowa public school and who have evidence they will become legal residents of the school district prior to ~~the third Friday in September~~ October 1 may be allowed to attend without the payment of tuition.

NOTE: This policy reflects current Iowa law. Iowa's open enrollment law has not eliminated the need for this policy. This policy affects nonresident students who do not qualify for open enrollment.

Legal Reference: Lakota Cons. Ind. School v. Buffalo Center-Rake Comm. School, 334 N.W.2d 704 (Iowa 1983).
Mt. Hope School Dist. v. Hendrickson, 197 N.W. 47 (Iowa 1924).
Oshel v. Creston Comm. School Dist., DPI Admin. Doc. 570 (1981).
 Iowa Code §§ 257.6; 282.1, .2, .6, .7, .24.

Approved: November 8, 2006
 Last Reviewed: December 13, 2017

COMPULSORY ATTENDANCE

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days or hours school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 180 days or 1080 hours. Students not attending the minimum days or hours must be exempted by this policy as listed below or, referred to the county attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving independent private instruction; or,
- are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal will investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the principal should discuss the next step with the school board. If after school board action, the student is still truant, the principal will refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The superintendent will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Note: This is a mandatory policy. The compulsory attendance law does not require school districts to have a truancy officer.

Legal Reference: Iowa Code §§ 259A; 279.10-.11; ch. 299; 299A.

Cross Reference: 601.1 School Calendar
604.1 Private Instruction

Approved: November 8, 2006
Last Reviewed: April 14, 2021

ENTRANCE - ADMISSIONS

Children in the school district community will be allowed to enroll in the school district's regular education program beginning at age five. The child must be age five on or prior to September 15 to participate in the school district's kindergarten program. The child must be age six on or prior to September 15 to begin the first grade of the education program.

Before the student may enroll in the district's education program, the board will require evidence of age and residency in the form of a birth certificate or other evidence of age. It is within the discretion of the superintendent to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with their health and immunization certificate. Failure to provide this information within the time period set by the superintendent is reason for suspension, expulsion or denying admission to the student.

NOTE: This policy reflects current Iowa law. Only the state registrar has authority to make a copy of a birth certificate. Districts who utilize online registration platforms should be aware that birth certificates should not be uploaded on the online platform as proof of age, as that creates a copy of the birth certificate. Districts can either view a birth certificate in person then return it to the child's guardian; or utilize a variety of documents including but not limited to a certified statement from a treating medical provider, or an immunization record from the child's treating provider that lists the child's date of birth as sufficient proof of age.

Legal Reference: Iowa Code §§ 139A.8; 144.45(5); 282.1, .3, .6.

Cross Reference: 507.1 Student Health and Immunization Certificates
607.2 Student Health Services
607.2R1 Student Health Services

Approved: November 8, 2006
Last Reviewed: April 14, 2021

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.

Approved: November 8, 2006

Last Reviewed: July 10, 2019

STUDENT TRANSFERS IN

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district.

The school district will request the student's cumulative records from the previous school district. If the student cannot offer proof of grade level, the superintendent will make the grade level determination. The superintendent may require testing or other information to determine the grade level. Students expelled or suspended from their previous school district will only be enrolled after approval of the board.

The superintendent will determine the amount of credits to be transferred. If the student has not previously attended an accredited school, it is within the superintendent's discretion to accept or reject credits or grades.

The board may deny admission if the student is not willing to provide the board with the necessary information.

NOTE: School districts do not need parental permission to request student records from previous school districts. The school district sending the records must notify the parents that the student's records have been sent.

Legal Reference: 20 U.S.C. § 1232g (2012).
Iowa Code §§ 139A.8; 282.1, .3, .4; 299A

Cross Reference: 501.15 Open Enrollment Transfers – Procedures as a Receiving District
505.03 Student Honors and Awards
604.01 Private Instruction
604.10 Online Courses
604.11 Appropriate Use of Online Learning Platforms

Approved November 8, 2006
Last Reviewed December 13, 2017

STUDENT TRANSFERS OUT OR WITHDRAWALS

If the student's parents wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they will notify the superintendent in writing as soon as possible of the decision to withdraw or transfer the student from the education program. The student or parent should present this written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc.

The notice will state the student's final day of attendance. If the student is not enrolling in another school district, the school district will maintain the student's records in the same manner as the records of students who have graduated from the school district.

If the parents wish to have the student's cumulative record sent to the new school district, the parents will notify the superintendent in writing. This notice will include the name of the school district and the person at the new school district to whom the student's cumulative records should be sent. If the new school district requests the student's cumulative records, the school district will forward the cumulative records and notify the parents the records have been sent. The notice will inform the parents of their right to review the records sent.

If the student is of compulsory education age and not transferring to another public school district or an accredited nonpublic school, the parents will notify the superintendent that the student is receiving competent private instruction and file the necessary competent private instruction reports.

NOTE: The third paragraph is a reflection of federal law regarding the forwarding of student records.

Legal Reference: 20 U.S.C. § 1232g.
Iowa Code §§ 274.1; 299.1-.1A; 299A.11

Cross Reference: 501.15 Open Enrollment Transfers – Procedures as a Receiving District
604.1 Private Instruction

Approved November 8, 2006
Last Reviewed December 13, 2017

STUDENT ATTENDANCE RECORDS

As part of the school district's records, the daily attendance of each student is recorded and maintained on file with the permanent records of the board secretary.

It is the responsibility of the principals to ensure that such reports are filed with the board secretary, the custodian of school records.

Legal Reference: Iowa Code §§ 294.4; 299.
281 I.A.C. 12.2(4).

Approved November 8, 2006
Last Reviewed December 13, 2017

STUDENT ABSENCES - EXCUSED

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities.

The district believes that traditional, in-person school attendance leads to the greatest learning opportunities for students. However, there may be rare and unusual circumstances created by public emergencies declared by state or local officials which temporarily prevent students from attending traditional, in-person school. In these circumstances, the superintendent will have discretion to make reasonable accommodations for students, on a case-by-case basis, to attend school through remote learning opportunities within the available resources of the district and as permitted by law. During approved remote learning, attendance will be taken, assessments may be administered, and grades will count towards students' cumulative grade point average as if they were attending in person. The provision of special education and accommodations for students who have individualized education programs (IEPs) or Section 504 plans will be determined by each respective IEP or Section 504 team.

Students whose absences are approved will make up the work missed and receive full credit for the missed school work. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school **one-half day (periods 5, 6, 7, and 8)** the day of the activity unless permission has been given by the principal for the student to be absent.

It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: 34 C.F.R. sec. 300
 28 C.F.R. Pt. 35
 Iowa Code §§ 294.4; 299.
 281 I.A.C. 12.3(4).

Approved November 8, 2006

Last Reviewed: August 12, 2020

TRUANCY - UNEXCUSED ABSENCES

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to, [tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment]. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

Legal Reference: Iowa Code §§ 294.4; 299.
281 I.A.C. 12.3(4).

Cross Reference: 206.3 Secretary
410.3 Truancy Officer

Approved November 8, 2006

Last Reviewed December 13, 2017

TRUANCY - UNEXCUSED ABSENCES REGULATION

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout his or her lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in the instructional program, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only ~~retards~~ **limits** their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

Students who are absent without a reasonable excuse, as determined by the principal, will be assigned to Saturday school. Reasonable excuses include illness, family emergencies, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations if the student's work is finished prior to the trip or vacation.

A student who is unexcused for one or more classes for less than a whole school day, will be assigned to detention after school. If a student is unexcused for a whole day of classes, he or she will make up equivalent time in Saturday school. Parents are expected to telephone the school office to report a student's absence prior to 9:00 a.m. on the day of the absence. Students with unexcused absences may also be referred to the at-risk coordinator.

School work missed because of absences must be made up within two times the number of days absent, not to exceed the number of days missed plus one day. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students will be allowed to make up all work missed due to any absence and will receive full credit for make-up work handed in on time. Teachers will not have attendance or grading practices that are in conflict with this provision.

Approved November 8, 2006

Last Reviewed December 13, 2017

STUDENT RELEASE DURING SCHOOL HOURS

Students will be allowed to leave the school district facilities during school hours only with prior authorization from their parents, unless the parent appears personally at the student's attendance center to arrange for the release of the student during school hours, or with the permission of the principal.

Approved reasons for release of a student during the school day will include, but not be limited to, illness, family emergencies, medical appointments, religious instruction, classes outside the student's attendance center, employment for which the student has been issued a work permit and other reasons determined appropriate by the principal.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code § 294.4
281 I.A.C. 12.3(4).

Approved December 13, 2006

Last Reviewed December 13, 2017

PREGNANT STUDENTS

The board encourages pregnant students to continue to attend the education program as long as they are physically able to do so. The pregnant student may notify the principal or the guidance counselor as soon as she is aware of the pregnancy. The school may require that a pregnant student provide the principal with a written note from her doctor relative to special conditions that might exist and specific suggestions as to how long the student may continue to attend classes. If the student is unable to attend school because of her pregnancy, the student may be excused and arrangements made to continue her studies during her absence. The student will resume classes upon the recommendation of her physician.

Legal Reference: Iowa Code §§ 216; 279.8; 280.3

Cross Reference: 604.2 Individualized Instruction

Approved December 13, 2006

Last Reviewed December 13, 2017

STUDENTS OF LEGAL AGE

Students who have attained legal age may continue the education program without payment of tuition as long as they are eligible to attend an Iowa public school and are residents of the school district.

Parents will be allowed to access and view the student's records without written permission from the student if the student is still a dependent for tax purposes. In most cases, with the discretion of the principal or the superintendent, the student will be able to make decisions and sign documents rather than requiring parental permission or signature.

Legal Reference: 20 U.S.C. § 1232g
Iowa Code §§ 22; 282.2, .6, .7; 285.4; 599.1; 622.10
281 I.A.C. 12.3(6).3.

Approved December 13, 2006

Last Reviewed December 13, 2017

OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A SENDING DISTRICT

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

Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district in accordance with district practice. The notice is made on forms provided by the Iowa Department of Education. The forms are available at the central administration office.

Parents of children who will begin kindergarten and prekindergarten children enrolled in special education programs and included in the district's basic enrollment will file in the same manner set forth above.

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

The board will not approve a student's request to allow the receiving district to enter the school district for the purposes of transportation.

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

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

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

Cross Reference: 501.15 Open Enrollment Transfers – Procedures as a Receiving District

Approved: December 13, 2006
Last Reviewed: September 14, 2022

501.15 - OPEN ENROLLMENT TRANSFERS - PROCEDURES AS A RECEIVING DISTRICT

The school district will participate in open enrollment as a receiving district. As a receiving district, the board will allow nonresident students, who meet the legal requirements, to open enroll into the school district. The board will have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

The superintendent will approve within 30 days incoming kindergarten applications; good cause application; or continuation of an educational program application.

The superintendent will notify the sending school district and parents within five days of the school district's action to approve or deny the open enrollment request.

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment requests into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met.

Open enrollment requests into the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts, will be given highest priority. The board, in its discretion, may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts. Other open enrollment requests into the school district are considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

Students in grades nine through twelve open enrolling into the school district will not be eligible for participation in interscholastic athletics, at the varsity level, in accordance with applicable law.

Parents of students whose open enrollment requests are approved by the (board or superintendent) are responsible for providing transportation to and from the receiving school district without reimbursement. The board will not approve transportation into the sending district.

An open enrollment request into the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The area education agency director of special education serving the school district will determine whether the program is appropriate. The special education student will remain in the sending district until the final determination is made. For children requiring special education, the receiving district will complete and provide to the resident district the documentation needed to see Medicaid reimbursement for eligible services.

The policies of the school district will apply to students attending the school district under open enrollment.

It is the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

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

Cross Reference: 501.6 Student Transfers In
501.7 Student Transfers Out or Withdrawals
501.14 Open Enrollment Transfers - Procedures as a Sending District
606.6 Insufficient Classroom Space

Approved December 16, 2006

Last Reviewed September 14, 2022

HOMELESS CHILDREN AND YOUTH

The East Buchanan School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

The term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled up”);
 - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - Living in emergency or transitional shelters; or
 - Abandoned in hospitals.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board shall:

- Designate the High School Guidance Counselor as the local homeless children and youth liaison;
- Provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth;
- Remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth;
- Ensure collaboration and coordination with other service providers;
- Ensure transportation is provided in accordance with legal requirements;
- Provide school stability in school assignment according to the child’s best interests;
- Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth’s living situation;
- Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
- Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

The superintendent may develop an administrative process or procedures to implement this policy.

NOTE: This is a mandatory policy.

NOTE: The United States Department of Education and the Iowa Department of Education have additional information about implementation of the policy. For additional information, please visit:

- The “Education Department Releases Guidance on Homeless Children and Youth” section of the United States Department of Education’s website, located at: <http://www.ed.gov/news/press-releases/education-department-releases-guidance-homeless-children-and-youth>.

The “Homeless Education” section of the Iowa Department of Education’s website, located at: <https://www.educateiowa.gov/pk-12/title-programs/title-x-part-c-homeless-education>

Legal Reference: 20 U.S.C. § 6301.
42 U.S.C. § 11302.
42 U.S.C. §§ 11431 *et seq.*
281 I.A.C. 33.

Cross Reference: 503.3 Fines - Fees – Charges (series)
507.1 Student Health and Immunization Certificates
603.3 Special Education
711.1 Student School Transportation Eligibility

Approved December 13, 2006

. Last Reviewed: December 17, 2017