

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT
AGENDA - Regular School Board Meeting
April 10, 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 March 13, 2024
 - b. Minutes from Public Hearing on March 27, 2024
 - c. Minutes from Special Meeting on March 27, 2024
 - d. Personnel Changes
 - e. List of Bills
 - f. Financial Reports
5. **COMMUNITY/PROGRAM PRESENTATIONS**
 - a. FFA Parliamentary Procedure team presentation
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. Appoint scholarship selection committee members
 - b. Open Enrollment Application
 - c. 24-25 Work-Based Learning (WBL)-Multi Occupations Coordinator (MOC) Contract
 - d. Set Public Hearing date for FY2024 Amended Budget
 - e. 2024-2025 School Calendar
 - f. ESports Coordinator salary discussion
 - g. Board Policy Review - 1st reading
 - 502 through 504 series, 407.6, and 413.2
8. **#BUCPR1DE**
9. **STUDENT QUESTIONS**
10. **ADJOURN**

**East Buchanan Community School District
Regular Board Meeting Minutes – March 13, 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.

Public Hearing – Motion by Steffens, second by Cooksley to open the public hearing regarding the 24-25 school calendar at 5:01 pm. Fox presented five options based on input from staff and a survey. No comments from the public. Motion by Maas, second by Steffens to close the public hearing at 5:13 pm

Public Forum – Christel Manson and Danielle Franck addressed the board regarding policies on bullying and threats.

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 February 14, retirement of Verna Sperflage; retirement of Greg Witte; hiring of Elisa Brady as assistant softball coach; hiring of Trenton Robinson as head softball coach; expenditures listed; and financial reports.

Administrative Updates and Reports – Letzring reported on the reading contest, ISASP preparation, preschool registration attendance, and upcoming events including book fair, spring concert, and Ned Assembly. Dockstader reported on ISASP testing and that the musical is the weekend of March 23rd.

Food Service Review – Food Service Director Michelle Miller presented results of the review which included comments received and findings. She explained how the district is addressing the findings.

FY23 Audit Report – Motion by Steffens, second by Maas to approve the FY23 audit report as presented.

Security Project Quote – Motion by Cooksley, second by Recker to approve the security project quote from Five Star Telecom as presented in the amount of \$228,029.01

PA/Speaker System Quote – Kevin Hesner presented a quote from Anixter. Motion by Steffens, second by Recker to approve the quote from Anixter for \$30,504.64.

Chromebook Quote – Kevin Hesner presented a quote from CDWG. Motion by Maas, second by Steffens to approve the quote from CDWG for \$390,564.00.

Tractor Quote – Quotes were presented from Bobcat of Dubuque, Deike Implement, K&A Farm Equipment, and Bodensteiner Implement for a compact tractor. Motion by Steffens, second by Recker to approve the quote of \$46,100 from Deike Implement.

Board Policy Review – Motion by Cooksley, second by Recker to approve the second reading of board policies 501 series as presented and discussed.

At the Board Table Exercises – Tabled

#BucPr1de – Mandi Smith was selected as the Buchanan County Educator of the Year.

Student Questions – Students asked about the change from trimesters to semesters, the trapshooting and archery programs, exterior cameras, and updates to the student handbook.

Adjourn – Motion by Recker, second by Cooksley to adjourn the meeting at 6:28 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
Public Hearing Minutes – March 27, 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, Andy Sperflage, and Heather Steffens. Board member Tim Recker was absent. Administration attending were Superintendent Dan Fox and Business Manager/Board Secretary Teresa Knipper. Administration absent were HS/MS Principal Eric Dockstader and Elementary Principal Jacklyn Letzring. One visitor attended the meeting. Motion carried with all ayes unless otherwise noted.

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

Public Hearing – Fox played a video explaining the tax notice that was published by the district. One visitor commented. Motion by Cooksley, second by Maas to close the public hearing at 5:14 pm.

Adjourn – Motion by Steffens, second by Maas to adjourn the meeting at 5:14 pm.

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**East Buchanan Community School District
Special Board Meeting Minutes – March 27, 2024**

Call to Order - President Andy Sperflage called the meeting to order at 5:15 pm. The board recited the East Buchanan Mission Statement. Board members present were Scott Cooksley, Andrew Maas, Andy Sperflage, and Heather Steffens. Board member Tim Recker was absent. Administration attending were Superintendent Dan Fox and Business Manager/Board Secretary Teresa Knipper. Administration absent were HS/MS Principal Eric Dockstader and Elementary Principal Jacklyn Letzring. One visitor attended the meeting. Motion carried with all ayes unless otherwise noted.

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

12-Passenger Van Purchase - Fox explained the need for the purchase of a 12-passenger van. Motion by Cooksley, second by Maas to trade in two vans and purchase a 12-passenger van.

Vehicle Purchase - Tabled

23-24 School Calendar Change – Motion by Steffens, second by Cooksley to change the 23-24 school year end date for students to May 23, 2024 and end date for teachers as May 24, 2024.

Policy 503 series – The board discussed the 503 policy series updates as presented by Fox.

Employee Insurance Benefits – Knipper presented options being considered for medical insurance benefits.

FY2025 Budget - Knipper and Fox explained how the tax levy amounts are generated.

Adjourn – Motion by Steffens, second by Maas to adjourn the meeting at 6:44 pm.

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East Buchanan CSD

Personnel Changes

SB Mtg date	Employee	Type	Position	Notice Date	Effective Date
4/10/2024	Tina Snyder	Hire	MS Track		Spring 2024 season
4/10/2024	Brenda Schnell	Hire	Business Teacher		24-25 school year
4/10/2024	Adam Riniker	Hire	Spring Performance Coach		
4/10/2024	Justin Shaffer	Hire	Spring Performance Coach		
4/10/2024	Kyle Fank	Hire	Spring Performance Coach		
4/10/2024	Troy Ersland	Resigned	Teacher and Basketball Coach	4/2/2024	end of 23-24 school year

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ACCELASER	ACCENT LASER SERVICE, INC.	TECH SUPPLIES	691.70
			691.70
ACMETOOL	ACME TOOLS - CEDAR RAPIDS	IND ARTS SUPPLIES	256.00
			256.00
ADVELIGH	ADVENTURE LIGHTING	ELECTRICAL SUPPLIES	213.73 ✖
			213.73
AGVAFS	AgVantage FS	GREENHOUSE LP	329.21
			329.21
ALLIUTIL	ALLIANT ENERGY	GAS/ELECTRIC	14,347.79 1
			14,347.79
BARNNOBLCC	Barnes & Noble College	College Textbook Materials	2,288.37
			2,288.37
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE	682.00 ✖
			682.00
CRAEA	CENTRAL RIVERS AEA	SNACK TICKETS	51.00
CRAEA	CENTRAL RIVERS AEA	PROF DEV	75.00
			126.00
CHASCARD	CHASE CARD SERVICES	FCS SUPPLIES	468.61
CHASCARD	CHASE CARD SERVICES	BAND EQUIPMENT	69.99
CHASCARD	CHASE CARD SERVICES	MS/HS Supply Order	305.17
CHASCARD	CHASE CARD SERVICES	AMAZON-SUPPLIES	102.29
CHASCARD	CHASE CARD SERVICES	Books	16.48
CHASCARD	CHASE CARD SERVICES	ELEM SUPPLIES	48.15
CHASCARD	CHASE CARD SERVICES	SUPPLIES	153.30
CHASCARD	CHASE CARD SERVICES	B&G SUPPLIES	52.70
CHASCARD	CHASE CARD SERVICES	MS/HS Supplies	126.92
CHASCARD	CHASE CARD SERVICES	Math Storage Materials	99.00
CHASCARD	CHASE CARD SERVICES	Library Books	20.08
CHASCARD	CHASE CARD SERVICES	B&G SUPPLIES	119.42
CHASCARD	CHASE CARD SERVICES	GAS	30.03
CHASCARD	CHASE CARD SERVICES	B&G SUPPLIES	86.00
			1,698.14
CHILJEFF	Childers, Jeff	SNOW REMOVAL	587.91 ✖
			587.91
CITYLAUN	CITY LAUNDERING CO.	TRANSPORTATION PURCHASED SERVICE	65.93
			65.93
CITYWINT	CITY OF WINTHROP	WATER/SEWER	727.35 1
			727.35
CJCOOP	CJ COOPER & ASSOCIATES, INC.	SCREENING TESTS	350.50
CJCOOP	CJ COOPER & ASSOCIATES, INC.	SCREENING TESTS	135.00
			485.50

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	1,307.98 *
			<u>1,307.98</u>
DEPTTRAN	DEPARTMENT OF EDUCATION	BUS INSPECTIONS	950.00
			<u>950.00</u>
IOWAINSP	Dept of Inspections, Appeals & Licensing	ELEVATOR PURC SERVICE	165.00 *
			<u>165.00</u>
DHS	DHS CASHIER 1ST FL.	STATE MEDICAID MATCH	6,431.27
			<u>6,431.27</u>
DUNKERTO	DUNKERTON SCHOOL DISTRICT	SHARED LMC DIRECTOR	556.37
			<u>556.37</u>
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	TELEPHONE	2,750.67
			<u>2,750.67</u>
EDGEOIL	Edgewood Oil, Inc.	TRANSPORTATION SUPPLIES	137.50
			<u>137.50</u>
INDENAPA	Etten Enterprises LLC	SUPPLIES	59.20
INDENAPA	Etten Enterprises LLC	SUPPLIES	47.08
			<u>106.28</u>
HAWKCOMM	HAWKEYE COMMUNITY COLLEGE	CONCURRENT CLASSES	37,980.00
			<u>37,980.00</u>
HOGLBUS	HOGLUND BUS CO., INC.	PARTS	84.98 *
HOGLBUS	HOGLUND BUS CO., INC.	TRANSPORTATION SUPPLIES	337.33
			<u>422.31</u>
HOTLUNCH	HOT LUNCH PROGRAM	PRESCHOOL SNACKS	308.77
			<u>308.77</u>
ICN	IOWA COMMUNICATIONS NETWORK	ICN SERVICES	485.05
			<u>485.05</u>
JWPEPPER	J.W. PEPPER & SON, INC.	MUSIC SUPPLIES	131.25
JWPEPPER	J.W. PEPPER & SON, INC.	MUSIC SUPPLIES	33.00
JWPEPPER	J.W. PEPPER & SON, INC.	MUSIC SUPPLIES	10.00
JWPEPPER	J.W. PEPPER & SON, INC.	MUSIC SUPPLIES	20.00
JWPEPPER	J.W. PEPPER & SON, INC.	MUSIC SUPPLIES	116.74
JWPEPPER	J.W. PEPPER & SON, INC.	MUSIC SUPPLIES	87.24
			<u>398.23 *</u>
JOHNDEERE	JOHN DEERE FINANCIAL	IND ARTS SUPPLIES	29.98
JOHNDEERE	JOHN DEERE FINANCIAL	RTV and Carburetor Cleaner	14.77
			<u>44.75</u>
KONEINC	KONE INC.	Elevator Service Provider	239.25 *
			<u>239.25</u>
LINNCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	2,633.97

Vendor ID	Vendor Name	Description	Invoice Amount
LINCOOP	LINN CO-OPERATIVE OIL CO	GAS/DIESEL	1,443.66
			4,077.63
MOOSEMECH	Moose Mechanical	HEATER & SUPPLIES	285.00 *
			285.00
MTMDDRIV	MTMD Driving School LLC	DRIVERS ED	385.00 *
			385.00
NICCBUS	NICC BUSINESS AND COMMUNITY SOLUTIONS	TRAINING	105.00
NICCBUS	NICC BUSINESS AND COMMUNITY SOLUTIONS	TRAINING	195.00 *
			300.00
NICKGROC	Nick's Grocery	FCS SUPPLIES	48.48
NICKGROC	Nick's Grocery	FCS SUPPLIES	31.95
			80.43 *
OELWPUBL	OELWEIN PUBLISHING COMPANY	ADVERTISING	29.92
OELWPUBL	OELWEIN PUBLISHING COMPANY	ADVERTISING	112.00
			141.92
PRESTOX	PRESTO-X	KITCHEN-PEST SERVICE	76.03
			76.03
SCHLSUE	Schlitter, Susan	PURCHASED SERVICE	150.00
			150.00
SCHOBUSS	SCHOOL BUS SALES CO	VAN/BUS REPAIR	278.86
			278.86
SUPEWELD	SUPERIOR WELDING SUPPLY	IND ARTS SUPPLIES	398.73
SUPEWELD	SUPERIOR WELDING SUPPLY	IND ARTS SUPPLIES	49.21
			447.94
SWISCOHR	SWISHER & COHRT	LEGAL SERVICES	296.00 *
			296.00
TIMBILL	TIMBERLINE BILLING SERVICE LLC	MEDICAID PURCH SERVICE	689.86
			689.86
USCELL	US CELLULAR	Cell Phones	288.98
			288.98
WALMART	WALMART COMMUNITY BRC	FCS SUPPLIES	111.50
			111.50
WESTMUSI	WEST MUSIC COMPANY	EQUIPMENT	218.98
WESTMUSI	WEST MUSIC COMPANY	BAND SUPPLIES	34.68
WESTMUSI	WEST MUSIC COMPANY	BAND SUPPLIES	37.95
WESTMUSI	WEST MUSIC COMPANY	REPAIR	131.50
WESTMUSI	WEST MUSIC COMPANY	REPAIR	115.50
			538.61 *

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
WINTBUIL	WINTHROP BUILDING SUPPLY	IND ARTS SUPPLIES	19.99
WINTBUIL	WINTHROP BUILDING SUPPLY	SUPPLIES	113.36
			<hr/>
			133.35 *

Batch Total: 83,064.17
Report Total: 83,064.17

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CDWG	CDW GOVERNMENT, INC	CHROMEBOOKS	17,500.00
CDWG	CDW GOVERNMENT, INC	CHROMEBOOKS	20,640.00
CDWG	CDW GOVERNMENT, INC	CHROMEBOOKS	226,300.00
CDWG	CDW GOVERNMENT, INC	CHROMEBOOKS	20,160.00
CDWG	CDW GOVERNMENT, INC	CHROMEBOOKS	46,425.00
CDWG	CDW GOVERNMENT, INC	CHROMEBOOKS	75.00
			331,100.00
MONTSPOR	MONTICELLO SPORTS	EQUIPMENT	6,514.70
MONTSPOR	MONTICELLO SPORTS	EQUIPMENT	1,810.00
			8,324.70
MOOSEMECH	Moose Mechanical	HEATER & SUPPLIES	6,500.00 *
			6,500.00
WENGERCORP	WENGER CORPORATION	BAND EQUIPMENT	2,842.62
			2,842.62
WESTMUSI	WEST MUSIC COMPANY	EQUIPMENT	2,395.00 *
			2,395.00
			351,162.32
Batch Total:			351,162.32
Report Total:			351,162.32

Hot Lunch Invoices March 24

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
BEIEJOHN	Beier, John	Balance on Hot lunch account	49.00
			49.00
BIMBBAKE	BIMBO BAKERIES USA	Bread/Food Purchased	322.45
			322.45
CHASCARD	CHASE CARD SERVICES	Travel Expenses for Training	308.08
			308.08
EMSDETER	EMS DETERGENT SERVICES CO.	Cleaning Supplies	159.20
			159.20
JONEHEAT	Jones, Heather	Balance left on hot lunch account	50.00
			50.00
MARTBROT	MARTIN BROTHERS	Food Purchased	4,959.93
			4,959.93
NICKGROC	Nick's Grocery	Food Purchased	30.74
			30.74 *
PERFFOOD	PERFORMANCE FOODSERVICE	Supplies/Food Purchased	14,336.99
			14,336.99
PRAIFARM	PRAIRIE FARMS DAIRY, INC.	Dairy/Food Purchased	3,074.64
			3,074.64
STARFOOD	Star Food Service Equipment & Repair	Equipment Repair	749.51
			749.51
WALMART	WALMART COMMUNITY BRC	Food Purchased	133.38
			133.38
		Batch Total:	24,173.92
		Report Total:	24,173.92

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
FOGLASHL	Fogle, Ashley	Reimbursement for cast food musical	302.97 <u>2</u>
			302.97
HUEGHEAT	Huegel, Heather	Reimbursement for prom invitations	152.44 <u>2</u>
			152.44
JOSTENS	JOSTEN'S	Pins for ESports	75.95 <u>2</u>
			75.95
MONTSPOR	MONTICELLO SPORTS	softballs/baseballs	644.00 <u>2</u>
			644.00
RECKNICO	Reck, Nicole	Reimbursement for cast/crew food musical	69.94 <u>2</u>
			69.94
VARSSPIR	VARSITY SPIRIT FASHIONS	Pom Poms	617.50 <u>2</u>
			617.50
WHITLEE	White, Lee	Kidness week snacks	78.16 <u>2</u>
			78.16
		Report Total:	1,940.96

Activity Invoices April 2024

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CASCADE	CASCADE HIGH SCHOOL	Entry Fee Co-Ed Track	200.00
			200.00
CHASCARD	CHASE CARD SERVICES	Items Needed for HighSchool Musical	221.08
CHASCARD	CHASE CARD SERVICES	Resistance Bands	158.38
CHASCARD	CHASE CARD SERVICES	Prom Tickets, Photo Backdrop, & Decor	943.90
CHASCARD	CHASE CARD SERVICES	Prom decor (due to color match issues)	96.51
CHASCARD	CHASE CARD SERVICES	Indoor Track Meet Entry Fee-wartburg	430.00
CHASCARD	CHASE CARD SERVICES	TriRivers Track Meet Entry Fee	302.00
CHASCARD	CHASE CARD SERVICES	Track Hurdles	94.99
			2,246.86
DECOHS	DECORAH HIGH SCHOOL	Fee for Speech meeting	25.00
			25.00
EDCO	EDGEWOOD COLESBURG SCHOOL	Boys/Gilrs HS Golf Entry Fee	120.00
			120.00
ELLIMICH	Ellis, Michael	Prom DJ	475.00
			475.00
MICHCOMP	HENRY F. MICHELL CO	Plants	1,058.35
			1,058.35
HICKGROV	HICKORY GROVE GOLF COURSE	Golf Balls	368.00
			368.00
IHSMA	IA HIGH SCH MUSIC ASSOCIATION	Large Group Festival Registrations	145.00
			145.00
IGS	Indoor Golf Solutions	Indoor Golf Simulator	5,500.00
			5,500.00
IHSSA	IOWA HIGH SCHOOL SPEECH ASSOCIATION	Metals' for Speech	40.00
			40.00
RIDDELL	RIDDELL ALL AMERICAN SPORTS CORP.	FB Helmets/Shoulder Pads	3,174.95
			3,174.95
SKILLSUSA	Skills USA	Skills USA Fee	33.00
			33.00
VINTPARK	VINTON PARK & RECREATION DEPT.	Roller Skating 04/04 & 04/05	672.00
			672.00
WALMART	WALMART COMMUNITY BRC	Candy for ISASP	109.57
WALMART	WALMART COMMUNITY BRC	Candy purchased for ISAP testing	124.37
			233.94
GOLFHQ	Waterloo Golf Headquarters	Boys Golf Bags	3,119.88
			3,119.88
WOLFEYS	WOLFEYS WAPSI OUTBACK	Boys BBall Banquet	200.00



Vendor ID Vendor Name

Description

Invoice Amount

200.00

Batch Total: 17,611.98

Report Total: 17,611.98

RECEIPTS

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$1,585.50	\$6,984.00	\$8,569.50
Student Lunch	\$16,602.32	\$63,996.94	\$80,599.26
Adult Breakfast	\$36.80	\$196.80	\$233.60
Adult Lunch	\$635.35	\$2,531.70	\$3,167.05
Alacarte	\$1,354.45	\$22,306.50	\$23,660.95
Snacks	\$1,266.14	\$8,414.17	\$9,680.31
Federal Breakfast	\$2,459.56	\$8,112.26	\$10,571.82
Federal Lunch	\$14,300.85	\$46,109.43	\$60,410.28
State Breakfast	\$93.90	\$89.29	\$183.19
State Lunch	\$460.28	\$329.33	\$789.61
Supply Chain Assistance Funds	\$0.00	\$0.00	\$0.00
Other Revenues	\$0.00	\$3,280.98	\$3,280.98
Other Purchased Services	-\$480.48	-\$1,910.06	-\$2,390.54
Rebate	\$0.00	\$0.00	\$0.00
Interest	\$1,012.05	\$6,132.82	\$7,144.87
TOTAL INCOME	\$39,326.72	\$166,574.16	\$205,900.88

2023-2024

East Buchanan

Hot Lunch
Report

EXPENDITURES

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$22,038.80	\$118,867.86	\$140,906.66
Supplies	\$967.79	\$5,344.63	\$6,312.42
Shared Contract	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Equipment	\$749.51	\$57,234.00	\$57,983.51
Travel/Trainings	\$308.08	\$150.00	\$458.08
Other Expenses	\$99.00	\$93.00	\$192.00
Salaries	\$15,668.33	\$67,434.08	\$83,102.41
Benefits	\$4,791.27	\$24,856.45	\$29,647.72
TOTAL EXPENDITURES	\$44,622.78	\$273,980.02	\$318,602.80

DAYS MEALS SERVED

July	0
August	7
September	19
October	20
November	15
December	15
January	17
February	20
March	17
April	0
May	0
June	0
TOTALS	130

BALANCE

	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$288,880.62	\$288,880.62
Income	\$39,326.72	\$162,566.65	\$201,893.37
Expenditures	\$44,622.78	\$232,585.83	\$277,208.61
FUND BALANCE	-\$5,296.06	\$218,861.44	\$213,565.38

MEALS SERVED

	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	1,046	5,646	6,692
Reduced Student Breakfasts	55	385	440
Free Student Breakfasts	724	4,197	4,921
Second Breakfasts	0	57	57
Adult Breakfasts	23	139	162
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
TOTAL BREAKFASTS SERVED	1,848	10,424	12,272

March 31, 2024

Paid Student Lunches	4,964	28,509	33,473
Reduced Student Lunches	365	2,196	2,561
Free Student Lunches	1,929	12,161	14,090
Second Lunches	1	4	5
Adult Lunches	131	655	786
Student Guest Lunches	0	0	0
Complimentary Lunches	0	0	0
TOTAL LUNCHES SERVED	7,390	27,726	50,915

LUNCH STATUS

FREE	REDUCED	PAID	TOTAL
154	29	402	585

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	15,822.55	997.38	4,321.58	19,146.75
21 6120 729 910	SPEECH	462.85	78.00	0.00	384.85
21 6210 729 910	MUSIC CLUB	425.13	204.31	0.00	220.82
21 6220 729 910	PEP BAND	2,474.13	60.00	0.00	2,414.13
21 6221 729 910	MUSIC TRIP	3,014.15	0.00	0.00	3,014.15
21 6600 729 920	ATHLETICS	19,105.18	5,202.12	1,144.00	15,047.06
21 6645 729 920	CROSS COUNTRY	46.50	0.00	0.00	46.50
21 6693 729 920	CHEERLEADING	3,153.81	617.50	0.00	2,536.31
21 6694 729 920	DANCE TEAM	1,143.32	0.00	0.00	1,143.32
21 6710 729 920	BOYS' BASKETBALL	1,332.12	0.00	0.00	1,332.12
21 6720 729 920	FOOTBALL	3,111.49	0.00	150.00	3,261.49
21 6730 729 920	BASEBALL	824.85	0.00	0.00	824.85
21 6740 729 920	BOYS' TRACK	461.59	0.00	0.00	461.59
21 6760 729 920	BOYS' GOLF	6,862.10	0.00	1,335.00	8,197.10
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	4,362.99	2,190.16	400.00	2,572.83
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	380.80	75.95	0.00	304.85
21 7025 729 950	TECHNOLOGY	0.00	0.00	0.00	0.00
21 7026 729 950	FFA	16,004.57	113.25	2,085.00	17,976.32
21 7027 729 950	ART CLUB	1,060.81	0.00	0.00	1,060.81
21 7040 729 950	MS STUDENT COUNCIL	(105.68)	0.00	0.00	(105.68)
21 7041 729 950	SOUND SYSTEM	1,026.50	0.00	0.00	1,026.50
21 7049 729 950	PBIS	2,383.05	1,086.53	0.00	1,296.52
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	2,565.61	152.44	540.50	2,953.67
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	7,476.92	0.00	105.00	7,581.92
21 8001 729 910	BUCCANEER CLUB	468.86	0.00	0.00	468.86
21 8004 729 910	INTEREST	3,548.07	0.00	521.19	4,069.26
Fund Total: 21		119,034.71	10,777.64	10,602.27	118,859.34

**East Buchanan Community School District
Cash Summary Report**

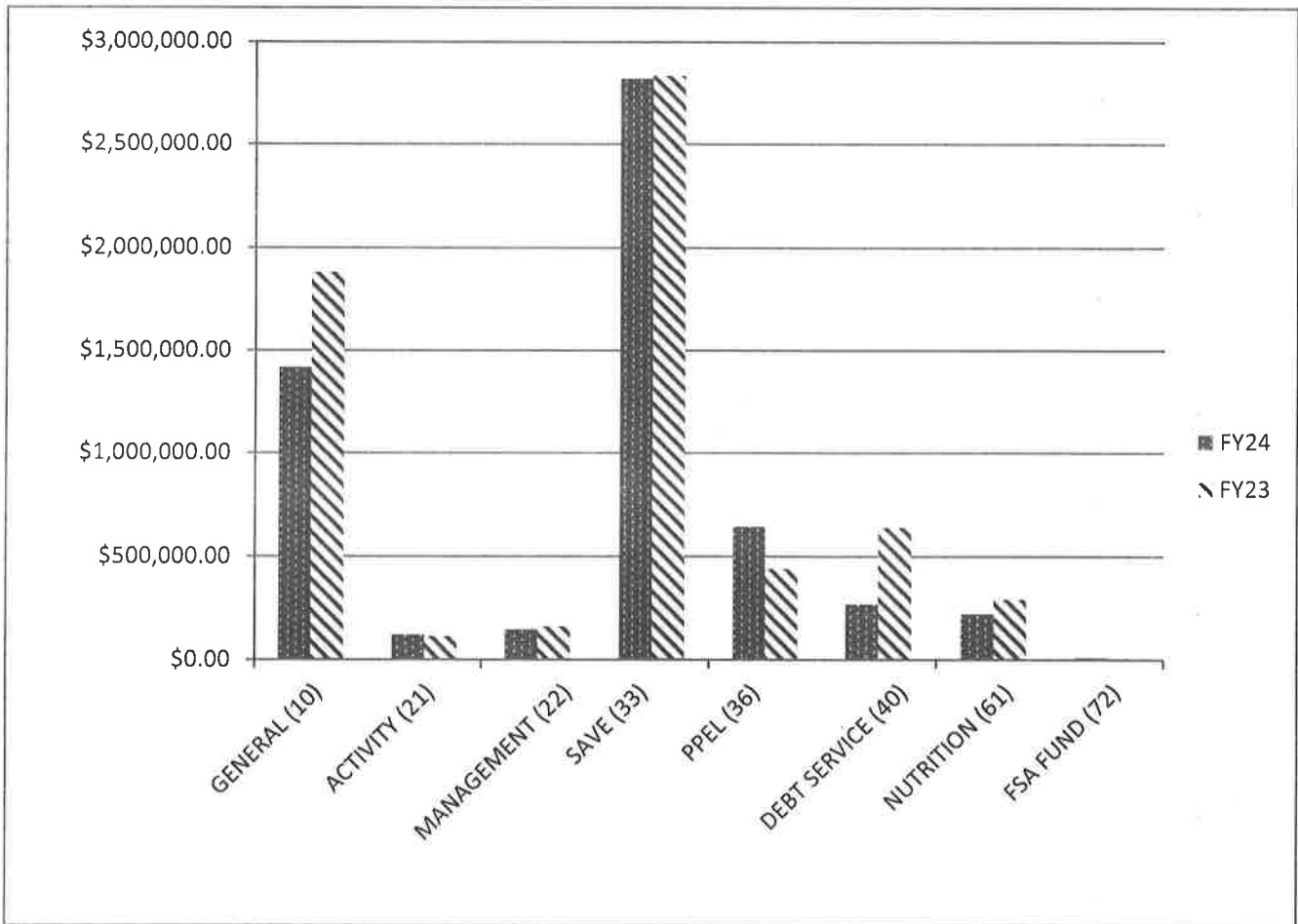
	<u>Jul-23</u>	<u>Aug-23</u>	<u>Sep-23</u>	<u>Oct-23</u>	<u>Nov-23</u>	<u>Dec-23</u>
10-GENERAL FUND						
Beginning Balance	2,162,495.30	1,420,979.12	1,148,300.96	1,240,804.38	1,835,142.96	1,765,568.66
Revenue	465,881.19	896,466.06	708,380.39	1,237,573.30	605,093.42	461,953.52
Expenditures	1,207,397.37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

East Buchanan Community School District
Cash Summary Report

	Jan-24	Feb-24	Mar-24
10-GENERAL FUND			
Beginning Balance	1,563,695.55	1,621,916.39	1,525,180.07
Revenue	708,194.65	879,794.29	596,038.10
Expenditures	649,973.81	976,530.61	704,539.27
Ending Balance	1,621,916.39	1,525,180.07	1,416,678.90
21-ACTIVITY FUND			
Beginning Balance	102,863.76	112,432.24	119,034.71
Revenue	17,438.24	14,750.37	10,602.27
Expenditures	7,869.76	8,147.90	10,777.64
Ending Balance	112,432.24	119,034.71	118,859.34
22-MANAGEMENT FUND			
Beginning Balance	123,653.48	129,501.15	132,489.63
Revenue	6,847.67	3,988.48	12,985.34
Expenditures	1,000.00	1,000.00	1,000.00
Ending Balance	129,501.15	132,489.63	144,474.97
33-SAVE			
Beginning Balance	2,611,398.92	2,677,778.62	2,761,917.67
Revenue	66,379.70	84,139.05	60,021.69
Expenditures	0.00	0.00	4,000.00
Ending Balance	2,677,778.62	2,761,917.67	2,817,939.36
36-PPEL			
Beginning Balance	576,373.03	584,434.56	651,737.63
Revenue	11,053.91	72,509.39	18,066.31
Expenditures	2,992.38	5,206.32	27,492.70
Ending Balance	584,434.56	651,737.63	642,311.24
40-DEBT SERVICE			
Beginning Balance	237,146.50	247,309.98	253,850.74
Revenue	10,663.48	6,550.76	13,830.79
Expenditures	500.00	10.00	0.00
Ending Balance	247,309.98	253,850.74	267,681.53
61-NUTRITION FUND			
Beginning Balance	239,526.12	237,624.13	234,303.82
Revenue	54,926.04	97,026.55	60,266.80
Expenditures	56,828.03	100,346.86	74,176.71
Ending Balance	237,624.13	234,303.82	220,393.91
less: Received on Acct	13,529.60	11,889.67	11,983.77
	224,094.53	222,414.15	208,410.14
72-FLEX SPENDING ACCT FUND			
Beginning Balance	7,436.00	8,315.24	8,998.46
Revenue (contributions)	2,513.50	2,513.50	2,513.50
Expenditures (claims)	1,634.26	1,830.28	2,355.10
Ending Balance	8,315.24	8,998.46	9,156.86
EMPLOYER'S PAYROLL EXPENSE			
Gross Wages-hourly	100,278.82	104,786.14	117,360.25
Gross Wages-contract	331,272.54	328,229.21	315,819.20
	431,551.36	433,015.35	433,179.45
Employer paid deductions	66,409.77	62,671.48	64,158.64
Employer paid IPERS	39,127.99	39,528.41	39,311.50
Employer paid FICA	32,016.74	32,142.95	32,142.56
	137,554.50	134,342.84	135,612.70
TOTAL	569,105.86	567,358.19	568,792.15

CASH SUMMARY REPORT
EAST BUCHANAN COMMUNITY SCHOOL
March 2024

Fund Description	Beginning	Revenues	Expenditures	FY24	FY23	Difference
				Ending	End Balance	
GENERAL (10)	\$1,525,180.07	\$596,038.10	\$704,539.27	\$1,416,678.90	\$1,879,286.59	(\$462,607.69)
ACTIVITY (21)	\$119,034.71	\$10,602.27	\$10,777.64	\$118,859.34	\$111,554.94	\$7,304.40
MANAGEMENT (22)	\$132,489.63	\$12,985.34	\$1,000.00	\$144,474.97	\$160,139.04	(\$15,664.07)
SAVE (33)	\$2,761,917.67	\$60,021.69	\$4,000.00	\$2,817,939.36	\$2,830,681.73	(\$12,742.37)
PPEL (36)	\$651,737.63	\$18,066.31	\$27,492.70	\$642,311.24	\$438,921.31	\$203,389.93
DEBT SERVICE (40)	\$253,850.74	\$13,830.79	\$0.00	\$267,681.53	\$637,293.42	(\$369,611.89) *
NUTRITION (61)	\$234,303.82	\$60,266.80	\$74,176.71	\$220,393.91	\$291,541.35	(\$71,147.44)
FSA FUND (72)	\$8,998.46	\$2,513.50	\$2,355.10	\$9,156.86	\$5,559.32	\$3,597.54
			TOTAL	\$5,637,496.11	\$6,354,977.70	(\$717,481.59)



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

Certified Budget compared to Actual Revenues/Expenditures - All Funds

		FY24 Certified		
		Budget	as of 3/31/2024	over / (under) budget
Taxes Levied on Property	1	\$ 3,316,980.00	\$ 2,134,197.02	
Utility Replacement Excise Tax	2	\$ 44,118.00	\$ 22,604.58	
Income Surtaxes	3	\$ 151,599.00	\$ 194,600.04	
Tuition\Transportation Received	4	\$ 600,000.00	\$ 383,398.51	
Earnings on Investments	5	\$ 70,000.00	\$ 199,149.10	
Nutrition Program Sales	6	\$ 140,000.00	\$ 163,099.60	
Student Activities and Sales	7	\$ 181,000.00	\$ 92,403.64	
Other Revenues from Local Sources	8	\$ 110,000.00	\$ 134,456.19	
Revenue from Intermediary Sources	9	\$ -	\$ -	
State Foundation Aid	10	\$ 4,195,341.00	\$ 2,900,080.30	
Instructional Support State Aid	11	\$ 14,163.00	\$ -	
Other State Sources	12	\$ 780,000.00	\$ 616,842.62	
Commercial & Industrial State Replacement	13	\$ -	\$ -	
Title I Grants	14	\$ 70,000.00	\$ 29,126.58	
IDEA and Other Federal Sources	15	\$ 445,000.00	\$ 242,625.89	
Total Revenues	16	\$ 10,118,201.00	\$ 7,112,584.07	
General Long-Term Debt Proceeds	17	\$ -	\$ -	
Transfers In	18	\$ 312,355.00	\$ 216,355.00	
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 1,100.00	
Special Items/Upward Adjustments	20	\$ -	\$ -	
Total Revenues & Other Sources	21	\$ 10,430,556.00	\$ 7,330,039.07	
Beginning Fund Balance	22	\$ 5,190,063.43	\$ 5,190,063.43	
Total Resources	23	\$ 15,620,619.43	\$ 12,520,102.50	
*Instruction	24	\$ 5,828,000.00	\$ 3,473,459.32	\$ (2,354,540.68) 60%
Student Support Services	25	\$ 275,000.00	\$ 170,234.54	
Instructional Staff Support Services	26	\$ 650,000.00	\$ 344,926.19	
General Administration	27	\$ 390,000.00	\$ 338,355.18	
School/Building Administration	28	\$ 440,000.00	\$ 309,068.40	
Business & Central Administration	29	\$ 172,000.00	\$ 101,339.40	
Plant Operation and Maintenance	30	\$ 918,000.00	\$ 532,089.01	
Student Transportation	31	\$ 645,000.00	\$ 329,309.00	
This row is intentionally left blank	32	\$ -		
*Total Support Services (lines 25-32)	32A	\$ 3,490,000.00	\$ 2,125,321.72	\$ (1,364,678.28) 61%
*Noninstructional Programs	33	\$ 360,000.00	\$ 304,819.72	\$ (55,180.28) 85%
Facilities Acquisition and Construction	34	\$ 1,600,000.00	\$ 247,596.80	
Debt Service	35	\$ -	\$ 280,523.75	
AEA Support - Direct to AEA	36	\$ 307,083.00	\$ 195,243.30	
*Total Other Expenditures (lines 34-36)	36A	\$ 1,907,083.00	\$ 723,363.85	\$ (1,183,719.15) 38%
Total Expenditures	37	\$ 11,585,083.00	\$ 6,626,964.61	
Transfers Out	38	\$ 312,355.00	\$ 216,355.00	
Other Uses	39	\$ -	\$ -	
Total Expenditures & Other Uses	40	\$ 11,897,438.00	\$ 6,843,319.61	\$ (5,054,118.39)
Ending Fund Balance	41	\$ 3,723,181.43	\$ 5,676,782.89	
Total Requirements	42	\$ 15,620,619.43	\$ 12,520,102.50	\$ (3,100,516.93)

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 3/31/2024	
Taxes Levied on Property	1	\$ 2,144,212	\$ 1,379,629	64%
Utility Replacement Excise Tax	2	\$ 28,519	\$ 14,612	51%
Income Surtaxes	3	\$ 151,599	\$ 194,600	128%
Tuition\Transportation Received	4	\$ 600,000	\$ 383,399	64%
Earnings on Investments	5	\$ 30,000	\$ 61,110	204%
Nutrition Program Sales	6	\$ -	\$ -	0%
Student Activities and Sales	7	\$ 1,000	\$ 2,942	294%
Other Revenues from Local Sources	8	\$ 90,000	\$ 69,091	77%
Revenue from Intermediary Sources	9	\$ -	\$ -	0%
State Foundation Aid	10	\$ 4,195,341	\$ 2,900,080	69%
Instructional Support State Aid	11	\$ 14,163	\$ -	0%
Other State Sources	12	\$ 80,000	\$ 127,852	160%
Commercial & Industrial State Replacement	13	\$ -	\$ -	0%
Title I Grants	14	\$ 70,000	\$ 29,127	42%
IDEA and Other Federal Sources	15	\$ 275,000	\$ 124,999	45%
Total Revenues	16	\$ 7,679,834	\$ 5,287,441	69%
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	\$ 5,287,991	69%
Beginning Fund Balance	22	\$ 1,360,549	\$ 1,360,549	
Total Resources	23	\$ 9,040,383	\$ 6,648,540	
Instruction	24	\$ 5,300,000	\$ 3,176,329	60%
Student Support Services	25	\$ 275,000	\$ 170,235	62%
Instructional Staff Support Services	26	\$ 610,000	\$ 316,016	52%
General Administration	27	\$ 365,000	\$ 315,499	86%
School/Building Administration	28	\$ 440,000	\$ 301,068	68%
Business & Central Administration	29	\$ 172,000	\$ 101,339	59%
Plant Operation and Maintenance	30	\$ 665,000	\$ 404,498	61%
Student Transportation	31	\$ 420,000	\$ 259,457	62%
This row is intentionally left blank	32			
Total Support Services (lines 25-32)	32A	\$ 2,947,000	\$ 1,868,114	63%
Noninstructional Programs	33	\$ -	\$ -	0%
Facilities Acquisition and Construction	34		\$ -	
Debt Service	35		\$ -	
AEA Support - Direct to AEA	36	\$ 307,083	\$ 195,243	
Total Other Expenditures (lines 34-36)	36A	\$ 307,083	\$ 195,243	64%
Total Expenditures	37	\$ 8,554,083	\$ 5,239,621	
Transfers Out	38	\$ 5,000	\$ -	
Other Uses	39			
Total Expenditures & Other Uses	40	\$ 8,559,083	\$ 5,239,621	
Ending Fund Balance	41	\$ 481,300	\$ 1,408,919	
Total Requirements	42	\$ 9,040,383	\$ 6,648,540	

APPOINT SCHOLARSHIP COMMITTEE MEMBERS

The board needs to appoint at least two board members to review applications for scholarships listed below.

Carl Arnold Scholarship:

1. _____

2. _____

Lowell & Agnes Davis Scholarship:

1. _____

2. _____

Robert & AnnaBelle Hickman Scholarship (2024 only):

1. _____

2. _____



2024-2025 Multi-Occupations Coordinator (MOC) Contract

between

Central Rivers Area Education Agency

and

East Buchanan Community School District

Central Rivers Area Education Agency, hereinafter referred to as the AEA, and East Buchanan Community School District, hereinafter referred to as the District, hereby enter into a contract for the services of a Multi-Occupations Coordinator (MOC), hereinafter referred to as the Coordinator, between July 1, 2024 to June 30, 2025.

The Multi-Occupations Coordinator (MOC) will:

- Oversee the development of an instructional and experiential sequence of vocational and career activities in a quality high school internship.
- Collaborate with school counselors, administrators, local/regional agencies, community partners to develop work-based learning placements for students.
- Create instructional and experiential experiences developed that are designed to increase student independence, to assist students in making feasible career decisions, to develop vocational skills, and to prepare students for success in postsecondary education, training and careers.
- Work with district staff to assess enrollment to ensure that all students have access to the internship program.
- Manage Student Internships and Apprenticeships and placement support, which includes visiting internship sites on a regular basis, completing internship evaluations and assessing progress, while supporting students training plans and coaching needs.
 - Workload estimates include up to 7 students per trimester or 10 students per semester for each .2 FTE (40 days) assigned.
- Support the internship site manager through coaching conversations and follow-up with the student intern as needed.
- Communicate throughout the experience with all stakeholders, including students, parents or guardians, internship site, managers and district staff.
- Collect data on student interns at the end of the year on both a compilation of their professional portfolio from their experience.

The District will:

- cover the Coordinator under their liability insurance policy
- assist in the evaluation of the Coordinator
- cover the cost of any district approved membership fees or professional development
- reimburse the agency for mileage at the agency's mileage rate, if/when services are provided on-site

In consideration of the assignment of the Coordinator, the District agrees to pay .2 of the salary and benefits of the assigned staff (estimated to be **\$23,611**) for **40 days** of service. A final total will be shared by June 1. The AEA will invoice the District for 50% due on December 31, 2024, and 50% due on June 30, 2025 (the second invoice shall include any miscellaneous expenses including mileage throughout the term).

This contract may be terminated by either party for the subsequent year through written notice provided to the other party on or before March 31, 2025.

Central Rivers Area Education Agency Board President

Date

East Buchanan School District Board President

Date

Policy Updates Summary – 4/10/2024

502.1 – No changes

502.2 – No changes

502.3 – Update title and combine with policy 504.3 regarding student publications

502.3R1 – New regulation

502.4 – No changes

502.5 – No changes

502.6 – No changes

502.7 – Per IASB Policy Primer Updates – Vol 32 #2: This policy has been updated to reflect the current law on age limits for the purchase of tobacco/nicotine products, and to update language to better reflect the district's role in encouraging the health and wellbeing of students.

502.8 Series - No changes

502.9 – No changes

502.10 – Updates to 4th paragraph regarding students residing within one mile of school.

503.1 Series – Per IASB Policy Primer Updates – Vol 32 #1: HF 604 required the DE to develop a sample policy for students who commit threats of violence, violence, or assaults. Some of the language in IASB's student conduct policy was adopted into the DE's policy. To avoid overlap of language, IASB has removed some language from our sample policy on student conduct. It is worth noting that some overlapping language remains in the student conduct policy as this language pertains to all student conduct, and is not limited to threats of violence, violence, or assault.

503.2 – see 503.1 above

503.3 – No changes

503.3R1 – Item A-2: update partial waiver amount to 50% as that is current practice.

503.3E1 – No changes

503.4 – No changes

503.5 – Per IASB Policy Primer Updates – Vol 29 #3: This policy was revised in accordance with the new changes to the *Iowa Administrative Code* which clearly prohibits the use of mechanical and prone restraints on students. For greater clarity for district employees, mechanical and prone restraints are defined in the policy language.

503.6 Series – NEW - Per IASB Policy Primer Updates – Vol 29 #3:

- **503.6—Physical Restraint and Seclusion of Students** - This policy clearly defines physical restraint and seclusion. It also outlines the reasoning behind the use of these behavior modifications, and the limited circumstances when they can be used. This topic has many legal requirements and the policy is not complete without the accompanying regulation and exhibits.

- **503.6R1—Use of Physical Restraint and Seclusion with Students** - This regulation, which accompanies policy 503.6, goes into further details for administrators on the required parameters for using physical restraint and seclusion within the district.
- **503.6E1—Use of Physical Restraint and/or Seclusion Documentation Form** - This form creates a framework for reporting requirements when physical restraint and seclusion are used. It is important for districts to fully document these occurrences, and also communicate with parents and guardians.
- **503.6E2—Debriefing Letter to Guardian of Student Involved in an Occurrence Where Physical Restraint and/or Seclusion was Used** - This letter is a sample n districts can use to communicate with parents and guardians of students involved in restraint or seclusion occurrences. The letter outlines the legal reporting and meeting requires established in the *Iowa Administrative Code*.
- **503.6E3—Debriefing Meeting Document** - This sample form is a step-by-step guide to ensure administrators complete all of the reporting requirements for holding the post-occurrence debriefing meeting.

503.7 Series – NEW – Per IASB FY2023 Legislative Updates Vol 31 #4: This new policy language reflects the legal requirement for districts following the passage of SF 496. The policy and accompanying exhibits are designed to provide clarity for districts on how to manage student reports of identities or names different from registration paperwork. It is recommended that districts make all licensed employees aware of the requirements of this policy.

503.8 Series – NEW – Per IASB Vol 32 #1:

- 503.8 – per HF 604 DE Model Policy
- 503.8R1 - This supplemental regulation is designed to be adapted by districts in addition to the DE's model policy on student threats of violence, violence, and assault. This regulation must be adapted in collaboration with district teachers and administrators, as required by HF 604. Districts should convene a group of stakeholders to develop a common definition for the listed terms and adapt parameters to better implement the requirements of the DE's model policy.

504.1 – No Changes

504.2 – No Changes

504.3 Series – Rescinded – combined with 502.3 series

504.4 – No Changes

504.5 Series – Rescinded – combined with 704.6 series

504.6 – Board needs to determine if changes should be made to paragraphs 4 & 5

407.6 – Retirement-Certified Personnel – Rescind because submission date was February 28, 2024.

413.2 – Classified Employee Retirement – Rescind because employee has at least 60 days prior to their retirement date to submit their intent to retire.

STUDENT APPEARANCE

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

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

NOTE: This policy reflects the current status of the law regarding student appearance. For more detailed discussion of this issue, see IASB's Policy Primer, May 31, 1994.

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethal School District v. Fraser, 478 U.S. 675 (1986).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
Torvik v. Decorah Community School, 453 F.2d 779 (8th Cir. 1972).
Turley v. Adel Community School District, 322 F.Supp. 402 (S.D. Iowa 1971).
Sims v. Colfax Comm. School Dist., 307 F.Supp. 485 (Iowa 1970).
Iowa Code § 279.8

Approved: December 13, 2006

Last Reviewed: December 13, 2017

CARE OF SCHOOL PROPERTY/VANDALISM

Students will treat school district property with the care and the respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

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

Legal Reference: Iowa Code §§ 279.8; 282.4, .5; 613.16 (2013).

Cross Reference: 502 Student Rights and Responsibilities
802.1 Maintenance Schedule

Approved December 13, 2006

Last Reviewed December 13, 2017

FREEDOM OF EXPRESSION—STUDENT EXPRESSION

Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression will not, in the judgment of the administration, encourage the breaking of laws, defame others, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy may be subject to disciplinary measures. Employees are responsible for insuring students' expression is in keeping with this policy. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Student Expression

It is the goal of the district to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon their rights. Student expression should be appropriate to help ensure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

While students will generally be allowed to express their viewpoints and opinions, in certain qualifying circumstances, student speech may require administrative regulation to help ensure the safety and welfare of the school community. The district may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activity. The administration, when making this judgment, will consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. The expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

The superintendent may develop procedures for safely addressing qualifying types of mass protests by students, including walk-ins and walk-outs. Walk-ins occur when students leave their learning environments during school hours and gather in a group or groups with the purpose of promoting a belief or beliefs. Walk-outs occur when students leave their learning environments during school hours and gather in a group or groups off district property with the purpose of promoting a belief or beliefs.

The superintendent is encouraged to obtain feedback from community stakeholders in the development of these procedures. The goal of the procedures shall be to address student safety, maintain the education environment and promote communication during demonstrations while remaining viewpoint neutral.

Students who violate this policy may be subject to disciplinary measures. Employees are responsible

for helping to ensure students' expression is in keeping with this policy. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Student Publications

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications is guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedure outlined in board policy 213.1. Students who believe their freedom of expression in a student-produced official school publication has been restricted will follow the grievance procedure outlined in board policy 502.4.

The superintendent is responsible for developing a student publications code. This code will include, but not be limited to, reasonable rules including time, place, and manner of restrictions. The superintendent will also be responsible for distributing this policy and the student publications code to the students and their parents.

NOTE: This policy represents the current status of students' first amendment rights. This is a mandatory policy and accompanying regulation required by Iowa Code ch. 279.73. Schools are urged to handle all protests through a strictly viewpoint neutral lens. Districts should consider the need to balance opposing views. If one social issue is permitted, other opposing viewpoints should also be permitted.

Legal Reference: U.S. Const. amend. I.
Iowa Const. art. I (sec. 7)
Morse v. Frederick, 551 U.S. 393 (2007)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel School District v. Fraser, 478 U.S. 675 (1986).
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).

Iowa Code §§ 279.8; 280.22

Cross Reference: 102 Series Equal Educational Opportunity
 401.14 Employee Expression
 603.9 Series Academic Freedom
 903.5 Series Distribution of Materials

Approved December 13, 2006

Last Reviewed December 13, 2017

New

STUDENT EXPRESSION AND STUDENT PUBLICATIONS CODE

- A. **Student Expression defined:** Student Expression is speech, action or other forms of expression which convey a student's beliefs, views or opinions.
- B. **Official school publications defined:** An "official school publication" is material produced by students in journalism, newspaper, yearbook, or writing classes and distributed to students either free or for a fee.
- C. **Limitations to Student Expression**
 - 1. No student will express, publish or distribute publication material which is:
 - a. obscene;
 - b. libelous;
 - c. slanderous; or
 - d. encourages students to:
 - 1. commit unlawful acts;
 - 2. violate lawful school regulations;
 - 3. cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - 4. disrupt or interfere with the education program;
 - 5. interrupt the maintenance of a disciplined atmosphere; or
 - 6. infringe on the rights of others.
- D. **Responsibilities of students for official school publications.**
 - 1. Students writing or editing official school publications will assign and edit the news, editorial and feature contents of the official school publications subject to the limitations of the student publications code and the law.
 - 2. Students will strive to achieve professional standards of accuracy, fairness, objectivity and thoroughness in each and every aspect of official school publications.
 - 3. Students will strive to achieve professional standards of grammar, usage, punctuation and spelling for clarity and accuracy of official school publications.
- E. **Responsibilities of faculty advisors for official school publications.**

Faculty advisors will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. Official school publications are produced under the supervision of a faculty advisor. Faculty advisors to students producing official school publications shall supervise the production of the student staff in order to maintain professional standards of English journalism. District employees acting within the scope of their professional ethics will not suffer adverse employment action or retaliated against for acting to protect a student for engaging in authorized student expression or for refusing to infringe on protected student expression.
- F. **District employee rights**

Any District employee or official, acting within the scope of that person's professional ethics, if any, shall not be dismissed, suspended, disciplined, reassigned, transferred, subject to termination or nonrenewal of a teaching contract or extracurricular contract, or otherwise retaliated against for acting to protect a student for engaging in expression protected by law, or refusing to infringe upon student expression that is protected by law.
- G. **Liability**

Student expression, including student expression in an official school publication will not be deemed to be an expression of the school district. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student expression. The liability, if any, is only to the extent of interference or alteration of the

speech or expression.

H. Appeal procedure

1. Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication will seek review of the decision through the student grievance procedure, under board policy 502.4.
2. Persons who believe they have been aggrieved by a student-produced official student publication will file their complaint through the citizen grievance procedure, under board policy 213.1.

I. Time, place and manner of restrictions on student expression.

1. Student expression may be conveyed and official student publications may be distributed in a reasonable manner on or off school premises.
2. Student expression and distribution of official school publications in a reasonable manner will not encourage students to:
 - a. commit unlawful acts;
 - b. violate school rules;
 - c. cause the material and substantial disruption of the orderly and efficient operation of the school district or school activity;
 - d. disrupt or interfere with the education program;
 - e. interrupt the maintenance of a disciplined atmosphere; or
 - f. infringe on the rights of others.

I.C. Iowa Code

Iowa Code § 279.73

Iowa Code § 279.8

Iowa Code § 280.22

U.S. Supreme Court

393 U.S. 503

469 U.S. 325

478 U.S. 675

484 U.S. 260

551 U.S. 393

Case Law

Bethal School Dist. v. Fraser

Bystrom v. Fridley HS

Hazelwood School Dist v. Kuhlmeier

Morse v. Frederick

New Jersey v. T.L.O.

Tinker v. Des Moines ICSD

Description

Directors - Powers and Duties - Intellectual Freedom

Directors - General Rules - Bonds of Employees

Student Exercise of Free Expression

Description

Tinker v Des Moines Ind. Comm. Sch. Dist. (1969)

New Jersey T.L.O

Bethel School District v Fraser (1986)

Hazelwood School District v Kuhlmeier (1988)

Morse v Frederick (2007)

Description

478 U.S. 675 (1986)

822 F.2d 747 (8th Cir. 1987)

484 U.S. 260 (1988)

551 U.S. 393 (2007)

469 U.S. 325 (1985)

393 U.S. 503 (1969)

Cross References

Code

102 Series

401.14

603.09

603.09-R(1)

903.05

903.05-R(1)

Description

Equal Educational Opportunity

Employee Expression

Academic Freedom

Academic Freedom - Teaching Controversial Issues

Distribution of Materials

Distribution of Materials - Regulation

STUDENT COMPLAINTS AND GRIEVANCES

Creating an environment where students feel comfortable addressing their concerns in a meaningful manner is vital to the learning process. It is the goal of the board to resolve student complaints at the lowest organizational level. Student complaints and grievances regarding board policy or administrative regulations, or other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint.

If the complaint cannot be resolved by a student's teacher or other licensed employee, the student may discuss the matter with the principal within 5 calendar days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 5 calendar days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board retains discretion as to whether to consider or take action on any complaint.

NOTE: There should be reasonable limits on the number of days a student has to pursue a complaint. Cross reference with the number of days listed in policy 401.4 for consistency.

Legal Reference: Iowa Code § 279.8

Cross Reference: 210.8 Series Board Meeting Agenda
213 Public Participation in Board Meetings

Approved December 13, 2006
Last Reviewed: February 9, 2022

STUDENT LOCKERS

Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

NOTE: Iowa law requires students or another individual to be present during the inspection of lockers. For locker searches, see Policy 502.8, Search and Seizure.

Legal Reference: Iowa Code §§ 279.8; 280.14; 808A

Cross Reference: 802.1 Maintenance Schedule

Approved January 10, 2007

Last Reviewed December 13, 2017

WEAPONS

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

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or look-a-likes will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The superintendent may develop an administrative process or procedures to implement the policy.

NOTE: This is a mandatory policy.

NOTE: The board may specifically authorize individuals to be armed with, carry, or transport a firearm on school grounds under limited circumstances outlined in law. Reasons for this authorization may include, conducting instructional programs regarding firearms or for conducting an Iowa Department of Natural Resources approved hunter education course or shooting sports activities course on school property.

Legal Reference: 18 U.S.C. § 921
Iowa Code §§ 279.8; 280.21B; 483A.27(11), 724
281 I.A.C. 12.3(6)

Approved: January 20, 2007
Last Reviewed: December 13, 2017

SMOKING DRINKING DRUGS STUDENT SUBSTANCE USE

The board believes it is imperative to promote the health and well-being of all students in the district. The district will provide a substance use prevention program and set restrictions on substance use by students in accordance with applicable law.

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of ~~beer, wine,~~ alcohol, tobacco/**nicotine products**, other controlled substances, or "look alike" substances that appear to be tobacco/**nicotine products**, ~~beer, wine,~~ alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district. **"Controlled substances" in this policy refers to the misuse of both licit and illicit drugs.**

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

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

Students who violate the terms of this policy may be required to satisfactorily complete a substance ~~abuse~~ assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance ~~abuse~~ prevention program will include:

- Age-appropriate, developmentally **evidence-based drug and alcohol substance use prevention** curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of ~~illicit drugs~~ **controlled substances** and the unlawful possession and use of **tobacco/nicotine products and** alcohol is ~~wrong and~~ harmful **to student well-being**;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of ~~illicit drugs~~ **controlled substances, tobacco/nicotine products** and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required **to complete a substance use evaluation to determine whether substance use disorder treatment is recommended and, if recommended,** successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;

SMOKING - DRINKING – DRUGS

- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and,
- Notification to parents and students that compliance with the standards of conduct is mandatory.

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

NOTE: This policy is mandatory and complies with the federal Drug-Free Schools Act but is expanded to also include tobacco products. This policy reflects Iowa law regarding tobacco products and minors.

Legal Reference: 34 C.F.R. Pt. 86
Iowa Code §§ 123.46; 124; 279.8, .9; 453A
281 I.A.C. 12.3(6); .5(3)(e), .5(4)(e), .5(5)(e)

Approved January 10, 2007
Last Reviewed Dec. 13, 2017

SEARCH AND SEIZURE

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco/nicotine, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

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

NOTE: This policy reflects the law regarding school district authority for searching students, their possessions and their lockers. Substantive changes were made to 502.08R1.

Legal Reference: U.S. Const. amend. IV.
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Cason v. Cook, 810 F.2d 188 (8th Cir. 1987), *cert. den.*, 482 U.S. 930 (1987).
 Iowa Code ch. 808A
 281 I.A.C. 12.3(6).

Cross Reference: 905.2 Tobacco/Nicotine-Free Environment

Approved January 10, 2007

Last Reviewed: April 14, 2021

SEARCH AND SEIZURE REGULATION

I. Searches, in general.

- A. Reasonable and Articulate Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- (1) eyewitness observations by employees;
- (2) information received from reliable sources;
- (3) suspicious behavior by the student; or,
- (4) the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

- B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- (1) the age of the student;
- (2) the sex of the student;
- (3) the nature of the infraction; and
- (4) the emergency requiring the search without delay.

II. Types of Searches

A. Personal Searches

1. A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.
2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - (a) Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible.
 - (b) A more intrusive search, short of a strip search, of the student's person, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

SEARCH AND SEIZURE REGULATION

B. Locker and Desk Inspections

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

C. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

SEARCH AND SEIZURE CHECKLIST

I. What factors caused you to have a reasonable and articulable suspicion that the search of this student or the student's effects or automobile would turn up evidence that the student has violated or is violating the law, school policy, rules or regulations affecting school order?

A. Eyewitness account.

1. By whom: _____
2. Date/Time: _____
3. Place: _____
4. What was seen: _____

B. Information from a reliable source.

1. From whom: _____
2. Time received: _____
3. How information was received: _____
4. Who received the information: _____
5. Describe information: _____

C. Suspicious behavior? Explain.

D. Time of search: _____

E. Location of search: _____

F. Student told purpose of search: _____

G. Consent of student requested: _____

SEARCH AND SEIZURE CHECKLIST

- II. Was the search you conducted reasonable in terms of scope and intrusiveness?
 - A. What were you searching for: _____
 - B. Where did you search? _____
 - C. Sex of the student: _____
 - D. Age of the student: _____
 - E. Exigency of the situation: _____
 - F. What type of search was being conducted: _____
 - G. Who conducted the search: _____
Position: _____ Sex: _____
 - H. Witness(s): _____

- III. Explanation of Search.
 - A. Describe the time and location of the search: _____
 - B. Describe exactly what was searched: _____
 - C. What did the search yield: _____
 - D. What was seized: _____
 - E. Were any materials turned over to law enforcement officials?

 - F. Were parents notified of the search including the reason for it and the scope:

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees.

Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students are made through the principal's office. Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal will attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper warrant.

NOTE: Iowa law does not address access to students by law enforcement authorities or other officials. This policy reflects the generally accepted practice of school districts.

Legal Reference: Iowa Code §§ 232; 280.17
281 I.A.C. 102.
441 I.A.C. 9.2; 155; 175.

Cross Reference: 402.2 Child Abuse Reporting
501.10 Use of Motor Vehicles
902.2 News Conferences and Interviews

Approved: January 10, 2007

Last Reviewed December 13, 2017

USE OF MOTOR VEHICLES

The board recognizes the convenience to families and students of having students drive to and park at their school attendance center. Driving a motor vehicle to and parking it at the student's attendance center is a privilege.

Students who drive to and park at their school attendance center shall only drive to and park at their designated attendance center or at either their attendance center or a shared district's attendance center for the purpose of attending extracurricular activities. Students may not loiter around or be in their vehicle during the school day without permission from the principal. Students shall leave their attendance center when there is no longer a legitimate reason for them to be at their attendance center. Students who drive shall enter and leave the parking lot by the routes designated by the principal.

Students must live ~~outside of~~ within one mile of school, and would not otherwise be eligible for a student driving permit, may be eligible for a student driving permit, for driving to and from school and school activities and practices, if the student submits an Affidavit for Minor School License to the Superintendent for signature.

Students who wish to drive to and park at their school attendance center shall comply with the rules and regulations established by the building principal. Failure to comply with this policy or the school district rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action including suspension and expulsion.

NOTE: This policy is not mandatory.

Legal Reference: Iowa Code §§ 279.8; 321

Cross Reference: 502.9 Interviews of Students by Outside Agencies

Approved January 10, 2007

Last Reviewed December 13, 2017

STUDENT CONDUCT

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

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

Students who fail to abide by this policy, and the administrative regulations supporting it, may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

~~A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school owned or school operated chartered vehicles; or while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault. Assault for purposes of this section of this policy is defined as, when, without justification, a student does any of the following:~~

- ~~• an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or~~
- ~~• any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or~~
- ~~• intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.~~

~~The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.~~

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

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

~~Suspension means; either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An **In-school suspension** means the student will attend school but will be temporarily~~

isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.

An Out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days **unless due process is provided as required by federal and state law**. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

This policy is not intended to address the use of therapeutic classrooms or seclusion rooms for students.

Discipline of special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws.

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

NOTE: This is a mandatory policy and outlines the school district's basic student conduct. Details of how this policy will be implemented should be included in the student handbook.

Legal Reference: Goss v. Lopez, 419 U.S. 565 (1975).

Brands v. Sheldon Community School District, 671 F. Supp. 627 (N.D. Iowa 1987).

Sims v. Colfax Comm. School Dist., 307 F. Supp. 485 (Iowa 1970).

Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (Iowa 1972).

Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967).

Iowa Code §§ 279.8; 282.3, 282.4, 282.5; 708.1.

281 I.A.C. 12.3(6)

Cross Reference: 501 Student Attendance

502 Student Rights and Responsibilities

504 Student Activities

603.3 Special Education

903.5 Distribution of Materials

Approved January 10, 2007

Reviewed December 13, 2017

STUDENT CONDUCT - REGULATION

Administrative Action

A. Probation

1. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of probation. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Written notice and reasons for the probation will be sent to the parents.

B. In-School Suspension

1. ~~In-school suspension is the temporary isolation of a student from one or more classes while under administrative supervision.~~ In-school suspensions may be imposed by the principal for infractions of school rules, which are serious but which do not warrant the necessity of removal from school.
2. The principal will conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. In-school suspension will not be imposed for more than ten school days. Written notice and reasons for the in-school suspension will be sent to the student's parents.

C. Out-of-School Suspension

1. ~~Out-of-school suspension is the removal of a student from the school environment for periods of short duration.~~ Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended out of school for up to ten school days by a principal for a commission of gross or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The principal may suspend students after conducting an investigation of the charges against the student, giving the student:
 - a. Oral or written notice of the allegations against the student, and
 - b. The opportunity to respond to those charges.

At the principal's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.

3. Notice of the out-of-school suspension will be mailed no later than the end of the school day following the suspension to the student's parents and the superintendent. A reasonable effort is made to personally notify the student's parents and such effort is documented by the person making or attempting to make the contact. Written notice to the parents will include the circumstances which led to the suspension and a copy of the board policy and rules pertaining to the suspension.

D. Suspensions and Special Education Students

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). The IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.
2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

I.C. Iowa Code References

Iowa Code § 279.8 Directors - General Rules - Bonds of Employees
 Iowa Code § 282.3 Attendance and Tuition - Admission and
 Iowa Code § 282.4 Attendance and Tuition - Suspension-Expulsion
 Iowa Code § 282.5 Attendance and Tuition -
 Iowa Code § 708.1 Assault - Defined

I.A.C. Iowa Administrative Code References

281 I.A.C. 12.3 Administration

U.S. Supreme Court References

419 U.S. 565 Goss v Lopez (1975)

Case Law References Brands v. Sheldon CSD 671 F. Supp. 627 (N.D. Iowa 1987)
 Bungler v. Iowa HS Athletic Assoc. 197 N.W.2d 555 (Iowa 1972)
 Goss v. Lopez 419 U.S. 565 (1975)
 Sims v. Colfax CSD 307 F.Supp. 485 (Iowa 1970)
 Waterloo ISD Board v. Green 259 Iowa 1260, 147 N.W.2d 854 (1967).

Cross References

506.03 Student Photographs
 603.03 Special Education
 606.05 Student Field Trips and Excursions
 903.05 Distribution of Materials
 903.05-R(1) Distribution of Materials - Regulation

EXPULSION

Only the board may remove a student from the school environment for more than ten (10 consecutive school days). ~~The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.~~

Students may be expelled for violations of board policy, school rules or the law. It is within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It is within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal will keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student is provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

Legal Reference: Goss v. Lopez, 419 U.S. 565 (1975).
Wood v. Strickland, 420 U.S. 308 (1975).
Southeast Warren Comm. School District v. Dept. of Public Instruction, 285 N.W.2d 173 (Iowa 1979).
Iowa Code §§ 21.5; 282.3, .4, .5
281 I.A.C. 12.3(6).

Approved: January 10, 2007
Reviewed: December 13, 2017

FINES - FEES - CHARGES

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

The superintendent will inform the board of the dollar amount to be charged to students or others for fines, charges, or fees annually. Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 256.7(20); 279.8; 280.10, .11; 282.6; 285.1; 301.1
281 I.A.C. 18.2

Cross Reference: 501.16 Homeless Children & Youth

Approved: January 10, 2007
Reviewed: December 13, 2017

STUDENT FEE WAIVER AND REDUCTION PROCEDURES

The board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria.

A. Waivers -

1. Full Waivers - a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
2. Partial Waivers - a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. ~~A partial waiver is based on the same percentage as the reduced price meals.~~ **The reduction percentage will be 50 percent.**
3. Temporary Waivers - a student may be eligible for a temporary waiver of fees charged by the district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and will not extend beyond the end of the school year.

Current reduced percentage is 50%.

- B. Application - Parents or students eligible for a fee waiver will make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.
- C. Confidentiality - The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.
- D. Appeals - Denials of a waiver may be appealed to the Superintendent.
- E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.
- F. Notice - the school district will annually notify parents and students of the waiver. The following information will be included in registration materials.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), or transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the district office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Reviewed:

Board Policy East Buchanan Community Schools

STANDARD FEE WAIVER APPLICATION

Date _____

School year _____

All information provided in connection with this application will be kept confidential.

Name of student:	_____	Grade in school	_____
Name of student:	_____	Grade in school	_____
Name of student:	_____	Grade in school	_____

Attendance Center/School: _____

Name of parent, guardian:
or legal or actual custodian _____

Please check type of waiver desired:

Full waiver _____ Partial waiver _____ Temporary waiver _____

Please check if the student or the student's family meets the financial eligibility criteria or is involved in one of the following programs:

Full waiver

- _____ Free meals offered under the Children Nutrition Program
- _____ The Family Investment Program (FIP)
- _____ Transportation assistance under open enrollment
- _____ Foster care

Partial waiver

_____ Reduced priced meals offered under the Children Nutrition Program

Temporary waiver

If none of the above apply, but you wish to apply for a temporary waiver of school fees because of serious financial problems, please state the reason for the request:

Signature of parent, guardian: _____
or legal or actual custodian

GOOD CONDUCT RULE

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal will keep records of violations of the good conduct rule.

It is the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Whenever a student transfers into the East Buchanan Community School District from another school and was declared ineligible under the prior school district's Good Conduct Rule the following will apply. If the student has not completed the required period of ineligibility at the previous school, he/she will not be eligible for interscholastic competition at East Buchanan until the full period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at East Buchanan as far as any Good Conduct Rule is concerned.

NOTE: This is a mandatory policy. The detail outlining specific conduct expected and penalties for violation should be in the student handbook, and students involved in extracurricular activities must be notified of its contents.

Legal Reference: Bunger v. Iowa High School Athletic Assn., 197 N.W.2d 555 (Iowa 1972).
In re Jason Clark, 1 D.P.I. App. Dec. 167 (1978).
Iowa Code §§ 280.13, .13A
281 I.A.C. 12.3(6); 36.15(1).

Cross Reference: 504.4 Student Performances
606.5 Student Field Trips and Excursions

Approved: January 10, 2007
Reviewed: December 13, 2017

CORPORAL PUNISHMENT, MECHANICAL RESTRAING AND PRONE RESTRAING**The use of corporal punishment, mechanical restraint and/or prone restraing is prohibited in all schools.**

Corporal punishment is defined as the intentional physical punishment of a student ~~and is prohibited~~. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from **any of the following which are not considered corporal punishment:**

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
 - To quell a disturbance or prevent an act that threatens physical harm to any person.
 - To obtain possession of a weapon or other dangerous object(s) within a pupil's control.
 - For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
 - For the protection of property as provided for in IOWA CODE section 704.4 or 704.5.
 - To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
 - To protect a student from the self-infliction of harm.
 - To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

Mechanical restraint means the use of a device as a means of restricting a student's freedom of movement. Mechanical restraint does not mean a device used by a trained individual for specific approved therapeutic or safety purposes for which the device was designed and, if applicable, prescribed, including restraints for medical immobilization, adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without use of such devices or mechanical supports; and vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Prone restraint means any restraint in which the student is held face down on the floor.

Reasonable ~~physical~~ force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any;
5. The motivation of the school employee using physical force.

Upon request, the student's parents are given an explanation of the reasons for physical force.

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

Legal Reference: *Ingraham v. Wright*, 430 U.S. 651 (1977).
Goss v. Lopez, 419 U.S. 565 (1975).
Tinkham v. Kole, 252 Iowa 1303, 110 N.W.2d 258 (1961).
 Iowa Code §§ 279.8; 280.21
 281 I.A.C. 12.3(6); 103.

Cross Reference: 402.3 Abuse of Students by School District Employees
 503.6 Series Physical Restraint and Seclusion of Students

Approved: January 10, 2007
 Reviewed: December 13, 2017

PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS

It is the goal of the district that all students can learn and grow in a safe and peaceful environment that nurtures the student and models respect for oneself and others. On occasion, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The goal of these interventions is to promote the dignity, care, safety, welfare and security of each child and the school community. With this objective in mind, the district will prioritize the use of the least restrictive behavioral interventions appropriate for the situation.

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the student's arms, legs, body, or head freely. Physical restraint does not mean a technique used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which the technique was designed and, if applicable, prescribed. Physical restraint does not include instructional strategies, such as physically guiding a student during an educational task, hand-shaking, hugging, or other non-disciplinary physical contact.

Seclusion means the involuntary confinement of a child in a seclusion room or area from which the child is prevented or prohibited from leaving; however, preventing a child from leaving a classroom or school building are not considered seclusion. Seclusion does not include instances when a school employee is present within the room and providing services to the child, such as crisis intervention or instruction.

Physical restraint or seclusion is reasonable or necessary only:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant nonmonetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

Prior to using physical restraint or seclusion, employees must receive training in accordance with the law. Any individual who is not employed by the district but whose duties could require the individual to use or be present during the use of physical restraint or seclusion on a student will be invited to participate in the same training offered to employees on this topic.

When required by law, the superintendent or the superintendent's designee will ensure a post-occurrence debriefing meeting is held, maintain documentation and fulfill all reporting requirements for each occurrence of physical restraint or seclusion as required by law.

NOTE: This policy is not mandatory. However, there are specific requirements for school districts to fulfill before and after using physical restraint and seclusion with students. Administrators should thoroughly read and understand the requirements listed in Chapter 103 of the Iowa Administrative Code.

Legal Reference: Iowa Code §§ 279.8; 280.21.
281 I.A.C. 103.

Cross References: 402.3 Abuse of Students by School District Employees
503.5 Corporal Punishment, Mechanical Restraint and Prone Restraint

PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS - REGULATION

The District will comply with 281 Iowa Administrative Code Ch. 103 for the use of physical restraint and seclusion with students, including, but not limited to:

- Physical restraint and seclusion will be used only by employees who have been trained in accordance with applicable law unless a trained employee is not immediately available due to the unforeseeable nature of the occurrence.
- As soon as practical after the situation is under control, but within one hour after either the occurrence or the end of the school day, whichever occurs first, the school will attempt to contact the student's parent or guardian using the school's emergency contact system.
- The seclusion or physical restraint is used only for as long as necessary based on research and evidence to allow the student to regain control of their behavior to the point that the threat or behavior necessitating the use of the seclusion or physical restraint has ended, or when a medical condition occurs that puts the student at risk of harm. Unless otherwise provided for in the student's written approved IEP, BIP, IHP or safety plan, if the seclusion or physical restraint continues for more than 15 minutes:
 - The student will be provided with any necessary breaks to attend to personal and bodily needs, unless doing so would endanger the child or others.
 - An employee will obtain approval from an administrator or administrator's designee to continue seclusion or physical restraint beyond 15 minutes. After the initial approval, an employee must obtain additional approval every 30 minutes thereafter for the continuation of the seclusion or physical restraint.
 - The student's parent or guardian and the school may agree to more frequent notifications than is required by law.
 - Schools and district employees must document and explain in writing the reasons why it was not possible for the employees to obtain approval, notify parents, or take action within prescribed time limits.
 - Schools and district employees who begin and then end use of nonapproved restraints will document and explain in writing the reasons why they had no other option but to use this type of behavioral intervention.
- The area of seclusion will be a designated seclusion room that complies with the seclusion room requirements in accordance with law, unless the nature of the occurrence makes the use of the designated seclusion room impossible, clearly impractical, or clearly contrary to the safety of the student, others, or both; in that event, the school must document and explain in writing the reasons why a designated seclusion room was not used.
- An employee must continually visually monitor the student for the duration of the seclusion or physical restraint.
- If an employee restrains a student who uses sign language or an augmentive mode of communication as the student's primary mode of communication, the student shall be permitted to have the student's hands free of physical restraint, unless doing so is not feasible in view of the threat posed.
- Seclusion or physical restraint shall not be used: as punishment or discipline; to force compliance or to retaliate; as a substitute for appropriate educational or behavioral support; to prevent property damage except as provided in law; as a routine school safety measure; or as a convenience to staff.
- The Superintendent or the Superintendent's designee will investigate any complaint or allegation that one or more employees violated any provisions of 281 Iowa Administrative Code Ch. 103. If the District determines a violation has occurred, corrective action will be taken up to and including termination of the employees involved. If the allegation or complaint involves a specific student the District will notify the parents or guardian of the involved student about the results of the investigation. If any allegation or complaint is also defined as abuse in 281 Iowa Administrative Code 102.2, the procedures listed in chapter 102 will apply.
- The District must comply with and implement Chapter 103 whether or not a parent consents to the use of physical restraint or seclusion.

I.C. Iowa Code

Iowa Code § 279.8

DescriptionDirectors - General Rules - Bonds of Employees

Iowa Code § 280.21

Corporal Punishment**I.A.C. Iowa Administrative Code**

281 I.A.C. 103

DescriptionCorporal Punishment, Physical Restraint, Seclusion**Cross References****Code**

402.03

DescriptionAbuse of Students by School District Employees

503.05

Corporal Punishment, Mechanical Restraint and Prone Restraint

Describe any less restrictive means attempted as an alternative to physical restraint and seclusion or why those means would not be effective or feasible, or have failed:			
Approval from administrator to continue physical restraint or seclusion past 15 minutes:		Approval obtained from administrator to continue physical restraint or seclusion more than 30 minutes past last approval time:	
Administrator approving:		Administrator approving:	
Time approved:		Time approved:	
Reasons for length of incident:		Reasons for length of incident:	
If Administrator approval was not obtained at 15 minutes or every 30 minutes thereafter, or a student was not provided with breaks for bodily needs in incidents lasting longer than 15 minutes, explain why:			
Parent/Guardian notification: Parents/Guardians will be notified as soon as practicable once the occurrence is under control, but no more than one hour after, or the end of the school day, whichever occurs first. Space below for documenting multiple attempts to notify guardians is listed in case the guardian cannot be reached in the first attempt.			
Employee attempting notification:	Parent/Guardian contacted:	Time and manner of attempted notification:	Was notification successful?
Employee attempting notification:	Parent/Guardian contacted:	Time and manner of attempted notification:	Was notification successful?
Employee attempting notification:	Parent/Guardian contacted:	Time and manner of attempted notification:	Was notification successful?
If Parent/Guardian notification requirements were not complied with, explain why:			
Describe injuries sustained or property damaged by students or employees:			

Describe future approaches to address student behavior including any consequences or disciplinary actions that may be imposed on the student:

This form has been reviewed and completed by the undersigned employee. A written copy of this form has been sent to the student's parent or guardian within three school days of the occurrence. Unless the parent or guardian agrees to receive the report by email, fax, or hand delivery, the report must be sent by mail and postmarked by the third day following the occurrence. Enclosed with a copy of this form is an invitation for the parents or guardians to participate in the debriefing meeting scheduled in accordance with the law.

Employee

Date of form delivered to Parent/Guardian

Method of Transmittal

New

Code No. 503.6E2

DEBRIEFING LETTER TO GUARDIAN OF STUDENT INVOLVED IN AN OCCURRENCE
WHERE PHYSICAL RESTRAINT AND/OR SECLUSION WAS USED

[This letter and the enclosed report may be transmitted electronically via email or fax, picked up in person, or mailed. If the district and the guardian do not agree on how to transmit this letter, it must be mailed via postage prepaid, first class mail to the guardian within 3 school days of the occurrence.]

Dear [Guardian],

Recently, your student [*name*] was involved in an occurrence at school that required the physical restraint and/or seclusion of your student as defined by 281 Iowa Administrative Code Ch. 103. A report related to this occurrence is enclosed with this letter.

The law requires debriefing meetings be held for such occurrences in the following circumstances:

- Following the first instance of seclusion or physical restraint during a school year;
- When any personal injury occurs as a part of the use of seclusion or physical restraint;
- When a reasonable educator would determine a debriefing session is necessary;
- When suggested by a student's IEP team;
- When agreed to by the guardian and school officials; and
- After seven instances of seclusion or physical restraint of the student.

This letter is intended to inform you that a debriefing meeting will be held on [*date within 5 days of transmission of letter, time, place*] because of [*reason from bulleted list above*]. The following employees will be in attendance at this meeting: [*list names and titles of employees*]. We are inviting you to attend this debriefing meeting to engage with us on topics related to this occurrence.

If you would like to reschedule the debriefing meeting, please contact me as soon as possible via email [*email address*] or telephone [*telephone number*], and at least one school day prior to the date and time listed for this debriefing meeting. Your student is allowed to attend this meeting with your consent, and you are welcome to bring a representative of your choosing if you wish. If you plan to bring a representative to this meeting, please let us know at least one school day prior to the meeting so that we have an opportunity to make arrangements.

We look forward to working with you to foster the continued health, safety and educational growth of your student.

[*Administrator name*], title

Date

Enclosure: Report related to student occurrence

New

DEBRIEFING MEETING DOCUMENT

[The following individuals must attend the debriefing meeting: employees who administered physical restraint or seclusion; an administrator or employee not involved in the occurrence; the administrator or employee who approved continuation of the physical restraint or seclusion; other relevant personnel designated by the school; if indicated by student's behavior in occurrence, an expert in behavioral/mental health or other discipline. The following individuals must be invited to attend the debriefing meeting: the parent or guardian of the student, the student with guardian's consent.]

Student name:		Date of occurrence:	
Date of debriefing meeting:		Time of debriefing meeting:	
Location of debriefing meeting:			
Names of individuals attending the debriefing meeting (must include the employees involved and at least one employee who was not involved):		Job title of employee and/or relation to student:	
Documentation reviewed during meeting (must include at least the occurrence report; and BIP, IHP, IEP and/or safety plan if applicable):			
Identification of patterns of behavior and proportionate response, if any, in the student and employees involved:			
Possible alternative responses, if any, to the incident/less restrictive means, if any:			

Additional resources, if any, that could facilitate those alternative responses in the future:
Plans for additional follow up actions, if any:

This form has been reviewed and completed by the undersigned employee. A written copy of this form has been sent to the student's guardian within three school days of the debriefing meeting.

Employee

Date of delivered to Parent/Guardian

Method of Transmittal

Student Disclosure of Identity

It is the goal of the district to provide a safe and supportive educational environment in which all students may learn. As part of creating that safe educational environment, no employee of the district will provide false or misleading information to the parent/guardian of a student regarding that student's gender identity or intention to transition to a gender that is different from their birth certificate or certificate issued upon adoption.

If a student makes a request to a licensed employee to accommodate a gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records, the licensed employee is required by Iowa law to report the request to an administrator. The school administrator receiving the report is required by Iowa law to report the request to the student's parent/guardian. This requirement also applies to all nicknames.

To maintain compliance with Iowa law and also provide efficiency in the reporting requirements listed above, the Superintendent will provide the opportunity for parents and guardians to list in the student's registration paperwork any and all nicknames used for students.

Legal Reference: §279.78

I.C. Iowa Code

Iowa Code § 279.78

Description

Parental Rights in Ed

New

REPORT OF STUDENT DISCLOSURE OF IDENTITY

Dear (Parent/Guardian) _____,

This letter is to inform you that your student (student's name listed on registration) _____ has made a request of a licensed employee to (check all that apply):

_____ make an accommodation that is intended to affirm the student's gender identity as follows:

_____ use a name, pronoun or gender identity that is different from the name, pronoun and/or gender identity listed on the student's school registration forms. The name, pronoun, or gender identity requested is _____.

If you would like to amend the student's registration paperwork to permit the student's requested accommodation and/or include the use of the above-referenced name/pronoun/gender identity, please complete the attached form and return it to the district administration office.

Sincerely,

Administrator

Date

New

REQUEST TO UPDATE STUDENT IDENTITY

(Student's current name on registration)

(Student ID)

Please update my student's names, pronouns, and/or gender identities on my student's registration paperwork to include all of the following:

(Names)

(Pronouns)

(Gender identities)

Parent/Guardian

Date

Approved _____

Reviewed _____

Revised _____

503.8 DISCIPLINE OF STUDENTS WHO MAKE THREATS OF VIOLENCE OR CAUSE INCIDENTS OF VIOLENCE

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

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

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

Reporting a Threat of Violence or Incidence of Violence

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

An investigation will be initiated by the principal or lead administrator upon learning of an incident of violence or threat of violence through any credible means. If the principal or lead administrator finds that an incident of violence or threat of violence did occur, the administrator will determine the level of threat or incident by considering all aspects of the situation, including the student's intent and knowledge of the impact of their actions, their developmental level and context of the incident. The resolution will focus on identifying the cause behind the behavior and appropriate corrective action (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsections 1 and 4).

A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence (2023 Iowa Acts, chapter 96 (House File 604), sec. 7, new section 279.79, subsection 5).

Threat of Violence

Threat of violence means a written, verbal, electronic or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

Incident of Violence

Incident of violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

Injury

Injury means "physical pain, illness or any impairment of physical condition." State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981).

Property Damage

Property damage means any destruction, damage, impairment or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 4.1(21)).

Assault

Assault means when, without justification, a student does any of the following:

an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace (Following Iowa Code section 708.1).

Escalating Responses by Grade Band

Level	PK-2	3-5	6-8	9-12
	<p>Requires parent or guardian notification. Requires individualized educational program (IEP) meeting, if the student has an IEP.</p> <p>Responses may include but are not limited to any of the following:</p> <ul style="list-style-type: none"> • Parent or guardian conference that includes the student, when appropriate; • When appropriate and with parent consent, counseling, and/or mental health counseling subject to available resources of the district; • Behavior intervention student agreement coupled with another response; • Detention; and/or • Temporary removal from class unless the first offense is unusually serious, the administrator will avoid permanent removal from a class. 	<p>Responses may include but are not limited to any of the following:</p> <ul style="list-style-type: none"> • Parent or guardian conference that includes the student, when appropriate; • When appropriate and with parent consent, counseling, and/or mental health counseling subject to available resources of the district; • Behavior intervention student agreement coupled with another response; • Detention; and/or • Temporary removal from class 	<p>Responses may include but are not limited to any of the following:</p> <ul style="list-style-type: none"> • Parent or guardian conference that includes the student, when appropriate; • When appropriate and with parent consent, counseling, and/or mental health counseling subject to available resources of the district; • Behavior intervention student agreement coupled with another response; • Detention; • Temporary removal from extracurricular activities • Temporary removal from class; • Out of School Suspension and/or • Suspension of transportation, is misconduct occurred in a school vehicle 	

Level	PK-2	3-5	6-8	9-12
	<p>Requires parent or guardian notification. Review of response of prior offenses, is applicable, to inform increased level of response. Requires individualized educational program (IEP) meeting, if the student has an IEP.</p>			
2	<p>Responses to the incident may include but are not limited to any of the following:</p> <ul style="list-style-type: none"> • Parent or guardian conference that includes the student, when appropriate; • When appropriate and with parent consent, counseling, and/or mental health counseling subject to available resources of the district; • Behavior intervention student agreement coupled with another response; • Restitution or opportunities to repair relationships coupled with another response; • Detention; • Temporary or permanent removal from extracurricular activities; • Temporary or permanent removal from class; • Out of school suspension 	<p>Responses to the incident may include but are not limited to any of the following:</p> <ul style="list-style-type: none"> • Restitution or opportunities to repair relationships coupled with another response; • Detention; • Temporary or permanent removal from class; • Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or • Placement in an alternative learning environment, including therapeutic classroom, when appropriate 	<p>Responses to the incident may include but are not limited to any of the following:</p> <ul style="list-style-type: none"> • Parent or guardian conference that includes the student, when appropriate, subject to available resources of the district; • Behavior intervention student agreement coupled with another response; • Restitution or opportunities to repair relationships coupled with another response; • Detention; • Temporary or permanent removal from extracurricular activities; • Temporary or permanent removal from class; • Out of school suspension • Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or • Placement in an alternative learning environment, including therapeutic classroom, when appropriate 	

Level	PK-2	3-5	6-8	9-12
3	<p>Requires parent or guardian notification. Review of response of prior offenses, is applicable, to inform increased level of response. Requires individualized educational program (IEP) meeting, if the student has an IEP. Responses to the incident may include but are not limited to any of the following:</p> <ul style="list-style-type: none"> • Parent or guardian conference that includes the student, when appropriate; • When appropriate and with parent consent, counseling, and/or mental health counseling subject to available resources of the district; • Behavior intervention student agreement coupled with another response; • Restitution or opportunities to repair relationships coupled with another response; • Detention; • Temporary or permanent removal from extracurricular activities; • Temporary or permanent removal from class; • Out of school suspension • Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or • Placement in an alternative learning environment, including therapeutic classroom, when appropriate; and/or • Recommendation for expulsion. 			

Definitions

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal disciplining the student.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

Out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten consecutive school days unless due process is provided as required by federal and state law. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Placement in an alternate learning environment means placement of a student in an environment established apart from the regular educational program that includes rules, staff and resources designed to accommodate student needs and to provide a comprehensive education consistent with the student learning goals and content standards established by the school district.

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

Adopted:

Reviewed:

Revised:

503.8R(1) DISCIPLINE OF STUDENTS WHO MAKE THREATS OF VIOLENCE OR CAUSE INCIDENTS OF VIOLENCE – STUDENT THREATS OF VIOLENCE AND INCIDENTS OF VIOLENCE

Effective student discipline policies serve the needs of the District in maintaining the order of the education environment while safeguarding the education interests of all students. For this reason, it is crucial to engage many perspectives in crafting sound policies related to discipline. The board, in conjunction with teachers and administrators in the District, have assigned further meaning to concepts listed in this policy.

Incident Levels Defined

Incident levels must escalate, with Level 1 being less severe than Level 3 incidents. However, the District maintains discretion in applying the level of discipline appropriate for an incident. In making this determination, the administration will consider the following definitions of incident levels. Because no definition could encompass all possible threats or incidents, the administration has discretion in determining which level to assign the incident after looking at the nature of the incident as well as the age, grade level, and maturity of the student.

Level 1 Defined: A relatively minor threat of violence or a minor incident of violence involving a student. These incidents are typically characterized by low severity, minimal harm or intent, and a low likelihood of causing significant disruption or harm to others. Level 1 incidents may include verbal threats, minor altercations, or non-serious incidents that do not pose an immediate danger to others.

Level 2 Defined: A moderate threat of violence or a moderate incident of violence involving a student. These incidents are more serious than Level 1 and may involve intent to cause harm, although the harm caused is still limited in scope. Level 2 incidents could include physical fights with minor injuries, serious verbal threats, or behaviors that significantly disrupt the school environment and/or school day. Students who have previously been involved in a 'Level 1' event may escalate to a 'Level 2'.

Level 3 Defined: A severe threat of violence or a serious incident of violence involving a student. These incidents are highly concerning and pose a significant risk to the safety and well-being of others and/or create a substantial disruption in the school community and community and/or school day. Level 3 incidents may include physical assaults causing substantial harm, credible threats of serious violence, or incidents involving weapons. Students involved in a 'Level 2' event may escalate to a 'Level 3'.

Timeframe for Determining Repeated Incidents

The District will consider all incidents occurring within one school year as sufficiently close in proximity between incidents to establish that a repeated incident has occurred. However, the district reserves the right to escalate incidents where students habitually violate this policy. The rationale for establishing this timeframe is alignment with the District's Anti bullying/Anti-harassment policy. The administration will have discretion to alter this timeframe when appropriate under the circumstances, depending on the nature of the incident as well as the age, grade level and maturity of the student.

Considerations for Determining the Maturity of the Student

The District believes that gauging the maturity of a student is subject to interpretation and best left to the licensed employees who interact most closely with the student on a regular basis. Assessing a student's maturity level is based on individual characteristics unique to each student. Therefore, in making a determination about the

maturity of a student, the administration may consult with the student's classroom teacher and other relevant licensed staff. The administration will consider the following factors in determining the maturity of the student:

- Age and Developmental Stage: The age of the student is a crucial factor in determining maturity. Younger students, especially those in elementary school, may lack the emotional and cognitive development to fully understand the consequences of their actions. Older students, such as those in high school, are generally expected to have a higher level of maturity and are more accountable for their behavior.
- Social and Emotional Intelligence: Consider the student's social and emotional intelligence, including their ability to empathize with others, regulate their emotions, and resolve conflicts peacefully. Students who demonstrate good emotional intelligence may be better equipped to handle difficult situations and conflicts without resorting to violence. Assessing a student's ability to understand the feelings and perspectives of others can provide insights into their level of maturity.
- Past Behavior and Patterns: Evaluate the student's history of behavior, including any previous incidents of violence or aggressive behavior. Consistent patterns of aggression or violent tendencies may indicate a lack of maturity in handling conflicts and stressors. On the other hand, students who have shown improvement, learned from past mistakes, and engaged positively in conflict resolution strategies may demonstrate a higher level of maturity, indicating their ability to grow and learn from their experiences.

Considerations for Determining Whether the Off-Campus Threat of Violence or Incident of Violence Will Directly Affect the Good Order, Efficient Management and Welfare of the School District

The District recognizes that students maintain First Amendment rights to free expression both within school and outside. However, free speech protections are not absolute and do not extend to true threats of violence toward an individual or a group of individuals. In considering whether a threat or incident of violence will directly affect the good order, efficient management and welfare of the school district necessitating the need for investigation, the administration will consider, among other things, the following factors:

- The specificity of the threat for time, location or individual(s) targeted;
- The reasonable likelihood of the student's ability to carry out the threat;
- The reasonable likelihood that the threat will interfere with the operation of the educational environment.

In addition to the notification requirements in policy, the administration will apprise the parents or guardians of any student who suffered violence or a threat of violence, of the rights to file complaints under any other relevant board policies including but not limited to anti-bullying/anti-harassment and Title IX.

NOTE: Iowa law requires school boards to collaborate with teachers and administrators in adopting a policy related to threats of violence and incidents of violence. This accompanying regulation is designed to supplement the framework provided by the Department of Education in policy 503.8 and be edited and completed by boards through a collaborative process involving relevant stakeholders for the district.

Legal Reference: Iowa Code §279.79

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline

Approved _____ Reviewed _____ Revised _____

STUDENT GOVERNMENT

The student council provides for student activities, serves as a training experience for student leaders, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

The principal, in conjunction with the students and licensed employees, will set forth the guidelines for the student government's elections, operations, and other elements of the government.

Legal Reference: Iowa Code § 279.8

Approved March 19, 2007

Last Reviewed: November 11, 2015

STUDENT ORGANIZATIONS

Extracurricular activities and student groups are related to the curriculum of the secondary schools in the school district. These secondary school curriculum-related student organizations may use the school facilities for meetings and other purposes before, after, and during the instructional school day.

It is the responsibility of the building principal to determine whether a student group is curriculum-related. One or more of the following questions will be answered affirmatively if the group is curriculum-related:

- Is the subject matter of the group actually taught in a regularly offered course?
- Will the subject matter of the group soon be taught in a regularly offered course?
- Does the subject matter of the group concern the body of courses as a whole?
- Is participation in the group required for a particular course?
- Does participation in the group result in academic credit?

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations will include, but not be limited to, stating the process for establishing a curriculum-related student group, assigning a faculty advisor and obtaining board approval for each student group. The administrative rules will also include the purpose of each group and its relationship to the curriculum.

Legal Reference: Westside Community Board of Education v Mergens, 496 U.S. 226 (1990).
Bender v. Williamsport Area Community School District, 741 F.2d 538 (3d Cir. 1984), *vacated and remanded on other grounds*, 475 U.S. 534 (1986).
20 U.S.C. §§ 4071-4074 (2012).
Iowa Code §§ 287.1-.3; 297.9

Approved March 19, 2007

Last Reviewed November 11, 2015

STUDENT PUBLICATIONS

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in the newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

Any expression made by students, including student expression in official school publications, is not an expression of official school policy. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students, unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials, except as provided by law. A faculty advisor will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications is guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication will follow the grievance procedure outlined in board policy 214.1. Students who believe their freedom of expression in a student-produced official school publication has been restricted will follow the grievance procedure outlined in board policy 502.6.

The superintendent is responsible for developing a student publications code. This code will include, but not be limited to, reasonable rules including time, place, and manner of restrictions. The superintendent will also be responsible for distributing this policy and the student publications code to the students and their parents.

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
 Iowa Code § 280.22 (2013).

Cross Reference: 309 Communication Channels
 502 Student Rights and Responsibilities
 504 Student Activities
 903.5 Distribution of Material

Approved March 19, 2007 Reviewed November 11, 2015 Revised _____

STUDENT PUBLICATIONS CODE

A. Official school publications defined.

An "official school publication" is material produced by students in the newspaper, yearbook, or writing classes and distributed to students either free or for a fee.

B. Expression in an official school publication.

1. No student will express, publish or distribute in an official school publication material which is:

- a. obscene;
- b. libelous;
- c. slanderous; or
- d. encourages students to:

- 1) commit unlawful acts;
- 2) violate school rules;
- 3) cause the material and substantial disruption of the orderly and efficient operation of the school or school activities;
- 4) disrupt or interfere with the education program;
- 5) interrupt the maintenance of a disciplined atmosphere; or
- 6) infringe on the rights of others.

2. The official school publication is produced under the supervision of a faculty advisor.

C. Responsibilities of students.

1. Students writing or editing official school publications will assign and edit the news, editorial and feature contents of the official school publications subject to the limitations of the student publications code and the law.
2. Students will strive to achieve professional standards of accuracy, fairness, objectivity and thoroughness in each and every aspect of official school publications.
3. Students will strive to achieve professional standards of grammar, usage, punctuation and spelling for clarity and accuracy of official school publications.

D. Responsibilities of faculty advisors.

Faculty advisors will supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech.

E. Liability.

Student expression in an official school publication will not be deemed to be an expression of the school district. The school district, the board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student expression. The liability, if any, is only to the extent of interference or alteration of the speech or expression.

STUDENT PUBLICATIONS CODE

F. Appeal procedure.

1. Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication will seek review of the decision through the student grievance procedure, under board policy 502.4.
2. Persons who believe they have been aggrieved by a student-produced official student publication will file their complaint through the citizen grievance procedure, under board policy 214.1.

G. Time, place and manner of restrictions on official school publications.

1. Official student publications may be distributed in a reasonable manner on or off school premises.
2. Distribution in a reasonable manner will not encourage students to:
 - a. commit unlawful acts;
 - b. violate school rules;
 - c. cause the material and substantial disruption of the orderly and efficient operation of the school district or school activity;
 - d. disrupt or interfere with the education program;
 - e. interrupt the maintenance of a disciplined atmosphere; or
 - f. infringe on the rights of others.

Approved March 19, 2007

Reviewed 11/11/15

Revised _____

STUDENT PERFORMANCES

Students, as part of the education program, may participate in contests or other public and private events approved by the superintendent that will be of benefit to the student and the education program. Performance at such events is a privilege.

Students, who perform at such events, serve as ambassadors of the school district and must conduct themselves in the same manner as required in the regular school day. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures.

Students will be allowed to perform in these events only with proper permission and supervision and when the events do not disrupt the education program or other school district operations. The events must be approved by the superintendent, unless it involves unusual travel and expense, in which case the board must approve of the performance.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. In developing the administrative regulations, these guidelines should be followed:

- Performances by student groups below the high school level should be allowed on a very limited basis;
- All groups of students should have an opportunity to participate; and,
- Extensive travel by one group of students should be discouraged.

It is within the discretion of the superintendent to determine whether the event will benefit the education program and the participating students. Contests or other performances by students unapproved by the superintendent are the responsibility of the parent and the student.

Legal Reference: Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Iowa Code §§ 280.13-.14 (2013).
281 I.A.C. 12.6.

Cross Reference: 503.4 Good Conduct Rule

Approved March 19, 2007
Last Reviewed November 11, 2015

STUDENT FUND RAISING

Students may raise funds for school-sponsored events with the permission of the school board. The school board delegates to the superintendent the authority to approve routine student fundraising as deemed appropriate. Collection boxes for school fund raising must have prior approval from the school board or its designee before being placed on school property.

All funds generated from district-sponsored student fundraising will be placed in the district's student activity fund.

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

Legal Reference: Senior Class of Pekin High School v. Tharp, 154 N.W.2d 874 (Iowa 1967).
Iowa Code § 279.8

Cross Reference:

- 502 Student Rights and Responsibilities
- 503 Student Discipline
- 504 Student Activities
- 704.5 Student Activities Fund
- 905.2 Advertising and Promotion

Approved March 19, 2007

Reviewed November 11, 2015

Revised August 10, 2022

RESCINDED-combined w/ 704.6

STUDENT FUND RAISING REGULATIONS

Student fundraising can enhance a student's educational experience but it must not be at the expense of the safety and education of the district's students. The following are additional regulations to assist the administration in developing procedures necessary for successful fundraising efforts.

Safety:

- Students will not be asked to solicit door to door.
- Students who do not wish to engage in fundraising efforts will be provided an alternative community service option to apply toward credit of funds raised. The alternative option will not be unduly burdensome or onerous when compared to the fundraising activity.

Fiscal Responsibility:

- All funds generated due to a student fund raising activity will be deposited into the district's student activity funds, pursuant to applicable laws and board policies.
- Funds raised for a participatory student activity will be equally applied to all students regardless of their participation in fundraising efforts.
- All funds generated from district sponsored student fundraising efforts will be deposited in the student activity fund.
- All funds generated from non-district sponsored student fundraising efforts will be deposited into an agency fund designated by the board for such purpose.
- No school district employee or other individual affiliated with the district may deposit student fund raising funds into any other account.
- All funds received from student fundraising are the property of the district.

Advertising/Promotion:

- Any student fundraising activity which utilizes the district name, likeness and/or logo will be subject to board approval, and all other conditions of this policy and accompanying regulations.

STUDENT ACTIVITY PROGRAM

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime.

Students will have an opportunity to participate in a school activity unless the activity is not offered or the student cannot participate for disciplinary reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

Student activity events must be approved by the superintendent unless they involve unusual travel expense, in which case the board will take action. The events must not disrupt the education program or other school district operations.

A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with approval of the high school principal.

Such outside participation shall not conflict with the school sponsored athletic activity.

It is the responsibility of the superintendent to develop administrative regulations for each school activity. These regulations will include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, academic requirements, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Note: This is a mandatory policy. Boards must have a policy addressing the issue of non-school athletic participation.

Options for the 4th and 5th paragraphs are:

- Option 1 (prohibition) A high school student who participates in school sponsored athletics may not participate in a non-school sponsored sport during the same season.
- Option 2 (no limitations) A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season.
- Option 3 (limited to school year) A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season if outside of the regular school year.
- Option 4 (only with approval) A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with approval of the (superintendent, high school principal, athletic director).
- (Options 2-4) Such outside participation will not conflict with the school sponsored athletic activity.

Legal Reference: 20 U.S.C. §§ 1681-1683; 1685-1686 (2012).
34 C.F.R. Pt. 106.41 (2012).
Iowa Code §§ 216.9; 280.13-.14 (2013).
281 I.A.C. 12.6., 36.15(7).

Cross Reference: 501 Student Attendance
502 Student Rights and Responsibilities
503 Student Discipline
504 Student Activities
507 Student Health and Well-Being

Approved March 19, 2007 Reviewed November 11, 2015 Revised _____

RETIREMENT – CERTIFIED PERSONNEL

The East Buchanan Community School District Retirement Program as described in this document has been approved by the District Board of Education to be effective starting with the 2023-2024 fiscal year. As approved, it applies only to Certified Employees. This Retirement Program does not vest rights in any District employee whether or not the employee is currently eligible for the Program.

Purpose

The Board of Education of the East Buchanan Community School District has deemed it appropriate to provide a retirement incentive to certified employees of extended tenure who opt to retire from the District pursuant to the terms of this Retirement Program.

The purpose of this program is to provide the District's employees with the option and opportunity for retirement from their employment with the District. This Retirement Program is designed to show the District's appreciation for the services an employee has rendered to the District, to aid the employee in their transition from public service to retirement, and to save District funds through a reduction in staff and/or replacement savings.

EMPLOYEE REQUIREMENTS

A. Determining Eligibility - Employees must meet the following criteria to be eligible to participate in the retirement program:

1. in applying this provision, an employee will be at least the age of fifty-five (55) on or before June 30, 2024;
2. wish to retire voluntarily from service in the East Buchanan Community School District at the end of the current contract;
3. has been actively employed during the school year in which one requests retirement benefits;
4. has completed a minimum of Twelve (12) years continuous service to the East Buchanan Community School District and is currently employed at the time the voluntary retirement request is made. A leave of absence may interrupt continuous service without affecting the continuous years of service rule. Professional and military leave will qualify toward continuous service;
5. is not receiving payments from the district's long-term disability insurance program; and
6. has not been discharged for cause or notified that their contract is under consideration of termination or reduction.

B. Qualifying for Program - An eligible employee qualifies for this program upon completion of the following requirements:

1. submission of a written application by the employee to participate in this program by February 28th of the contract year, addressed to the Board Secretary.
2. submission of a written resignation to the Board of Education on the same day as the submission of the written application to participate in the program; and
3. the Board's acceptance of the written resignation. The resignation will not be binding unless the employee is eligible and appropriately qualifies under the program and the Board accepts the employee's written resignation. The Board's acceptance of the written resignation will be considered final action and shall mean that the employee's application is accepted and the employee's contract and employment duties will end on the last day of the current fiscal year.

In all cases, completion of the above requirements is realized by receipt or certification by the Board Secretary.

RETIREMENT – CERTIFIED PERSONNEL

PROGRAM CALCULATION

Each participating employee may receive two incentives as an early separation of a payment into a Health Reimbursement Arrangement as determined by the board. It will deposit as a non-elective employer contribution directly into the early retiree's account established by the district beginning in October 2024. Any benefit paid will be subject to deductions required by federal or state law. The amount is based on:

- 1) IPERS Rule and percentage of base salary at 1.0 FTE of the specific employee for the current school year
- 2) a payout based upon the five-year average of employee FTE (Max 1.0 FTE) and the five-year average of remaining sick days at the end of the school year.

Rule Payouts

Rule of <88 - 0% of the 1.0 FTE base salary + \$100 per remaining sick days based on calculations
Rule of 88 – 40% of the 1.0 FTE base salary + \$100 per remaining sick days based on calculations
Rule of 90 – 30% of the 1.0 FTE base salary + \$100 per remaining sick days based on calculations
Rule of 92 – 20% of the 1.0 FTE base salary + \$100 per remaining sick days based on calculations
Rule of 94 – 10% of the 1.0 FTE base salary + \$100 per remaining sick days based on calculations
Rule of 96+ - 0% of the 1.0 FTE base salary + \$100 per remaining sick days based on calculations

When any employee retires after Twelve (12) or more years of continuous employment with the East Buchanan Community School District and has accumulated sick leave up to a maximum of 120 days sick leave, a retirement stipend shall be paid based upon the following schedule.

The benefit amount for all employees will be determined in the same manner based upon the five-year average of employee FTE and the five-year average of remaining sick days at the end of each fiscal year:

1. The retirement applicant will be paid one hundred dollars (\$100.00) for each eligible sick day times their average FTE (maximum 1.0 FTE).
2. Each retirement applicant will have their FTE determined by averaging the FTE for the previous four (4) contract years and their FTE during the school year in which they request retirement.
3. Each retirement applicant will have their number of eligible sick days determined by averaging the remaining sick days on May 30th for the previous four (4) contract years and their remaining sick days on May 30th during the school year in which they request retirement.

HEALTH INSURANCE

The employee may elect to continue to participate in the District's health insurance plan until he or she reaches the age at which they become eligible to receive Medicare as long as they pay the monthly premiums and are permitted to continue coverage by the insurer. To continue health insurance coverage, the employee shall pay the monthly premium amount to the District's Business Office on a date mutually agreed upon prior to the date the District's premium payment is made to the insurance carrier.

Nothing herein shall limit the District's ability to change the terms of its existing health insurance plan. This plan in no way guarantees that an employee will be provided any certain level of benefits or premiums during the time of the employee's participation in the plan.

RETIREMENT – CERTIFIED PERSONNEL

EMPLOYEE RIGHTS

In the event this Retirement Program is altered or discontinued, persons who retired from employment with the District under its provisions will continue to receive the benefits in effect and authorized by the Board of Education at the time the employee's letter of resignation was accepted.

The adoption of this Retirement Program shall not vest any rights in any employee whether or not the employee is currently eligible for retirement. The Board of Education shall have the complete discretion to review, amend or repeal this policy at any time, when, in the judgment of the Board of Education, the district no longer realizes economic benefits from this policy or otherwise determines that the policy is not in the best interests of the district. Furthermore, the district shall not be obligated to provide any of the benefits to any employee after the date of such amendment or repeal, except to those employees whose retirement pursuant to this policy has commenced prior to the amendment or repeal.

STATUS OF PARTICIPANTS

An employee who elects to participate in the District's Retirement Program will become a retired employee and will be entitled to all rights and privileges of retired employees under applicable law and the policies of the East Buchanan Community School District Board of Education.

However, Early Separation Plan participants shall not be eligible to be rehired in any capacity with the East Buchanan Community School District; nor shall the East Buchanan Community School District be required to consider an application for employment from an Early Separation Plan participant; provided however, that, at the sole discretion of the Board of Directors, the District may employ Early Separation Plan participants as temporary substitute employees or as coaches and/or sponsors of extracurricular activities.

Each employee who elects to participate in the District's Early Separation Plan must specifically agree to hold the District harmless and indemnify it if the participant attempts to submit an application for employment or otherwise attempts to be reemployed with the District. The participant is not precluded in any way from accepting employment with an employer other than the District after fulfilling the terms of the employee's 2023-2024 contract with the District.

In the event the employee who elects to participate in the District's Retirement Program has previously signed a contract for the next school year, said contract will be null and void.

TAXABILITY OF RETIREMENT BENEFITS

Retirement benefits that are solely payment for health care benefits are generally considered to be not taxable income to the employee. Cash payments are generally considered taxable income to the employee. But when an employee has the option to choose between cash or a lump sum payment in addition to or in lieu of health care benefits, all of the benefits are likely to be treated as taxable income. So, retirees receiving health care benefits may have to pay income tax on the value of those benefits. However, the District is not providing tax advice, and the employee must consult the employee's own tax advisor for the actual taxability of retirement benefits.

POLICY CONTINUATION

The Board of Education shall review the Retirement Policy on an annual basis to assess the needs of the district regarding personnel considerations and budget issues prior to the December board meeting of each school year. A decision on whether to offer the Retirement – Certified Personnel Policy for the current school year shall be made at that time.

Date Adopted: December 13, 2000

Last Reviewed: July 12, 2023

CLASSIFIED EMPLOYEE RETIREMENT

Classified employees who will complete their current contract with the board may apply for retirement. No classified employee will be required to retire at a specific age.

Application for retirement will be considered made when the classified employee states in writing to the superintendent, no later than the date set by the board for the return of the employee's contract to the board, if applicable, the employee's intent to retire. The letter must state the employee's desire to retire and be witnessed by another party other than the principal or the superintendent.

Board action to approve a classified employee's application for retirement shall be final and such action constitutes termination of the employee's contract for the next school year.

Classified employees and their spouse and dependents who have group insurance coverage through the school district may be allowed to continue coverage in the school district's group health insurance program, at their own expense, by meeting requirements of the insurer.

Classified employees who retire under this policy may qualify for retirement benefits through the Iowa Public Employees Retirement System (IPERS).

A. Determining Eligibility:

Employees must meet the following criteria to be eligible to participate in the retirement program:

1. in applying this provision, an employee will be at least the age of fifty-five (55) on or before June 30, 2024;
2. wish to retire voluntarily from service in the East Buchanan Community School District;
3. has been actively employed during the school year in which one requests retirement benefits;
4. has completed a minimum of Twelve (12) years continuous service to the East Buchanan Community School District and is currently employed at the time the voluntary retirement request is made. A leave of absence may interrupt continuous service without affecting the continuous years of service rule. Professional and military leave will qualify toward continuous service;

When a classified employee* retires after Twelve (12) or more years of continuous employment with the East Buchanan Community School District and has accumulated sick leave up to a maximum of 120 days sick leave, a retirement stipend shall be paid based upon the following schedule. The retiring employee's retirement benefit check will be paid out on July 20th of the retiring year.

1. The retirement applicant will be paid one hundred dollars (\$100.00) for each eligible sick day times their average FTE (maximum 1.0 FTE).
2. Each retirement applicant will have their FTE determined by averaging the FTE for the previous four (4) contract years and their FTE during the school year in which they request retirement.
3. Each retirement applicant will have their number of eligible sick days determined by averaging the remaining sick days on May 30th for the previous four (4) contract years and their remaining sick days on May 30th during the school year in which they request retirement.

The early retirement program is not available to any employee who has received notification of possible contract termination or who has been discharged, with the Board of Education the final determiner of that status. Classified employees must submit a written application to the Superintendent of Schools at least sixty (60) days prior to their retirement date.

* An employee in a classified position must have been employed during the entire school year – from the first student day of school to the last student day of school between July 1st and June 30th to be credited with one year of employment.

CLASSIFIED EMPLOYEE RETIREMENT

1978 Op. Att'y Gen. 247
1974 Op. Att'y Gen. 11, 322.

Cross Reference: 412 Classified Employee Compensation and Benefits
 413 Classified Employee Termination of Employment

Approved: July 16, 2001

Reviewed: November 9, 2016; November 14, 2018; December 11, 2019; November 11, 2020; December 8, 2021;
December 14, 2022 (revised); July 12, 2023

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