

LEGAL STATUS OF THE SCHOOL DISTRICT

Iowa law authorizes the creation of a Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Iowa law. This school district is known as the East Buchanan Community School District.

This school corporation is located in Buchanan County, and its affairs are conducted by elected school officials, the East Buchanan Community School District Board of Directors. This school corporation has exclusive jurisdiction over school matters in the territory of the school district.

Legal Reference: Iowa Code §§ 274.1, .2, .6, .7; 279.8; 594A.

Cross Reference: 200 Legal Status of the Board of Directors

Approved: April 11, 2001

Reviewed: February 11, 2004; January 16, 2010; March 9, 2015; January 8, 2020; January 13, 2021

Board Policy East Buchanan Community School District

EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

As a school corporation of Iowa, the East Buchanan Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students. The board's ability may be limited by the school district's ability and willingness to furnish financial support in cooperation with student's parents and school district community. The board is also dedicated to providing the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The board endeavors, through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem solving skills that will assist the students' preparation for life is instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

Legal Reference: Iowa Code §§ 256.11, .11A

Cross Reference: 102 Equal Educational Opportunity
103 Long-Range Needs Assessment
209 Board of Directors' Management Procedures
600 Goals and Objectives of the Education Program
602 Curriculum Development

Approved: March 10, 2004

Reviewed: January 16, 2010; March 9, 2015

Revised: January 13, 2021

Board Policy East Buchanan Community School District

EQUAL EDUCATIONAL OPPORTUNITY

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

The East Buchanan Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, ~~gender identity~~ and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact:

~~Eric Dockstader, 414 Fifth Street N, Winthrop, Iowa 50682; edockstader@east-buc.k12.ia.us;~~
 Kory Kelchen, 414 5th St N, Winthrop, Iowa 50682; kkelchen@east-buc.k12.ia.us

Board policies, rules and regulations affect students 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.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, East Buchanan Community School District, Winthrop, Iowa 50682; or by telephoning 319-935-3367.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Legal Reference: 20 U.S.C. §§ 1221 *et seq.*; 20 U.S.C. §§ 1681 *et seq.*; 20 U.S.C. §§ 1701 *et seq.*
 29 U.S.C. §206 *et seq.*; 29 U.S.C. § 794; 42 U.S.C. §§ 2000d and 2000e.
 42 U.S.C. §§12101 *et seq.*; 34 C.F.R. Pt. 100; 34 C.F.R. Pt. 104
 Iowa Code §§ 216.6; 216.9; 256.11, 280.3; 281 I.A.C. 12.

Cross Reference: 101 Educational Philosophy of the School District
 401.1 Equal Employment Opportunity
 500 Objectives for Equal Educational Opportunities for Students
 506.1 Student Records

Approved: March 10, 2004
 Reviewed: January 16, 2010; March 9, 2015
 Revised: July 15, 2016; February 10, 2021

ANNUAL NOTICE OF NONDISCRIMINATION

The East Buchanan Community School offers career and technical programs in the following areas of study:

Family Consumer Science; Industrial Technology; Business Education, Agricultural Education

It is the policy of the East Buchanan Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact:

Eric Dockstader
Kory Kelchen
414 Fifth Street, North
Winthrop, Iowa 50682
(319) 935-3367

CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the East Buchanan Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, ~~gender identity~~ and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact:

~~Eric Dockstader~~

Kory Kelchen

414 Fifth Street, North

Winthrop, Iowa 50682

(319) 935-3367

edockstader@east-buc.k12.ia.us

NOTICE OF SECTION 504 STUDENT AND PARENTAL RIGHTS

The East Buchanan Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of East Buchanan Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact:

Dan Fox, Kory Kelchen, Superintendent of Schools, 414 5th St N, Winthrop IA 50682 319-935-3767

COMPLAINT FORM
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint:	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
Name of Complainant:	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
Date and place of alleged incident(s):	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
Names of any witnesses (if any):	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

WITNESS DISCLOSURE FORM

Name of Witness:	_____
Date of interview:	_____
Date of initial complaint:	_____
Name of Complainant (include whether the Complainant is a student or employee):	_____
Date and place of alleged incident(s):	_____ _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of incident witnessed: _____

Additional information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

DISPOSITION OF COMPLAINT FORM

Date:	_____
Date of initial complaint:	_____
Name of Complainant (include whether the Complainant is a student or employee):	_____
Date and place of alleged incident(s):	_____ _____
Name of Respondent (include whether the Respondent is a student or employee):	_____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Summary of Investigation: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

GRIEVANCE PROCEDURE

It is the policy of the East Buchanan Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs) sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact:

**Chad Lamker, 414 5th Street, North, Winthrop, IA 50682; clamker@east-buc.k12.ia.us
Kory Kelchen, 4114 5th Street North, Winthrop, IA 50682; kkelchen@east-buc.k12.ia.us**

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent.

Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

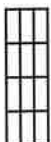
Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

***NOTE:** A school district may have a different coordinator for each law or consolidate the responsibilities under one employee. The Iowa Department of Education encourages districts to have no more than two (2) coordinators: one for employment and one for programs. If the district has more than one coordinator, publications of this policy and notifications must include the name, contact address, contact phone number and email address for each coordinator.*

***NOTE:** The sample grievance procedures include an appeal process that ends with the superintendent. If the board chooses to have a different practice that involves the board in these grievance procedures, the procedures should be updated to reflect this practice.*

***NOTE:** The Office for Civil Rights requires that the procedures must designate reasonably prompt time frames for the major stages of the complaint process. The number listed in the italic brackets for each stage includes suggested time frames based on guidance from both the United States Office for Civil Rights and the Iowa Department of Education. Districts should ensure that the time frames selected are reasonable for the individual district.*

***NOTE:** Some conduct that falls under a school's equal educational opportunity policy also may trigger responsibilities under the state's anti-bullying/anti-harassment laws. By limiting the response to a specific application of its equal educational opportunity policy and the accompanying grievance procedures, a school may fail to properly consider whether the alleged conduct also results in bullying and/or harassment.*



103 - LONG-RANGE NEEDS ASSESSMENT

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectation of students and determine how well students are meeting student learning goals. The board will conduct ongoing and in-depth needs assessment, soliciting information from business, labor, industry, higher education and community members, regarding their expectations for adequate student preparation.

In conjunction with the in-depth needs assessment of the school district, the board will authorize the appointment of a committee, representing administrators, employees, parents, students and community members, to make recommendations and assist the board in determining the priorities of the school district in addition to the basic skills areas of the education program.

The district will provide opportunities for local feedback on an ongoing basis. Opportunities include: parent advisory committees; district task forces; district and building-level committees; and the District Advisory Committee.

It is the responsibility of the superintendent to ensure the school district community is informed of students' progress on state and locally determined indicators. The superintendent will report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the board will determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community and Iowa Department of Education.

The school district's long range needs assessment process includes these items:

- provisions for collecting, analyzing and reporting information derived from local, state and national sources;
- provisions for reviewing information acquired on the following:
 - state indicators and other locally determined indicators,
 - locally established student learning goals,
 - specific data collection required by state and federal programs;
- provisions for collecting and analyzing assessment data on the following:
 - state indicators,
 - locally determined indicators,
 - locally established student learning goals

103 - LONG-RANGE NEEDS ASSESSMENT

Legal Reference: Iowa Code §§ 21; 256.7; 280.12
281 I.A.C. 12.8(1)(b).

Cross Reference: 101 Educational Philosophy of the School District
200 Legal Status of the Board of Directors
208 Committees of the Board of Directors
603.1 Basic Instruction Program
801.1 Buildings and Sites Long Range Planning
801.2 Buildings and Sites Surveys

Approved: March 10, 2004

Reviewed: January 16, 2010; March 9, 2015; January 13, 2021; September 11, 2024

LONG-RANGE NEEDS ASSESSMENT

The school district's long range needs assessment process includes these items:

- provisions for collecting, analyzing and reporting information derived from local, state and national sources;
- provisions for reviewing information acquired on the following:
 - state indicators and other locally determined indicators,
 - locally established student learning goals,
 - specific data collection required by state and federal programs;
- provisions for collecting and analyzing assessment data on the following:
 - state indicators,
 - locally determined indicators,
 - locally established student learning goals.

ANTI-BULLYING/ANTI-HARASSMENT POLICY

The East Buchanan Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

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

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which that creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the individual in reasonable fear of harm to the individual's person or property.
 2. Has a substantial detrimental effect on the individual's physical or mental health.

ANTI-BULLYING/ANTI-HARASSMENT POLICY

3. Has the effect of substantially interfering the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.

~~"Trait or characteristic of the individual" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.~~

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

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,

Legal References: 20 U.S.C. §§ 1221-1234i.
 29 U.S.C. § 794.
 42 U.S.C. §§ 2000d-2000d-7.
 42 U.S.C. §§ 12001 *et. seq.*
 Iowa Code §§ 216.9; 280.28; 280.3
 281 I.A.C. 12.3(6).
Morse v. Frederick, 551 U.S. 393 (2007)

Cross References: 102 Equal Educational Opportunity
 401.1 Equal Employment Opportunity
 401.13 Staff Technology Use/Social Networking
 402.3 Abuse of Students by School District Employees
 404 Employee Conduct and Appearance
 604.11 Appropriate Use of Online Learning Platforms
 605.6 Internet – Appropriate Use

Approved: February 18, 2008

Reviewed: June 15, 2016; January 16, 2010; March 9, 2015; January 13, 2021; August 9, 2023

COMPLAINT FORM
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint:	<hr/>
Name of Complainant:	<hr/>
Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):	<hr/> <hr/>
Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?	<hr/>
Date and place of alleged incident(s):	<hr/> <hr/>
Names of any witnesses (if any):	<hr/>

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

WITNESS DISCLOSURE FORM

Name of Witness:	_____
Date of interview:	_____
Date of initial complaint:	_____
Name of Complainant (include whether the Complainant is a student or employee):	_____
Date and place of alleged incident(s):	_____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Description of incident witnessed:

Additional information:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

DISPOSITION OF COMPLAINT FORM

Date:	_____
Date of initial complaint:	_____
Name of Complainant (include whether the Complainant is a student or employee):	_____
Date and place of alleged incident(s):	_____
Name of Respondent (include whether the Respondent is a student or employee):	_____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Summary of Investigation: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES**Filing a Complaint**

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available on the district's website and in each school office. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or the superintendent's (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint ("Respondent")
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal.

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Additional suggestions for administrative procedures regarding this policy include:

- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school

volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in

violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Approved: July 15, 2016

Reviewed: January 13, 2021; August 9, 2023

East Buchanan CSD Board Policy

ASSISTANCE ANIMALS

It is the policy of East Buchanan CSD to foster an equal education environment for all students, employees and community members within the district. The purpose of this policy is to provide guidance to the district on the proper use of assistance animals while on district property. The district shall allow the use of qualified service to accompany individuals with disabilities in all areas of district buildings where the public is normally allowed to go. This can include classrooms, cafeteria and school buses. Individuals with disabilities are people who have a physical or mental impairment that substantially limits one or more major life activities. Service animals are dogs and in some instances miniature horses trained to do work or perform tasks for individuals with disabilities.

Service animals must be current on all required vaccinations. Service animals also must be under control while on district grounds. The animal may be under control by either the individual with a disability, or a handler of the service. Under control means harnessed, leashed or tethered, unless these devices interfere with the animal's work, in which case under voice or other directive control.

Miniature Horses as Service Animals

Miniature horses shall be allowed as service animals within the district whenever it is reasonable to allow them. Factors to consider when determining reasonableness include: whether the miniature horse is house broken; whether the miniature horse is under the owner's control; whether the facility can accommodate the miniature horse's type, size and weight; and whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

Establishing the Need for a Service Animal

When no prior notice is given to the district of the use of a service animal, the Superintendent and/or school administrators are permitted to ask the following questions:

"Do you need/require this animal because of a disability?"

If the animal's trained tasks are not readily apparent, the administrator may ask:

"What work or task has the animal been trained to perform?"

Service Animals in training

Assuming the handler and animal are otherwise allowed, individuals who train service animals will also be allowed access with their service animal in training to public areas of district buildings and property. The service animal in training is expected to abide by the same requirements as a service or assistive animal.

Exclusion of Service Animals

In certain limited circumstances, it may be reasonable to exclude the use of a service animal from district property. The Superintendent is permitted to exclude service animals from district buildings and property in the following circumstances: The presence of the animal poses a direct threat to the health and safety of others; the owner or handler is unable to control the animal; the animal is not house broken; the presence of the animal significantly disrupts or interferes with the educational process; or the presence of the animal would require a fundamental alteration to the program. If a service animal is properly excluded from district property, the district shall provide the student served by the animal the opportunity to participate in the program, service or activity without having the service animal on district property.

Emotional Support Animals and Therapy Animals

Emotional support animals are medically prescribed to provide therapeutic benefit through dedicated companionship. Emotional support animals' sole function is to provide emotional support or comfort. Therapy animals are involved in an animal-assisted therapy program involving animals as a form of treatment.

Emotional support animals and therapy animals do not meet the definition of service animals. However, the district recognizes their value in our community. The superintendent shall evaluate the use of emotional support animals and therapy animals on a case-by-case basis. District employees may use therapy animals in the course of their regular duties only after receiving permission from the superintendent.

Student use of Emotional Support Animals and Therapy Animals

Factors the superintendent should consider in making the determination include but are not limited to:

- a. Whether the animal is housebroken
- b. Whether the animal has a current vaccination certificate
- c. Whether the animal has been recommended through an individual education plan (IEP) or a 504 plan as necessary for the student to receive free access to public education
- d. Whether the facility can accommodate the animal's type size and weight, and
- e. Whether the animal's presence will not compromise legitimate safety requirements necessary for safe operation of the facility

Employee use of Therapy Animals as part of Education Environment

Before permission to use therapy animals is granted, staff members must provide:

1. Proof that the animal is certified to be a therapy animal;
2. An explanation of how the animal will be used, including research supporting the use of therapy animals;
3. A plan for how the staff member will provide for the care and control of the animal;
4. A plan for how the staff member will accommodate students with allergies to the animal; and
5. A current vaccination certificate for the animal.

Legal References: 29 U.S.C. §794
 42 U.S.C. §12132
 28 C.F.R. 35
 Iowa Code §216C

Cross References: 606.3 Animals in the Classroom

Approved: February 9, 2022

Policy 106: Title IX - Discrimination and Harassment Based on Sex Prohibited

In accordance with Title IX of the Education Amendments Act of 1972, the Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the Superintendent to adopt procedures for any individual to report sexual harassment to the District's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title Coordinator, ~~Eric Deekstader~~ Kory Kelchen.

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believes they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

Approved: September 11, 2024

PRESIDENT

It is the responsibility of the board president to lead a well-organized board in an efficient and effective manner. The board president will set the tone of the board meetings and, as the representative of the consensus of the board, speak on behalf of the board to the public.

The president of the board is elected by a majority vote at the organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years, to serve a one-year term of office.

The president, in addition to presiding at the board meetings, will take an active role in board decisions by discussing and voting on each motion before the board in the same manner as other board members. Before making or seconding a motion, the board president will turn over control of the meeting to either the vice-president or other board member.

The board president has the authority to call special meetings of the board. Prior to board meetings, the board president will consult with the superintendent on the development of the agenda for the meeting.

The board president, as the chief officer of the school district, will sign employment contracts and sign other contracts and school district warrants approved by the board and appear on behalf of the school corporation in causes of action involving the school district.

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

Cross Reference: 200.1 Organization of the Board of Directors
202.2 Oath of Office
206.2 Vice-President

Approved: May 12, 2004

Reviewed: May 11, 2015; February 12, 2020

Revised: June 2010

VICE-PRESIDENT

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

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

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

Legal Reference: Iowa Code § 279.5

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

Approved: May 12, 2004
Reviewed: February 10, 2010; May 11, 2015
Revised: June 2010; February 12, 2020

SECRETARY

A board secretary may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter. It is the responsibility of the board to evaluate the board secretary annually.

It is the responsibility of the board secretary, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the board; to keep complete minutes of special and regular board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and collect data on truant students. The board secretary will also be responsible for filing the required reports with the Iowa Department of Education.

It shall be the responsibility of the board secretary with the help of the treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. It shall also be the responsibility of the board secretary with the help of the treasurer to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.

In the event the board secretary is unable to fulfill the responsibilities set out by the board and the law, the Superintendent of Schools will assume those duties until the board secretary is able to resume the responsibility or a new board secretary is appointed. The board secretary will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§ 64; 279.3, .5, .7, .32, .33, .35; 291.2-.4, .6-.8, .10-.11; 299.10, (2013).
281 I.A.C. 12.3(1).

Cross Reference: 202.2 Oath of Office
206.4 Treasurer
210.1 Annual Meeting
215 Board of Directors' Records
501.10 Truancy - Unexcused Absences
707.1 Secretary's Reports
708 Care, Maintenance and Disposal of School District Records

Approved: May 12, 2004

Reviewed: May 11, 2015; February 12, 2020

Revised:

TREASURER

It is the responsibility of the board to appoint a treasurer. The board may appoint a treasurer from its employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the treasurer will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter.

It is the responsibility of the treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. It will also be the responsibility of the treasurer to work with the secretary to coordinate the financial records and the financial reports.

If the treasurer is unable or unwilling to carry out the duties required, it is the responsibility of the board secretary to carry out the duties of the treasurer.

The treasurer will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§ 12B.10; 12C; 279.3, .31-.33; 291.2-.4, .8, .11,.14 .
281 I.A.C. 12.3(1).
1978 Op. Att'y Gen. 328.

Cross Reference: 202.2 Oath of Office
206.3 Secretary
210.1 Annual Meeting
215 Board of Directors' Records
704.3 Investments
707 Fiscal Reports

Approved: May 12, 2004
Reviewed: May 11, 2015
Revised: February 12, 2020

BOARD OF DIRECTORS' LEGAL COUNSEL

It is the responsibility of the board to employ legal counsel to assist the board and the administration in carrying out their duties with respect to the numerous legal issues confronting the school district. The board may appoint legal counsel at its annual meeting.

The superintendent and board secretary will have the authority to contact the board's legal counsel on behalf of the board when the superintendent or board secretary believe it is necessary for the management of the school district. The board president may contact and seek advice from the school board's legal counsel. The board's legal counsel will attend both regular and special school board meetings upon the request of the board or the superintendent. Board members may contact legal counsel upon approval of a majority of the board. It is the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the school district unless the board has authorized the board member to consult an attorney on the matter.

It is the responsibility of the superintendent to keep the board informed of matters for which legal counsel was consulted, particularly if the legal services will involve unusual expense for the school district.

Legal Reference: Bishop v. Iowa State Board of Public Instruction, 395 N.W.2d 888 (Iowa 1986).
Iowa Code § 279.37
(2013).

Cross Reference: 200
of Directors

Legal Status of the Board

Approved: May 12, 2004
Reviewed: May 11, 2015; February 12, 2020
Revised:

AD HOC COMMITTEES

Whenever the board deems it necessary, the board may appoint a committee composed of citizens, employees or students to assist the board. Committees formed by the board are ad hoc committees.

An ad hoc committee may be formed by board resolution which will outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other than that specifically stated in the board resolution. The committee will automatically dissolve upon the delivery of its final recommendation to the board or upon completion of the duties outlined in the board resolution. The board will receive the report of the committee for consideration. The board retains the authority to make a final decision on the issue. The committee may be subject to the open meetings law.

The method for selection of committee members will be stated in the board resolution. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community and will consider the various viewpoints on the issue. The board may designate a board member and the superintendent to serve on an ad hoc committee. The committee will select its own chairperson, unless the board designates otherwise.

NOTE: Most, if not all, board committees are subject to the open meetings law just as the board is. The only difference between the two bodies is that committees are not required to publish their minutes. That is only a requirement specifically for school boards, not a requirement of the open meetings law.

Legal Reference: Iowa Code §§ 21; 279.8; 280.12(2) (2013).
281 I.A.C. 12.3(3), .3(8); .5(8).
O.A.G., Nov. 18, 1993

Cross Reference: 103 Long-Range Needs Assessment
211 Open Meetings
212 Closed Sessions
215 Board of Directors' Records
605.1 Instructional Materials Selection
900 Principles and Objectives for Community Relations

Approved: June 9, 2004
Reviewed: May 11, 2015; February 12, 2020
Revised:

AD HOC COMMITTEES EXHIBIT

Ad Hoc Committee Purpose and Function

The specific purpose of each ad hoc committee varies. Generally, the primary function of an ad hoc committee is to give specific advice and suggestions. The advice and suggestions should focus on the purpose and duties stated in the board resolution establishing the committee. It is the board's role to take action based on information received from the ad hoc committee and other sources. Ad hoc committees may be subject to the open meetings law.

Role of an Ad Hoc Committee Member

The primary role of an ad hoc committee member is to be a productive, positive member of the committee. In doing so, it is important to listen to and respect the opinions of others. When the ad hoc committee makes a recommendation to the board, it is important for the ad hoc committee members to support the majority decision of the ad hoc committee. An ad hoc committee will function best when its members work within the committee framework and bring items of business to the ad hoc committee.

Ad Hoc Committee Membership

Ad hoc committee members may be appointed by the board. The board may request input from individuals or organizations, or it may seek volunteers to serve. Only the board or superintendent has the authority to appoint members to an ad hoc committee. Boards must follow the legal limitations or requirements regarding the membership of an ad hoc committee.

DISTRICT ADVISORY COMMITTEE

The Board of Education of the East Buchanan Community School District supports the formation of an umbrella advisory committee that meets the following state and federal codes. Iowa Code - 279.50, 280.12, 280.18 281.12.3(3), 258. Senate File - 2094, 223(11). Public Law - 10-297.

This ongoing district advisory committee makes recommendations to the Board of Education relating to - determining educational needs, developing goals, reviewing the comprehensive school improvement plan, implementing plans and goals, complying with state and federal regulations, evaluating progress of physical plant and equipment levy, instructional support levy, and/or other issues brought before the committee or requested by the Board of Education.

This district advisory committee will meet approximately four times a school year and will consist of students, parents, patrons, and employees from the East Buchanan Community School District. Members will serve one year, with the option of volunteering for a second term. ~~The following organizations, groups or individuals will formulate this committee:~~

~~A. President or Representative of the following school organizations or district wide groups:~~

- ~~1. PTO~~
- ~~2. Music Auxiliary~~
- ~~3. Buccaneer Booster Club~~
- ~~4. Drug Abuse Resistance Education (DARE)~~
- ~~5. Student Council - 2-4 from grades 9-12~~
- ~~6. East Buchanan Education Association - one from each of the following: K-2, 3-5, Middle School, High School, Buildings & Grounds, Food Service, Clerical, and Transportation~~
- ~~7. School Administration~~
- ~~8. Clergy~~
- ~~9. Health Care Provider~~
- ~~10. Senior Citizens (60 years or older)~~
- ~~11. Minority (Non-Caucasian)~~
- ~~12. Disabled~~
- ~~13. Buccaneer Foundation~~
- ~~14. Dollars For Scholars~~
- ~~15. Individual Board Member appointed representative selected from board members elected jurisdiction:~~

~~B. President or Representative of the following organizations based out of the Community of Aurora:~~

- ~~1. City Government~~
- ~~2. American Legion/Auxiliary~~
- ~~3. Community Club~~
- ~~4. Action Planners~~
- ~~5. Public Library~~
- ~~6. Garden Club~~
- ~~7. Historical Society~~

~~C. President or Representative of the following organizations based out of the Community of Quasqueton:~~

- ~~1. City Government~~
- ~~2. American Legion/Auxiliary~~

3. Historical Society

Code No. 208.2

Page 2 of 2

DISTRICT ADVISORY COMMITTEE

4. Garden Club

5. Community Club

D. President or Representative of the following organizations based out of the Community of Winthrop

1. City Government

2. American Legion/Auxiliary

3. Public Library

4. Community & Commercial Club

5. Winthrop Development Corporation

Legal Reference: Iowa Code §§ 279.50, 280.12, 280.18, 281.12.3(3), 258.
Senate File 2094, 223(11).
Public Law 10-297

Cross Reference: 208 Ad Hoc Committees
208.1E1 Ad Hoc Committees Exhibit

Approved June 9, 2004 Reviewed May 11, 2015 Revised _____

DEVELOPMENT OF POLICY

The board has jurisdiction to legislate policy for the school district with the force and effect of law. Board policy provides the general direction as to what the board wishes to accomplish and why it wishes to accomplish it while allowing the superintendent to implement board policy.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, employees and students in the school district community. The policy statements are the basis for the formulation of regulations by the administration. The board will determine the effectiveness of the policy statements by evaluating periodic reports from the administration.

Policy statements may be proposed by a board member, administrator, employee, student or member of the school district community. Proposed policy statements or ideas will be submitted to the superintendent's office for possible placement on the board agenda. It is the responsibility of the superintendent to bring these proposals to the attention of the board.

Legal Reference: Iowa Code §§ 274.1-.2; 279.8 (2013).
281 I.A.C. 12.3(2).
1970 Op. Att'y Gen. 287.

Cross Reference: 101 Educational Philosophy of the School District
200.2 Powers of the Board of Directors
200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

Approved: June 9, 2004
Reviewed: May 11, 2015; January 8, 2020
Revised: _____

ADOPTION OF POLICY

The board will give notice of adoption of new policies by placing the item on the agenda of two regular board meetings. This notice procedure will be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy will be included in the minutes. The board will have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy will be approved by a simple majority vote of the board at the next regular meeting after the meeting allowing public discussion. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the board. The emergency policy will expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Legal Reference: Iowa Code § 279.8 (2013).
281 I.A.C. 12.3(2).
1970 Op. Att'y Gen. 287.

Cross Reference: 200.2 Powers of the Board of Directors
200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

Approved June 9, 2004
Reviewed May 11, 2015
Revised January 8, 2020

DISSEMINATION OF POLICY

The board policy manual is available electronically. Persons unable to access the policy manual electronically should contact the board secretary for assistance.

Copies of changes in board policy will also be included in or attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

Legal Reference: Iowa Code §§ 277.31; 279.8 (2013).
281 I.A.C. 12.3(2).

Cross Reference: 200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

Approved June 9, 2004
Reviewed May 11, 2015
Revised January 8, 2020

SUSPENSION OF POLICY

Generally, the board will follow board policy and enforce it equitably. The board, and only the board, may, in extreme emergencies of a very unique nature, suspend policy. It is within the discretion of the board to determine when an extreme emergency of a very unique nature exists. Reasons for suspension of board policy will be documented in board minutes.

Legal Reference: Iowa Code § 279.8 (2013).
281 I.A.C. 12.3(2).

Cross Reference: 200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

Approved June 9, 2004
Reviewed May 11, 2015; January 8, 2020
Revised _____

ADMINISTRATION IN THE ABSENCE OF POLICY

When there is no board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances surrounding the situation keeping in mind the educational philosophy and financial condition of the school district.

It is the responsibility of the superintendent to inform the board of the situation and the action taken and to document the action taken. If needed, the superintendent will draft a proposed policy for the board to consider.

Legal Reference: Iowa Code § 279.8 (2013).
281 I.A.C. 12.3(2).

Cross Reference: 200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures
302.4 Superintendent Duties
304 Policy Implementation

Approved June 9, 2004
Reviewed May 11, 2015; January 8, 2020
Revised _____

REVIEW AND REVISION OF POLICY

The board shall, at least once every five years, review board policy. Once the policy has been reviewed, even if no changes were made, a notation of the date of review is made on the face of the policy statement.

The board will review one-fifth of the policy manual annually according to the following subject areas:

- Board of Directors (Series 200)
- Administration, Employees (Series 300 and 400)
- School District, Education Program (Series 100 and 600)
- Students (Series 500)
- Noninstructional Operations and Business Services, Buildings and Sites, School District-Community Relations (Series 700, 800 and 900)

It is the responsibility of the superintendent to keep the board informed as to legal changes at both the federal and state levels. The superintendent will also be responsible for bringing proposed policy statement revisions to the board's attention.

If a policy is revised because of a legal change over which the board has no control or a change which is minor, the policy may be approved at one meeting at the discretion of the board.

Legal Reference: Iowa Code § 279.8 (2013).
281 I.A.C. 12.3(2).

Cross Reference: 200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

Approved June 9, 2004
Reviewed May 11, 2015; January 8, 2020
Revised _____

REVIEW OF ADMINISTRATIVE REGULATIONS

Board policy sets the direction for the administration of the education program and school district operations. Some policies require administrative regulations for implementation.

It is the responsibility of the superintendent to develop administrative regulations to implement the board policies. The regulations, including handbooks, will be approved by the board prior to their use in the school district.

The administrative regulations will be available no later than the first regular board meeting after the adoption of the board policy unless the board directs otherwise.

Legal Reference: Iowa Code §§ 279.8, .20 (2013).

Cross Reference: 200.3 Responsibilities of the Board of Directors
209 Board of Directors' Management Procedures

Approved June 9, 2004
Reviewed May 11, 2015; January 8, 2020
Revised _____

ANNUAL MEETING

Each year after August 31 and prior to the organizational meeting of the board in odd-numbered years, the board will hold its annual meeting.

At the annual meeting, the board will examine the financial books and settle the secretary's and treasurer's statements for the fiscal year ending the preceding June 30. As part of the annual reports, the treasurer will present affidavits from depository banks. The board may also appoint the board's legal counsel at the annual meeting.

Legal Reference: Iowa Code §§ 279.1, .3, .33.

Cross Reference: 206.3

Funds

Secretary	
206.4	Treasurer
701.1	Depository of
707	Fiscal Reports

Approved: June 9, 2004
Reviewed: July 13, 2015; January 8, 2020
Revised: June 10, 2010

REGULAR MEETING

The regular meeting time and date will be set by the board at the organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years.

The regular meetings of the board will be held on the second Wednesday of each month. Meetings will begin promptly at 5:00 p.m. The board will adhere to this meeting date and time unless the board requires additional meetings or, due to circumstances beyond the board's control, the meeting cannot be held on the regular meeting date, and the meeting will be re-scheduled in accordance with law and policy. Public notice of the meetings will be given.

Legal Reference: Iowa Code §§ 21.3, .4; 279.1

Cross Reference: 200.1 Organization of the Board of Directors
210 Board of Directors' Meetings

Approved: June 9, 2004

Reviewed: November 15, 2017; March 11, 2020

Revised:

Board Policies – East Buchanan Community School

SPECIAL MEETING

It may be necessary for the board to conduct a special meeting in addition to the regularly scheduled board meeting. Special meetings may be called by the president of the board or by the board secretary at the request of a majority of the board. Should a special meeting be called, public notice will be given.

If the special meeting called is an emergency meeting and the board cannot give public notice in its usual manner, the board will give public notice of the meeting as soon as practical and possible in light of the situation. Emergency meetings will only be held when an issue cannot wait twenty-four hours necessary for a special meeting. The reason for the emergency meeting and why notice in its usual manner could not be given will be stated in the minutes.

Only the purpose or issue for which the special meeting was called may be discussed and decided in the special meeting. The board will strictly adhere to the agenda for the special meeting and action on other issues will be reserved for the next regular or special board meeting.

Legal Reference: Iowa Code §§ 21.3, .4; 279.2
1980 Op. Att'y Gen. 148.

Cross Reference: 200.1 Organization of the Board of Directors
210 Board of Directors' Meetings

Approved: June 9, 2004
Reviewed: July 13, 2015; March 11, 2020
Revised:

WORK SESSIONS

The board, as a decision making body, is confronted with a continuing flow of problems, issues and needs which require action. While the board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, the board may schedule work sessions and retreats in order to provide its members and the administration with such opportunities. The board has the authority to hire an outside facilitator to assist them in work sessions.

Topics for discussion and study will be announced publicly, and work sessions and retreats will be conducted in open session. No board action will take place at the work session.

Legal Reference: Iowa Code §§ 21; 279.8
1982 Op. Att'y Gen. 162.
1980 Op. Att'y Gen. 167.
1976 Op. Att'y Gen. 384, 514, 765.
1972 Op. Att'y Gen. 158.
1970 Op. Att'y Gen. 287.

Cross Reference: 210 Board of Directors' Meetings
211 Open Meetings

Approved: June 9, 2004
Reviewed: July 13, 2015; March 11, 2020
Revised:

MEETING NOTICE

Public notice will be given for meetings and work sessions held by the board. Public notice will indicate the time, place, date and tentative agenda of board meetings. The public notice will be posted on the bulletin board or another prominent place clearly designated for posting agendas in the central administration office at least two days before it is scheduled, but, at the minimum, twenty-four hours' notice needs to be given.

A copy of the public notice will be provided to those who have filed a request for notice with the secretary. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice will be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting will be given as soon as practical and possible in light of the situation. The media and others who have requested notice will be notified of the emergency meeting. Attendance at a special meeting or emergency meeting by the media or board members will constitute a waiver of notice.

It is the responsibility of the board secretary to give public notice of board meetings and work sessions.

Legal Reference: *Dobrovolny v. Reinhardt*, 173 N.W.2d 837 (Iowa 1970).
Iowa Code §§ 21.2-.4; 279.1, .2.
1952 Op. Att'y Gen. 133.

Cross Reference: 210 Board of Directors' Meetings
210.8 Board of Directors' Meeting Agenda

Approved: June 9, 2004
Reviewed: July 13, 2015
Revised: January 8, 2020

QUORUM

Action by the board regarding the affairs of the school district may be taken only when a quorum, a majority of the board members, is in attendance at the board meeting. While in person participation is encouraged, board members may attend meetings either in person or electronically provided each member can hear and be heard in real time by all members present and the public.

While board members are encouraged to attend board meetings, 3 members will constitute a quorum and are a sufficient number to transact business of the school corporation. The adjournment of a meeting may be executed without a quorum.

An affirmative vote of a majority of the votes cast is sufficient to pass a motion or take action unless law or board policy requires a vote of a greater number.

It is the responsibility of each board member to attend board meetings.

Legal Reference: Iowa Code §§ 21.5(1); 279.4.

Cross Reference: 210 Board of Directors' Meetings

Approved: July 14, 2004

Reviewed: July 13, 2015

Revised: January 8, 2020

RULES OF ORDER

An orderly board meeting allows the board members to participate in the discussion and decision process on an issue confronting the school district. Rules of order for board meetings allow school district business and the relative information concerning the business to be brought to the attention of the board. They also allow the board to discuss, act upon and make a clear record of school district business in a regular, ordered, reasonable and consistent manner.

The board will follow Robert's Rule of Order, Revised, latest edition as modified by this policy and subsequent rule.

The purpose of modified rules adopted by the board are:

- To establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
- To organize the meetings so all necessary matters can be brought to the board and decisions of the board can be made in an orderly and reasonable manner;
- To ensure members of the board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to ensure adequate discussion of decisions to be made; and,
- To ensure meetings and actions of the board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

It is the responsibility of each board member to follow the rules of order stated in this policy at each meeting, and it is the responsibility of the presiding officer to conduct the board meeting within these rules.

Legal Reference: Iowa Code §§ 21.2, .7; 279.8

Cross Reference: 210 Board of Directors' Meetings
210.8 Board Meeting Agenda

Approved: July 14, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised:

RULES OF ORDER REGULATION

The following rules of procedure have been adopted by the board at the annual or organizational meeting:

1. Board members need not rise to gain the recognition of the board president.
2. All motions will be made as a positive action.
3. A motion will be adopted or carried if it receives an affirmative vote from more than half of the votes cast. Only "yes" and "no" votes are counted in this calculation. It should be noted that some motions require larger numbers of affirmative votes, such as to move into a closed session.
4. All motions shall receive a second, prior to opening the issue for discussion of the board. If a motion does not receive a second, the board president may declare the motion dead for lack of a second.
5. The board president may decide the order in which board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions.
6. The board president shall rule on all motions that come before the board.
7. The board president may rule on points of order brought before the board.
8. The board president shall have complete authority to recognize a member of the audience regarding a request to participate in the board meeting. Members of the public who wish to participate shall follow board policy.
9. The board president has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting.
10. The board president has the same authority and responsibility as each board member to vote on all issues.

Approved: May 12, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised: June 2010

BOARD MEETING AGENDA

The tentative agenda for each board meeting will state the topics for discussion and action at the board meeting. The agenda is part of the public notice of the board meeting and will be posted and distributed.

Persons requesting to place an item on the agenda must make a request to the superintendent prior to the drafting of the tentative agenda. The person making the request must state the person's name, address, purpose of the presentation, action desired and pertinent background information. Requests from the public may be added to the tentative agenda at the discretion of the superintendent after consultation with the board president. Requests received after the deadline may only be added to the agenda for good cause.

The tentative agenda and supporting documents will be sent to the board members 5 days prior to the scheduled board meeting. These documents are the private property of the board member. Persons wishing to view the tentative agenda and supporting documents may do so at the central administration office.

The board will take action only on the items listed on the tentative agenda posted with the public notice. Items added to the agenda may be discussed or taken under advisement by the board. If an added item is acted upon, the minutes of the board meeting will state the reason justifying the immediate action.

It is the responsibility of the board president and superintendent to develop the agenda for each board meeting. Any board member may place an item on the next regular agenda with the consent of a majority of the board. Board members wishing to do so should provide notice to the superintendent and board president 5 days prior to the scheduled meeting.

Legal Reference:	Iowa Code §§ 21; 279.8
Cross Reference:	210 Board of Directors' Meetings
	211 Open Meetings
	213 Public Participation in Board Meetings
	215 Board of Directors' Records
	402.5 Public Complaints About Employees
	502.4 Student Complaints and Grievances

Approved: July 14, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised: February 9, 2022

CONSENT AGENDAS

Very often the board must consider agenda items which are noncontroversial or similar in content. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school buildings and grounds, open enrollment requests or approval of various schedules.

In order for a more efficient administration of board meetings, the board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

The superintendent in consultation with the board president and board secretary shall place items on the consent agenda. By using a consent agenda, the board has consented to the consideration of certain items as a group under one resolution. Items may be removed from the consent agenda at the request of a board member.

Nothing in this policy is to be construed as an attempt to avoid full compliance with laws dealing with open meetings or public notice of the agenda and meeting.

Legal Reference: Iowa Code §§ 21; 279.8

Cross Reference: 210 Board of Directors' Meetings

Approved: February 10, 2010

Reviewed: July 13, 2015; March 11, 2020

Revised:

OPEN MEETINGS

A gathering of a majority of board members either in person or electronically in which deliberation of an issue within scope of the board's policy-making duties takes place is a board meeting. A gathering for the purpose of social or ministerial action will not constitute a board meeting when there is no discussion of policy or intent to avoid the purpose of the open meetings law. Meetings of the board will be conducted in an open meeting unless a closed session is authorized by law or the meeting is exempt from the open meetings law.

Legal Reference: Iowa Code §§ 21, 279.1-.2.
1982 Op. Att'y Gen. 162.
1980 Op. Att'y Gen. 167.

Cross Reference: 208 Ad Hoc Committees
210
Meetings 210.8
212

Board of Directors'

Board Meeting Agenda
Closed Sessions

Approved: July 14, 2004
Reviewed: July 13, 2015
Revised: January 8, 2020

CLOSED SESSIONS

Generally, board meetings will be open meetings, unless a closed session is provided for by law.

Closed sessions take place as part of an open meeting. The board may enter into a closed session for any reason permitted by law.

The item for discussion in the closed session will be listed as part of the tentative agenda on the public notice with the full text of the *Iowa Code* citation reference stated on the agenda. The motion for a closed session, stating the purpose for the closed session, will be made and seconded during the open meeting. A minimum of two-thirds of the board, or all of the board members present, if any are absent, must vote in favor of the motion on a roll call vote. Closed sessions will be recorded and have detailed minutes kept by the board secretary. No voting will take place in the closed session. Final action on matters discussed in the closed session will be taken in an open meeting.

The minutes and the recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The recordings and the written minutes will be kept for one year from the date of the meeting. Real estate related minutes and recordings will be made public after the real estate transaction is completed.

The detailed minutes and recording will be sealed and will not be public records open to public inspection. The minutes and recording will only be available to board members or opened upon court or administrative order in an action to enforce the requirements of the open meetings law. The board has complete discretion as to whom may be present at a closed session, but generally closed sessions will be limited to the board, a recording secretary and the superintendent if indicated. The board has discretion to nominate the board secretary or any board member to serve as recording secretary for the closed session.

Legal Reference: Iowa Code §§ 21; 22.7; 279.24.

Cross Reference: 208 Ad Hoc Committees
211 Open Meetings
212.1 Exempt Meetings

Approved: July 14, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised: January 11, 2012; February 9, 2022

CLOSED SESSIONS

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The item for discussion in the closed session will be listed as part of the tentative agenda on the public notice with the full text of the *Iowa Code* citation reference stated on the agenda. The motion for a closed session, stating the purpose for the closed session, will be made and seconded during the open meeting. A minimum of two-thirds of the board, or all of the board members present, if any are absent, must vote in favor of the motion on a roll call vote. Closed sessions will be recorded and have detailed minutes kept by the board secretary. No voting will take place in the closed session. Final action on matters discussed in the closed session will be taken in an open meeting.

The minutes and the recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The recordings and the written minutes will be kept for one year from the date of the meeting. Real estate related minutes and recordings will be made public after the real estate transaction is completed.

The detailed minutes and recording will be sealed and will not be public records open to public inspection. The minutes and recording will only be available to board members or opened upon court or administrative order in an action to enforce the requirements of the open meetings law. The board has complete discretion as to whom may be present at a closed session, but generally closed sessions will be limited to the board, a recording secretary and the superintendent if indicated. The board has discretion to nominate the board secretary or any board member to serve as recording secretary for the closed session.

Legal Reference: Iowa Code §§ 21; 22.7; 279.24.

Cross Reference: 208 Ad Hoc Committees
211 Open Meetings
212.1 Exempt Meetings

Approved: July 14, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised: January 11, 2012; February 9, 2022

EXEMPT MEETINGS

Board meetings at which a quorum is not present, or gatherings of the board for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the purposes of the open meetings law, are exempt from the open meetings law requirements. Since gatherings of this type are exempt from the open meetings requirements, they can be held without public notice, be separate from an open meeting, be held without recording the gathering or taking minutes, and be held without a vote or motion. The board may also hold an exempt session for the following reasons, or as may be otherwise authorized by law:

1. Negotiating sessions, strategy meetings of public employers or employee organizations, mediation and the deliberative process of arbitration;
2. to discuss strategy in matters relating to employment conditions of employees not covered by the collective bargaining law;
3. to conduct a private hearing relating to the recommended termination of a teacher's contract. The private hearing however, in the teacher's contract termination will be recorded verbatim by a court reporter; and
4. to conduct a private hearing relating to the termination of a probationary administrator's contract or to review the proposed decision of the administrative law judge regarding the termination of an administrator's contract.

Legal Reference: Iowa Code §§ 20.17; 21; 22.7; 279.15, .16.

Cross Reference: 208 Ad Hoc Committees
211 Open Meetings
212 Closed Sessions

Approved: February 9, 2022

PUBLIC PARTICIPATION IN BOARD MEETINGS

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board will set aside a specific time for public comment.

Public Comment During Board Meetings

Citizens wishing to address the board during public comment must notify the board secretary prior to the board meeting. The board president will recognize these individuals to make their comments at the appropriate time during public comment. Citizens wishing to present petitions to the board may also do so at this time. The board however, will only receive the petitions and not act upon them or their contents.

The board has the discretion to limit the amount of time set aside for public participation. Normally, speakers will be limited to 3 minutes with a total allotted time for public participation of 12 minutes. However, the board president may modify this time limit, if deemed appropriate or necessary. Public comment is a time set aside for community input, but the board will not discuss or take any action on any matter during public comment.

Public comment shall be limited to regular board meetings and will not be routinely held during special board meetings.

Petitions to Place a Topic on the Agenda

Individuals who wish for an item to be placed on the board agenda may submit a valid petition to the board. For a petition to be valid, it must be signed by at least 500 eligible electors of the district, or ten percent of the individuals who voted in the last school election, whichever number is lower.

Upon receiving a valid petition to the board to place a proposal on the next board agenda for public hearing, the board will place the proposal identified in the petition on the agenda of the next regular meeting, or a special meeting held within 30 days of receipt of the petition. The board will provide a sign-up sheet for all individuals who wish to speak on the proposal, and individuals will be called to speak in order of sign-up. The sign-up sheet will require each individual to list their legal name and mailing address. Each speaker will be limited to an amount of time established by the board president that is reasonable and necessary based on the number of speakers signed up. The same time limit will apply to all speakers on the proposal. Each individual will be limited to one opportunity to speak. The board maintains absolute discretion on whether or not to discuss or act on the public comments made on the proposal. If a petition is related to curriculum, the district maintains discretion to determine whether to stop teaching that curriculum until the board holds the public hearing to discuss the curriculum.

The board has a significant interest in maintaining the decorum of its meetings, and it is expected that members of the public and the board will address each other with civility. The orderly process of the board meeting will not be interfered with or disrupted by public comment. Only individuals recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting. Defamatory comments may be subject to legal action.

Legal Reference: Iowa Code §§ 21; 22; 279.8, 279.8B

Cross Reference:	205	Board Member Liability
	210.8	Board Meeting Agenda
	213.1	Public Complaints
	214	Public Hearings
	401.4	Employee Complaints
	502.4	Student Complaints and Grievances
	605.3	Objection to Instructional and Library Materials

Approved July 14, 2004

Reviewed July 13, 2015; June 12, 2019; August 9, 2023

PUBLIC COMPLAINTS

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action however, the following should be completed:

- (a) Matters should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal.
- (c) Unsettled matters from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only consider whether to address complaints if they are in writing, signed, and the complainant has complied with this policy. The board is not obligated to address a complaint and may defer to the decision of the superintendent. If the board elects not to address a complaint, the decision of the superintendent shall be final. If the board does elect to address a complaint, its decision shall be final.

Legal Reference: Iowa Code § 279.8

Cross Reference: 210.8 Board Meeting Agenda
213 Public Participation in Board Meetings
307 Communication Channels

Approved: June 12, 2019

Reviewed _____

Revised _____

GENERAL COMPLAINTS BY CITIZENS
POLICY GRIEVANCE FORM

Name and Position of Complainant: _____

Date: _____

Policy(ies) in Question:

Evidence of Policy Misappropriation (witnesses, written documentation, taped evidence, etc.):

Other Important Information:

I attest that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Approved July 14, 2004 Reviewed _____ Revised _____

Board Policy East Buchanan Community Schools

PUBLIC HEARINGS

Public hearings may be held on school district matters at the discretion of the board. Public notice of a public hearing will be in the same manner as for a board meeting except that the notice will be given at least ten days before the hearing is to be held unless it is impossible or impractical to do so, or the law requires otherwise.

At public hearings, citizens of the district who register at the door will be allowed to speak on the issue for which the public hearing is being held. Others may be allowed to speak at the board's discretion. Speakers are asked to keep their remarks as brief as possible. Prior to the beginning of the hearing, speakers and spectators will be apprised of the rules of order to be followed regarding time limitations, questions, remarks and rebuttals. In no event will a speaker be allowed to take the time of another speaker.

The board will conduct public hearings in an orderly fashion. At the beginning of the hearing, statements, background materials and public hearing rules and procedures will be presented by the board president. The board president will recognize the speakers. A board member may ask questions of the speakers after receiving permission from the board president. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the board or the proceedings will be asked to leave.

Legal Reference: Iowa Code §§ Ch. 21; 26.12; Ch. 24; 279.8, .10; 297.22

Cross Reference: 210 Board of Directors' Meetings
213 Public Participation in Board Meetings
601.1 School Calendar
703.1 Budget Planning

Approved: July 14, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised:

BOARD OF DIRECTORS' RECORDS

The board will keep and maintain permanent records of the board including, but not limited to, records of the minutes of board meetings and other required records of the board.

It is the responsibility of the board secretary to keep the minutes of the board meetings. The minutes of each board meeting will include, at a minimum, the following items: a record of the date, time, place, members present, action taken and the vote of each member, and the schedule of bills allowed will be attached. This information will be available within two weeks of the board meeting and forwarded to the newspaper designated as the official newspaper for publication. The information does not need to be published within two weeks. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next board meeting will be available for inspection at the central administration office after the board secretary transcribes the notes into typewritten material which has been proofread for errors and retyped.

Legal Reference: Iowa Code §§ 21; 22; 279.8, .35, .36; 291.6, .7; 618.3, 281 I.A.C. 12.3(1).

1982 Op. Att'y Gen.

215.

1974 Op. Att'y Gen.

403.

1952 Op. Att'y Gen.

133.

Cross Reference: 206.3

Secretary
206.4 Treasurer
208 Ad Hoc

Committees

210.8 Board Meeting

Agenda

708 Care,

Maintenance and Disposal of School District Records

901 Public

Examination of School District Records

Approved: July 14, 2004

Reviewed: July 13, 2015; January 8, 2020

Revised:

BOARD MEETING MINUTES

Since the official minutes of the board are the only legal record, it is important that they be recorded with extreme care and completeness. The board secretary will follow the following guidelines in writing board minutes:

With respect to content, the minutes should show the following:

1. The place, date, and time of each meeting.
2. The type of meeting--regular, special, emergency, work session.
3. Members present and members absent, by name.
4. The call to order and adjournment.
5. The departure of members by name before adjournment.
6. The late arrival of members, by name.
7. The time and place of the next meeting.
8. Approval, or amendment and approval, of the minutes of the preceding meeting.
9. Complete information as to each subject of the board's deliberation and the action taken.
10. The maker and seconder of the motion, what action was taken, and the vote on the motion detailed enough to attribute a vote to each member present.
11. Complete text of all board resolutions, numbered consecutively for each fiscal year.
12. A record of all contracts entered into, with the contract documents kept in a separate file.
13. A record of all change orders on construction contracts.
14. All employment changes, including resignations or terminations.
15. A record, by number, of the bills of account approved by the board for payment.
16. A record of all calls for bids, bids received, and action taken thereon.
17. Approval of all transfers of funds from one budgetary fund to another.
18. Important documents forming a part of a motion should be made a part of the minutes by exhibit and placed in the minute book along with the minutes.
19. Board policy and administrative guides should be made a part of the minutes by exhibit.
20. Adoption of textbooks and establishment of bus routes by the board for the school year as well as the school calendar should become a part of the minutes.

BOARD MEETING MINUTES

21. Approval or disapproval of open enrollment requests with justification for disapproval or approval after the deadline.
22. A record of all delegations appearing before the board and a record of all petitions.
23. At the annual meeting each year the record should indicate that the books of the treasurer and secretary and the Certified Annual Report have been examined and approved subject to audit.
24. The election or appointment of board officers.
25. The appointment of auditors to examine the books.

At the annual or organizational meeting in odd numbered years, the minutes should reflect the following:

26. Appointment of a temporary chairperson if not specified in policy.
27. Oath of office administered to newly elected board members.
28. Nominations taken for the office of president and vice-president.
29. Election of the president and vice-president, the votes and the oath of office administered to the president and vice-president.
30. The resolution to pay bills when the board is not in session.
31. A resolution to automatically disburse payroll along with a roster of all employees under contract.
32. A resolution naming depositories along with the maximum deposit for each depository.
33. Resolution authorizing the use of a check protector and signer and the proper control of the signer.
34. Motion designating a member or a committee to examine the bills of account for a designated period of time on a rotation basis if desired for the balance of the school year.

ASSOCIATION MEMBERSHIP

Participation in board member associations are beneficial to the board. The board will maintain an active membership in the Iowa Association of School Boards and in organizations the board determines will be of benefit to the board and the school district.

Legal Reference: Iowa Code § 279.38

Cross Reference: 216.2 Board of Directors' Member Development and Training

Approved: July 14, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised:

BOARD OF DIRECTORS' MEMBER DEVELOPMENT AND TRAINING

High achieving school boards work as a team to create high expectations for all students. Board learning is foundational to creating this solid governance structure focused on student learning for school boards. The board may participate in conferences sponsored by educational associations and agencies in addition to its own in-service programs and work sessions.

The board will work closely with the Iowa Association of School Boards and encourage the board members to participate in qualifying learning opportunities to achieve the Annual Board Award.

Legal Reference: Iowa Code §§ 279.8, .38.

Cross Reference: 216.1 Association Membership

Approved July 14, 2004

Last Reviewed: December 13, 2023

BOARD OF DIRECTORS' MEMBER COMPENSATION AND EXPENSES

As an elected public official, the board member is a public servant who serves without compensation. Board members will be reimbursed for actual and necessary expenses incurred in the performance of their official duties.

Prior to reimbursement of actual and necessary expenses, the board member must submit a detailed receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a detailed receipt will make the expense nonreimbursable. Personal expenses will be reimbursed by the board member to the school district no later than ten working days following the date of the expense. In exceptional circumstances, the board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the school district's record of the claim.

It is the responsibility of the board secretary to compile the expenses of board members and bring them to the board for audit and approval in the same manner as other claims of the school district. It is the responsibility of the board to determine through the audit and approval process of the board whether the expenses incurred by a board member are actual and necessary expenses incurred in the performance of their official duties.

Legal Reference: Iowa Code §§ 68B; 277.27; 279.7A, .8, .32

Cross Reference: 203 Board of Directors' Conflict of Interest
401.7 Employee Travel Compensation
401.10 Credit Cards

Approved: July 14, 2004

Reviewed: July 13, 2015; March 11, 2020

Revised:

GIFTS TO BOARD OF DIRECTORS

Board members may receive a gift on behalf of the school district. Board members will not, either directly or indirectly, solicit, accept or receive a gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A "restricted donor" is defined as a person or other entity which:

- Is seeking to be or is a party to any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the board member's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:

- Contributions to a candidate or a candidate's committee;
- Information material relevant to a board member's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the board recipient;
- Items received from a charitable, professional, educational or business organization to which the board member belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;
- Actual expenses of a board member for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;
- Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;

GIFTS TO BOARD OF DIRECTORS

- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts which are given to a public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by a board member's employer or the firm in which the board member is a member for the cost of attending a meeting of a subunit of an agency when the board member whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the board member is not entitled to receive compensation or reimbursement of expenses from the school district;
- Gifts other than food, beverages, travel and lodging received by a board member which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the board member; or
- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, a board member as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of a board member for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;
- A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the department of general services; or
- A payment made to a board member for services rendered as part of a private business, trade or profession in which the board member is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as a board member but, rather, because of some special expertise or other qualification.

It is the responsibility of each board member to know when it is appropriate to accept or reject gifts or honorariums.

Legal References: Iowa Code ch. 68B (2013).
1972 Op. Att'y Gen. 276.
1970 Op. Att'y Gen. 319.

Cross References: 203 Board of Directors' Conflict of Interest
402.4 Gifts to Employees
704.4 Gifts - Grants – Bequests

Approved: July 14, 2009
Reviewed: July 13, 2015; March 11, 2020
Revised:



AgVantage FS, a division of GROWMARK, Inc.
1600 8th St. SW, PO Box 828, Waverly, IA 50677
Phone: (800) 346-0058, Website: agvantagefs.com

August 2025

Account #65280

EAST BUCHANAN SCHOOL
414 5TH ST N PO BOX D
WINTHROP, IA 50682-0604

AgVantage FS values our customers and strives to offer quality services that make your life easier. Lock in your propane needs today at a fixed price.

Benefits of a Firm Price Contract

- Fixed price for contracted propane gallons
- Placed on a scheduled delivery route; your salesman will watch your tank
- Still take advantage of our summer-fill rates as the contract runs from September 1st thru March 31st
- You choose the option of a 100% Prepay or a Down-Payment.

AgVantage FS has estimated your usage for the upcoming season based on your last two years of heating usage. If you feel the estimated gallons are not adequate, please call your local salesman or our corporate office and we can help you make the necessary changes. The enclosed contract is only for your heating needs, if you have grain dryer propane needs, I will be contacting you at a later date. AgVantage FS does require that your account be current as well in order to accept your contract.

Because the propane market is volatile and prices are subject to change, be sure to mail your completed contract back before the void date listed. There are only 3 things you need complete before returning:

- Choose Option #1 for 100% Prepay or Option #2 for Down-Payment
- Enclose payment for the option you chose
- Sign and date the contract

Enclosed, please find a heating contract for you to return along with a contract marked "copy" for you to keep for your records.

Thank you for the opportunity to be your propane supplier; we look forward to taking care of your heating needs. Please contact me at 641-330-5198.

Sincerely,
Clinton Hill



AgVantage FS, a division of GROWMARK, Inc.
1600 8th St. SW, PO Box 828, Waverly, IA 50677
Phone: (800) 346-0058, Website: agvantagefs.com

Propane Heating Firm Price Contract

Date: August 04, 2025

Contract Number: A25-0806

Buyer:

EAST BUCHANAN SCHOOL
414 5TH ST N PO BOX D

WINTHROP, IA 50682-0604

Previous LP Usage:

23-24 Season 1745 gallons
24-25 Season 2465 gallons

Customer Number: 65280

Customer Phone Number: _____

Customer E-mail Address: _____

CONTRACT OFFER IS VOID IF NOT SIGNED AND POST MARKED BY: August 20, 2025.

Buyer agrees to purchase **3500** gallons of **Propane** for delivery from
AgVantage FS (Seller) from **September 1, 2025 through March 31, 2026.**

Summer fill gallons are not included in this contract.

Gallons For Use as: Home Heat - Livestock - 3500 Commercial

Buyer Chooses (check one): ☐ Option #1 – 100 % Prepay ☐ Option #2 – Down-Payment

Option #1 – 100% Prepay

Price per gallon = \$1.44
Gallons x price = \$5,040.00
Tax = \$0.00
Total Prepayment = \$5,040.00

Check # Received: _____
Check Amount: _____

OR

Option #2 – Down-Payment

Price per gallon = \$1.47
Down-Payment per gallon = \$0.10
Billing price per gallon = \$1.37
Gallons x amount down = \$350.00
Tax = \$0.00
Total Down-Payment = \$350.00

Check # Received: _____
Check Amount: _____
Invoice No. _____

** Down payment is part of the price, not in addition to the price.
* Down payments are non-refundable.*

Terms and Conditions (please see reverse side of contract for additional terms):

1. Buyer agrees to be on a delivery route as long as account remains in good standing.
2. All product(s) under this contract shall be delivered to Buyer's storage only for Buyer's account.
3. Seller's posted product price at time of delivery will not change the price of this contract.
4. The final price invoiced to Buyer will be subject to all applicable taxes (Iowa's home-heat tax is 1%).
5. Account must be kept current or this contract may be voided at Seller's discretion.

Seller: AgVantage FS

Buyer: _____

Clinton Hill

Customer Signature

Company Use Only

Heating LP Item #070013

Received By: _____

Date Received: _____

Booking Entered By: _____

Date Entered: _____

BUSINESS RADIO LICENSING

Website: businessradiolicensing.com

Renewals and Modifications

30251 Golden Lantern, Suite E #501, Laguna Niguel, CA 92677-5993

Phone: (949) 348-8510 (800) 783-9006 Fax: (949) 348-8514 E-Mail: info@businessradiolicensing.com

"FCC license renewal application"

Dear FCC License Contact;

We have reviewed FCC records and it shows that you or your company were granted an FCC license under call sign **WNCY739** and now is scheduled to expire **20250910**. Your license was granted ten years ago and must be updated if you plan to continue operations of your communications system. If you do not update, (**renew/modify**) your existing FCC license it will expire along with your authorization to operate your communications system.

Business Radio Licensing has been filing new licenses, modifications and renewal applications with the FCC for over **40 years** and we can help you file your renewal or renewal/modification for you. You have two choices today when renewing your FCC license. You either file the application with the FCC yourself or you use a company like ours to file the application for you.

To submit a renewal application request electronically see back of this page to get forms & invoice emailed directly to you or follow instructions below.

- To mail in Renewal request review license information contained below; Show any changes directly on form since last licensed
- MUST** provide valid contact information (contact person, telephone number & fax number/email) so that appropriate documentation is forwarded correctly.
- Enclose a processing fee of \$125.00** made payable to: **Business Radio Licensing**. - Must include this information sheet with payment. Credit card request form enclosed is an optional form of payment.
***Additional FCC fees apply to non-governmental entities (as noted on back page) and will be billed once renewal request has been initiated*.**

Additional fees will become necessary if the emissions on your license are not narrowband compliant. We will forward to you FCC form 601 for signature as well as bill you for any FCC filing fees should they apply to your license. Please see back page for current FCC fees depending on your frequency and radio service. Time is of the essence and all forms and fees must be received in our office 90 days prior to the expiration date to avoid additional late waiver fees or even termination of call sign.

Should you have any questions concerning your license you can call our office between the hours of 8:30AM and 3:30PM Pacific Time Monday through Friday **toll free at (800) 783-9006 or you can visit our website at businessradiolicensing.com**

Business Radio Licensing

Not Affiliated with US Government Agencies

Partial License Information Sheet

Callsign: WNCY739	Radio Service: IG	Issue/Expiration Date: 20150810/20250910
Transmitter Location: 441 5TH ST N		
City: WINTHROP	St: IA	County: BUCHANAN
Latitude: 422827	Longitude: 0914358	
Ground Elevation: 0.0	Antenna Height: 0.0	Structure Height: 0.0
Control Point Address: 4114 54th St North		
Station Class: MO	Number of Units: 18	Type of Applicant: G
Telephone: 3199353367	Contact: Radio Manager	Frequency: 152.42
**Required Information		
**Contact:		**E-Mail:

|||||
EAST BUCHANAN COMMUNITY SCHOOL DIST
ATTN: FCC LICENSE CONTACT
4114 54TH ST NORTH
WINTHROP IA 50682

ULS License

Industrial/Business Pool, Conventional License - WNCY739 - EAST BUCHANAN COMMUNITY SCHOOL DIST

Call Sign	WNCY739	Radio Service	IG - Industrial/Business Pool, Conventional
Status	Active	Auth Type	Regular
Dates			
Grant	08/10/2015	Expiration	09/10/2025
Effective	08/10/2015	Cancellation	
Control Points			
1	441 5TH ST N, BUCHANAN, WINTHROPE, IA P: (319)935-3367		

Licensee

FRN	0011935061	Type	Governmental Entity
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Licensee

EAST BUCHANAN COMMUNITY SCHOOL DIST 4114 54TH ST NORTH WINTHROP, IA 50682 ATTN RADIO MANAGER	P:(319)935-3367
---	-----------------

Contact

CARA ENTERPRISES INC DOUG THOMPSON P.O. Box 400124 LAS VEGAS, NV 89140-0124	P:(702)838-9728 F:(702)363-4607 E:doug@caraenterprises.com
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Land Mobile Data

Extended Implementation (Slow Growth)	Assoc.Call Signs
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Eligibility

90.35a - APPLICANT IS A SCHOOL DISTRICT

Ownership and Qualifications

Radio Service Type	Mobile		
Regulatory Status	Private Comm	Interconnected	No

Alien Ownership

The Applicant answered "No" to each of the Alien Ownership questions.

Basic Qualifications

The Applicant answered "No" to each of the Basic Qualification questions.

Demographics

Race

*Make
sure gets
renewed*

CONTRACT FOR TRANSFER OF STATE FUNDING

This Contract for the Transfer of State AEA Special Education Funding ("Contract") is entered into as of the Effective Date by and between the **East Buchanan CSD** ("School District") and **Central Rivers AEA** ("AEA"), collectively referred to as "Parties."

1. Purpose The purpose of this Contract is to establish an automatic process for the transfer of ninety percent (90%) of the state funds allocated to the School District for AEA special education support services under Iowa Code Section 257.10(7) to the AEA in compliance with House File 2612.

2. Effective Date and Term This Contract shall become effective on **July 1, 2025**, and shall remain in effect until modified or terminated by mutual agreement of the Parties or as required by law.

3. Payment Terms

- a. The School District agrees to transfer ninety percent (90%) of the state funds received for AEA special education support services to the AEA.
- b. The transfer of funds shall occur automatically in **ten (10) monthly payments**, consistent with the state aid payment schedule of the Department of Management.
- c. Payments shall be made no later than **five (5) business days** following the receipt of state aid funds by the School District.

4. Method of Payment

- a. The School District shall set up an ACH payment arrangement to ensure timely transfers.
- b. The AEA shall provide the necessary banking information to facilitate the ACH payments.

5. Compliance with Federal and State Requirements

- a. This Contract does not define the specific special education and support services to be provided by the AEA, as such services are governed by federal and state statutory obligations to provide Free and Appropriate Public Education (FAPE).
- b. The School District and AEA shall comply with all applicable federal and state laws, including IDEA requirements.

6. Reporting and Recordkeeping

- a. The School District shall maintain accurate records of all payments made under this Contract.
- b. The AEA shall acknowledge receipt of funds and provide any necessary reporting as required by state or federal authorities.

7. Amendments and Modifications Any amendments or modifications to this Contract must be made in writing and signed by both Parties.

8. Governing Law This Contract shall be governed by and construed in accordance with the laws of the State of Iowa.

9. Signatures IN WITNESS WHEREOF, the Parties have executed this Contract as of the Effective Date.

East Buchanan CSD

By: _____
Name: _____
Title: _____
Date: _____

Central Rivers AEA

By: Dr. Debra Rich
Name: Dr. Debra Rich
Title: President, Central Rivers AEA
Date: 5-7-25

Mexico Trip Info & Requests

We are hoping to take a Mexico Trip for Spanish next summer (2026) to continue on the 3 year cycle of offering trips to EB students who will have at least completed Spanish level 2 successfully. This is an opportunity for students not offered by many schools & is a chance to do & see things that they would not otherwise have if they were not on a student-centered trip.

By taking trips every 3 years all students have 1 chance in their 4 years at EB to go. I require students who travel to have completed at least 2 years successfully for better language knowledge & for students to be a bit older when we go. This is both for safety reasons & because we are taking them out of the country (which can be a culture shock at first for some students).

I have attached the customized itinerary (per student feedback on wants/needs from trips prior) & the cost/payment breakdown which includes all airfare, private bus transportation, 2 meals a day, hotels, & entrance into all museums, events, etc. listed. The only additional fees will be travel insurance (optional & listed in attachments), passport fees, luggage fees, 1 additional meal each day (or just snacks if they prefer), & personal souvenirs.

Interact Travel is the same company I have used for all of our EB Mexico trips prior & they were founded by a Spanish teacher to focus on student travel only. They know the areas we travel well, use guides & drivers who are locals, & strive to offer a safe, high-quality trip with maximum educational value while still keeping it fun & interesting overall for students. They pride themselves on up front pricing, honesty, reliability, & small company attention. They have a no drug/alcohol policy which helps keep students accountable without the school itself having to try to create/enforce one instead. They truly work for the teachers & students & are not focused on profit & volume.

I had given info to students last spring as a POSSIBLE (& board approval pending) trip to get students considering travel. If approved, I will propose it to eligible students when school starts & hope to have a parent meeting for info in mid September.

We ideally need at least 12 students interested I to make a trip possible, but if numbers are close to it we will still try to make it work. At minimum, other than myself, I would like to take George Aberle as a male chaperone. He has gone in the past so he is familiar with the trip & is a former school board member.

We have used an EB school bus (& fuel costs have been provided by the school as well) in past trips to be able to keep costs lower & not have to add on fees for a charter bus (which costs as much to take us to & from EB to Chicago O'Hare as a full Mexico trip fee). We have considered

taking multiple vans/private vehicles to get us there, but then it is more of a risk of an issue with everyone getting there at the same time, car issues, etc. It is best to keep the group together.

George Aberle has been given employee status & has met all bus driver requirements & renewals (which are attached) to be able to drive the bus for us without additional costs for a driver. As O'Hare will not allow bus parking, we have found churches off site near the airport to let us park the bus so it is supervised & safe while we are gone. George drops students off at the airport, takes the bus to the church, & gets an Uber back to the airport & we do the same in reverse when we get back.

We do not plan to do major fundraising & have not done it in advance of the trip in previous years as plans change for students. So if they fundraise & change their mind, their money is no longer useful to them. Also, due to fundraising laws, with moneys split equally & most fundraisers giving back about 40%, we have never had students earn more than \$75 to \$100 total from all fundraisers. So the time & work & effort to find a time to fundraise when others are not, & to not sell things others have sold, is difficult. We do hope to do a few concession stand fundraisers to help with overall group costs if needed. Due to taking a bus, I try to have the fundraisers pay for snorkeling for each student as a trade off & to make sure all can go with no cost worries for students.

We hope to leave sometime the first week of June in 2026 (early/midweek) & it would then have us back the 2nd week of June. June gets us there ahead of the rainy season, gives students most of the summer to work & vacation without interruption, has baseball & softball in early season before key play begins, does not interfere with other sport camps, & does not take us out of school so no academic time is lost (& no sub is needed for me).

So what I am asking for after ALL of this info ;)...

- **Could we please be allowed to offer & take a Mexico Trip in June of 2026?**
- **Could we please use a school bus to take students to & from O'Hare to cut down on trip fees?**
- **Could you please cover fuel costs for the bus?** (Usually we fill prior to leaving & have at most 2 fill ups total between the trips to & from O'Hare.)
- **Could George Aberle please be allowed to drive the bus?** (He is certified & already has employee status to do so.)
- **Can we please use a school credit card for the fuel costs?** (if it's approved from above)
- **Can I please be allowed to use cash vs. a credit card for our costs during the trip?** (Provided I sign a form to do so & provide receipts for all costs incurred.) *This is to avoid*

issues with cards not being accepted, card fees out of the US being higher, currency conversion issues, & to avoid risk of cards/info being stolen.



DAY ONE - Mexico City

You come to see the sights of this modern world capital and discover the heart and soul of the ancient Aztec empire. Practicalities walk: Zocalo, Diego Rivera murals, Cathedral, Aztec ruins. Conclude with a visit to La Ideal, the "Disney" of cake decorating.

DAY TWO - Museums & Markets

Panoramic sightseeing includes Bellas Artes, Alameda Park, Reforma Boulevard, Angel of Independence, and a drive through Las Lomas, an exclusive upper-class neighborhood. Tour Chapultepec Castle. Then, stroll through the park and past the lakes on your way to the Museum of Anthropology. Later, bargain with the vendors in the popular Ciudadela Craft Market or the legendary San Juan.

DAY THREE - Teotihuacan/Merida ✈

Today's touring includes the Plaza of Three Cultures, Shrine of Guadalupe, and Teotihuacan. Explore this mammoth site before having lunch where you'll witness a maguey and onyx demonstration. Later, fly to Merida. Transfer to your hotel.

DAY FOUR – Uxmal & Cacao *interACTION*

Merida panoramic city sightseeing tour of major landmarks and monuments on your drive to the magnificent Maya temples of Uxmal, designated a UNESCO World Heritage Site. Nearby is the new and fascinating Choco-Story Uxmal, located in a botanical garden. Explore this hands-on museum: taste a natural cacao beverage, witness the live crafting of hand-made ceramics, experience a Maya cacao ceremony, and spend time with the animals at the fauna refuge of the Environmental Management Unit for Wildlife Conservation.

DAY FIVE –

Morning: Merida Caminata & Compras

Afternoon: SOMOS humanitarian & Cooking *interActions*

Guided walking tour of Merida's Centro Historico to the Plaza Grande. Enjoy bargaining for souvenirs in the artisan market.

Continue with your cooking *interACTION*, where you will learn to prepare and enjoy samples of Yucatecan specialties.

Later today, participate in our exclusive SOMOS humanitarian total experience. You'll receive a list of the most needed items and visit a local 'super', where you'll have an opportunity to purchase those supplies (budget \$15 each). Complete your SOMOS experience as you interact with the children while painting, gardening, etc.

DAY SIX- Chichen & Cenotes/Isla Mujeres 🚤

Your first stop is Chichen Itza, recently named as one of the New Seven Wonders of the World. Following your exploration in the coolness of the jungle morning, swim in a cenote, a pristine subterranean lake. Continue to Puerto Juarez for your rapid boat transfer to Isla Mujeres: idyllic beaches, quaint shops, affordable restaurants, and friendly natives.

DAY SEVEN & EIGHT - ¡Viva Isla!

Relax in your hotel pool, browse the souvenir markets, or arrange an optional activity (not included) such as a snorkeling tour.

DAY NINE – Return to United States

✈	MIDWEEK DEPARTURES 9 days/8 nights	
🧳	NIGHTS Mexico City Merida Hotel Isla Mujeres	2 3 3
🍴	MEALS Daily breakfast Day 2-Day 8, Daily lunch OR dinner Day 1-Day 8. Breakfast is included Day 9 if flights permit.	



STUDENT TRAVEL PROTECTION



TRAVEL INSURED INTERNATIONAL
A CRUM & FORSTER COMPANY

TRAVEL PROTECTION PLAN FOR STUDENT GROUPS

SCHEDULE OF INSURANCE BENEFITS AND OTHER NON-INSURANCE SERVICES

Benefit	Maximum Benefit Amount
Trip Cancellation** ¹	Up to 100 % of Trip Cost*
Trip Interruption**** ¹	Up to 150% of Trip Cost*
Trip Delay – 6 hours	Up to \$2,500 (\$250 per day)
Missed Trip Connection – 3 hours	Up to \$500
Single Supplement	Included
Baggage and Personal Effects	Up to \$1,000 (\$250 per article)
Baggage Delay – 24 hours	Up to \$300
Medical Evacuation & Repatriation of Remains	Up to \$250,000
Accident & Sickness Medical Expense	Up to \$50,000
Political or Security Evacuation and Natural Disaster Evacuation	Up to \$150,000
Optional Cancel for Any Reason (CFAR)****	Up to 75% of Trip Cost*

Non-Insurance Worldwide Emergency Assistance Services

Included

*Up to the lesser of the Trip Cost paid or the limit of coverage on Your confirmation of coverage

**Trip Cancellation is not applicable when \$0 Trip Cost displayed on Your confirmation of coverage

***\$500 Return air ticket cost only if \$0 Trip Cost displayed for Trip Cancellation on Your confirmation of coverage

****CFAR is optional and available provided: 1. You purchase the Cancel for Any Reason Benefit within the Time Sensitive Period; and 2. You cancel Your Trip no later than 48 hours prior to the Scheduled Departure Date of Your Trip. This Cancel for Any Reason Benefit does not cover penalties associated with any Travel Arrangements not provided by Retail Travel Supplier or the failure of Retail Travel Supplier to provide the bargained for Travel Arrangements due to cessation of operations for any reason. This benefit is not available to residents of NY State. Additional costs and terms apply.

¹ Trip Cancellation and Trip Interruption coverage only applies if trip is cancelled/interrupted by a covered peril.

PER PERSON RATES

Cost of Trip	Rates	With CFAR*	Cost of Trip	Rates	With CFAR*
\$0	\$10.00	N/A	\$5,001-\$5,500	\$230.00	\$345.00
\$1-\$250	\$26.00	\$39.00	\$5,501-\$6,000	\$252.00	\$378.00
\$251-\$500	\$32.00	\$48.00	\$6,001-\$6,500	\$273.00	\$409.50
\$501-\$1,000	\$46.00	\$69.00	\$6,501-\$7,000	\$293.00	\$439.50
\$1,001-\$1,500	\$63.00	\$94.50	\$7,001-\$8,000	\$337.00	\$505.50
\$1,501-\$2,000	\$83.00	\$124.50	\$8,001-\$9,000	\$382.00	\$573.00
\$2,001-\$2,500	\$105.00	\$157.50	\$9,001-\$10,000	\$403.00	\$604.50
\$2,501-\$3,000	\$125.00	\$187.50	\$10,001-\$11,000	\$446.00	\$669.00
\$3,001-\$3,500	\$145.00	\$217.50	\$11,001-\$12,000	\$488.00	\$732.00
\$3,501-\$4,000	\$167.00	\$250.50	\$12,001-\$13,000	\$531.00	\$796.50
\$4,001-\$4,500	\$187.00	\$280.50	\$13,001-\$14,000	\$573.00	\$859.50
\$4,501-\$5,000	\$208.00	\$312.00	\$14,001-\$15,000	\$616.00	\$924.00

The above rates are for trips up to 30 days. For each day over 30, add \$5.00 per person, per day. Maximum trip length is up to 60 days for all states, except Hawaii. Hawaii has a maximum trip length of up to 30 days. All of the above rates are for the plan which includes insurance and non-insurance services. The rates above do not apply to residents of Pennsylvania, California, Hawaii and Virginia.

*Optional Cancel For Any Reason (CFAR) benefit not available to residents of NY State.

Travel Insured International
844-440-8111
groups@travelinsured.com
www.travelinsured.com

EXCLUSIONS AND LIMITATIONS

Unless otherwise shown below, these exclusions apply to You, Your Traveling Companion, or Family Member scheduled and booked to travel with You.

The following exclusion(s) apply(ies) to the Trip Cancellation and Trip Interruption. We will not pay for any loss or expense caused due to, arising or resulting from: 1. a Pre-Existing Medical Condition, as defined in the policy.

The following exclusions apply to the Medical Expense benefits. We will not pay for any loss or expense caused due to, arising or resulting from: 1. routine physical examinations or routine dental care; 2. traveling for the purpose or intent of securing medical treatment or advice; 3. Elective Treatment and Procedures; 4. Normal pregnancy (except Complications of Pregnancy) or childbirth, except as specifically covered under Trip Cancellation or Trip Interruption or elective abortion; 5. a Mental, Nervous or Psychological Condition or Disorder unless Hospitalized or Partially Hospitalized while the policy is in effect; 6. Your participation in Adventure or Extreme Activities, riding or driving in any races, or participation in speed or endurance competition or events, except as a spectator; 7. Your participation in an organized athletic or sporting competition, contest, or stunt under contract in exchange for an agreed-upon salary or compensation. This does not include athletes participating in exchange for a scholarship or tuition.

In addition to any applicable benefit-specific exclusion, the following general exclusions apply to all losses and all benefits. We will not pay for any loss or expense caused due to, arising or resulting from: 1. suicide, attempted suicide or any intentionally self-inflicted injury of You, a Traveling Companion, Family Member or Business Partner booked and scheduled to travel with You, while sane or insane; 2. being under the influence of drugs or narcotics, unless administered upon the advice of a Physician as prescribed; 3. activities, losses, or claims involving or resulting from possession, production, processing, sale, or use of marijuana, illegal drugs, alcohol or substances are excluded from coverage; 4. war or act of war, including invasion, acts of foreign enemies, hostilities between nations (whether declared or undeclared), or civil war, except as the policy specifically provides otherwise; 5. the commission of or attempt to commit a felony or being engaged in an illegal occupation by You, a Traveling Companion, Family Member, or Business Partner; 6. directly or indirectly, the actual, alleged or threatened use, discharge, dispersal, seepage, migration, escape, release or exposure to any hazardous biological, chemical, nuclear radioactive weapon, device, material, gas, matter or contamination; 7. piloting or learning to pilot or acting as a member of the crew of any aircraft; 8. a loss or damage caused by detention, confiscation, or destruction by customs.

EXCLUSIONS AND LIMITATIONS apply to Baggage and Personal Effects, Musical Instruments, Baggage Delay, and Musical Instruments Equipment Rental: We will not provide benefits for any loss or damage for the following items: a. animals; b. automobiles and automobile equipment; c. boats or other vehicles or conveyances; d. trailers; e. motors; f. aircraft; g. bicycles, except when checked as baggage with a Common Carrier; h. household effects and furnishings; i. antiques and collectors' items; j. sunglasses, contact lenses, artificial teeth, dentures, dental braces, dental bridges, retainers or other orthodontic devices or earing aids; k. artificial limbs or other prosthetic devices; l. prescribed medications; m. keys, money, stamps and credit cards (except as otherwise specifically covered herein); n. securities, stamps, tickets and documents (except as coverage is otherwise specifically provided herein); o. professional or occupational equipment or property, whether or not electronic business equipment; p. telephones or wireless devices, computer hardware or software.

Losses not covered: We will not provide benefits for any loss or damage caused by or resulting from: a. breakage of brittle or fragile articles (except musical instruments); b. wear and tear or gradual deterioration; c. confiscation or appropriation by order of any government or custom's rule; d. theft or pilferage while left in any unlocked or unattended vehicle; e. property illegally acquired, kept, stored or transported; f. Your negligent acts or omissions; g. property shipped as freight or shipped prior to the Scheduled Departure Date; h. electrical current, including electric arcing that damages or destroys electrical devices or appliances.

Pre-Existing Medical Condition Exclusion Waiver!

The Pre-Existing Medical Condition Exclusion will be waived if the protection plan is purchased within the time sensitive period, and you are medically able and not disabled from travel at the time you pay the plan cost.

PLEASE REFER TO THE PLAN DOCUMENTS FOR A COMPLETE DESCRIPTION OF COVERAGE.

This advertisement contains highlights of the plans developed by Travel Insured International, which include travel insurance coverages underwritten by United States Fire Insurance Company, Principal Office located in Morristown, New Jersey, under form series T7000 et al, T210 et al and TP-401 et al, and non-insurance Travel Assistance Services provided by C&F Services. The terms of insurance coverages in the plans may vary by jurisdiction and not all insurance coverages are available in all jurisdictions. **Insurance coverages in these plans are subject to terms, limitations and exclusions including an exclusion for pre-existing medical conditions.** In most states, your travel retailer is not a licensed insurance producer/agent, and is not qualified or authorized to answer technical questions about the terms, benefits, exclusions and conditions of the insurance offered or to evaluate the adequacy of your existing insurance coverage. Your travel retailer may be compensated for the purchase of a plan and may provide general information about the plans offered, including a description of the coverage and price. The purchase of travel insurance is not required in order to purchase any other product or service from your travel retailer. CA DOI toll free number is 800- 927-4357. The cost of your plan is for the entire plan, which consists of both insurance and non-insurance components. Individuals looking to obtain additional information regarding the features and pricing of each travel plan component, please contact Travel Insured International. P.O. Box 6503, Glastonbury, CT 06033; 855-752-8303; customer@travelinsured.com; California license #013223. While Travel Insured International markets the travel insurance in these plans on behalf of USF, non-insurance components of the plans were added to the plans by Travel Insured International, and Travel Insured International does not receive compensation from USF for providing the non-insurance components of the plans.



CONFIRMATION CHECKLIST FOR TRAVEL IN 2026

7.14.25UPDATED

ORGANIZING TEACHER: **HEATHER HUEGEL**

PROGRAM: CUSTOM MI CASA HOTEL

DEPARTURE CITY: CHICAGO

Comment: Interact will monitor Cedar Rapids and advise if it becomes available.
Additional fees may apply.

PREFERRED USA DEPARTURE DATE:

EARLIEST: JUNE 3

LATEST: TBD ACAP

STUDENT FEE based on a total group size of 12+ traveling: \$3365

The fee for full-paying, non pro-rated adult participants adds +\$50/adult participant per program night. Rooming is based on shared doubles or triples. Single rooms are not permitted for non pro-rated ADULT PARTICIPANTS. See page 7, PREGUNTAS for more details.



IMPORTANT DEADLINES FOR TRAVEL IN 2026

ORGANIZING TEACHER: **HEATHER HUEGEL**

Comments:

- Student Fee includes 1:6 pro-rata.
- Group size= participants +group leaders (organizing teacher & assistants) traveling. Group size is protected only after the 125 days prior to departure payments have been received.
- Contact INTERACT for additional group size categories.

RESOURCES:

<https://interact-travel.com/> :

Preguntas Enrollment Book, Waiver & Release, Planning Guide, Forms,
Online Credit Card Payments

<https://www.state.gov/> and **<https://travel.state.gov/content/travel.html>** : Country Advisories, Passport Information, etc.



IMPORTANT DEADLINES FOR TRAVEL IN 2026

ORGANIZING TEACHER: **HEATHER HUEGEL**

Due October 16, 2025: Received \$5 realia per full paying participant.

- Enrollment Form
- Waiver & Release

-\$500 deposit (students) or \$900 deposit (adults), check issued to Interact Travel (Address: 2207 Velp Avenue Green Bay WI 54303)

Enrollments received after the initial enrollment deadline must add +\$125 to the student fee. Additional fee increases may also occur, and space is contingent on availability at the time the enrollment is received in INTERACT's office. Accepted late enrollments must submit the total payments made to date based on the deadlines.

Reminder: Passport copies are required months in advance for group services. Apply now to avoid issues or penalties (late fees begin at +\$125).

Due January 30, 2026: Received \$5 realia per full paying participant

- an additional \$1500
- Passport copies email to: jennifer@interact-travel.com
- Email roommate preferences, special dietary requests, and language levels/comments to: armando.martinez@interact-travel.com

Reminder: Submit as many quadruples as mathematically possible for hotel nights for student participants. Group leaders and adult participants share double or triple accommodation throughout the entire program. Single rooms may carry an extra charge.

Reminder: Guidelines for special dietary requests: <https://interact-travel.com/SpecialDietaryRequestReminders23.pdf>

Due March 30, 2026: Received \$5 realia per full paying participant

- any remaining balance is due



COMPLIMENTARY TRAVEL

Organizing Teacher

Interact offers complimentary travel in exchange for your extensive educational planning, leadership, hard work, and priceless supervision of your students. Organizing Teachers receive 1 complimentary program for every 6 full-paying students.

Official Assistants

Qualify for additional complimentary programs by increasing your group size. Based upon our published 1:6 pro-rata, a 1/6 discount applies for every full-paying participant above 6. Example, with 12 full-paying, you and an Official Assistant are both complimentary. If there were 9 full-paying, you are complimentary and your Official Assistant receives a 3/6 (50%) discount.

Organizing Teacher Immediate Family Discount

If any immediate family member of the Organizing Teacher or Official Assistant does not qualify for a full or partial complimentary program, they are eligible for a 15% discount. Naturally, they do not count as full-paying. An immediate family member is considered to be a spouse, children, parents or siblings. On our standard programs, the minimum age for participation is five years old. On our private bus, custom programs, the minimum age is at the discretion of the Organizing Teacher.

Pro-rata guarantee

Pro-rata is protected and guaranteed after the middle payment has been processed and all payments have cleared the bank. If a Standard Cancellation With No Immediate Replacement would occur, you'll continue to receive a 1/6 discount for the participant who has cancelled.

Additional Realia Rewards

Organizing Teachers who do not wish to assign all their available complimentary travel will receive credit for "Additional Realia Rewards" as shown in the chart below. Rewards can be used to reduce the student fee -or the cost of an optional tour- with an equal amount credited to each full-paying participant. If you elect to do this, e-mail Interact prior to the middle payment so that statements can be processed correctly. If any Rewards have not been used, Interact will issue a check at least seven days prior to departure. Organizing Teachers can use the Rewards for incidental group expenses incurred abroad (i.e. snacks, beverages, additional meal, independent admission fees, movies, etc).

TOTAL STUDENT FEE	ADDITIONAL REALIA REWARDS
\$2001-\$2500	\$175
\$2501-\$3000	\$225
\$3001-\$3500	\$275
\$3501 and up	\$325



IMPORTANT DEADLINES FOR TRAVEL IN 2026

ORGANIZING TEACHER: **HEATHER HUEGEL**

Within 30 Days of Travel:

-complete the consent to travel: https://interact-travel.com/parental_consent.html

PAYMENT REMINDERS: Email payment questions to: lisa.dunning@interact.travel.com

-Checks must be mailed to: **INTERACT TRAVEL, INC. 2207 VELD AVE, GREEN BAY, WI, 54303**

-Online credit card payments are accepted at www.interact-travel.com. Ask your organizing teacher for a copy of your STATEMENT OF ACCOUNT to create an online account.