

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

1. **CALL TO ORDER/MISSION STATEMENT** - To challenge students to think critically, communicate effectively, develop values and contribute to society.
2. **PUBLIC HEARING** - Instructional Support levy
3. **PUBLIC FORUM** - During this time we welcome interested persons who may wish to present comments, suggestions, or concerns in regard to any programs operated by the school district. However, an item must be included on the Agenda before the Board can officially act upon it.
4. **APPROVE AGENDA**
5. **APPROVE CONSENT AGENDA**
 - a. Minutes from Regular Meeting on July 10, 2024
 - b. Personnel Changes
https://docs.google.com/spreadsheets/d/1JmAtWeBe41FIU84hzS2yzW5Ov6Wjnx4B_Gx8nQBJAE/edit?gid=626273134#gid=626273134
 - c. List of Bills
 - d. Financial Reports
6. **COMMUNITY/PROGRAM PRESENTATIONS**
 - a. Mandi Smith - Therapy Dog
7. **ADMINISTRATIVE UPDATES & REPORTS**
 - a. Elementary Update
 - b. Secondary Update
 - c. District Update
 - d. Facilities Update
8. **AGENDA**
 - a. Approval of Field Trip
 - b. Instructional Support Levy Resolution
 - c. Central Rivers AEA - Network Support Agreement
 - d. Junior Achievement MOA
 - e. Approval of 24-25 Student Handbooks
 - f. Approval of 24-25 Staff Handbook
 - g. Athletic Field Painter - Turf Tank
 - h. Denovo Construction Solutions Assessment Proposal
 - i. E-Sports Sharing Agreement
 - j. Board Policy Review - 1st Reading
 - 103 - Long Range Needs Assessment
 - 103.R1 - Regulation
 - 106 - Discrimination and Harassment Based on Sex Prohibited
 - 605.3E4 - Request to Prohibit Library
 - 710.1E1 - 710.1E2 - Nutrition Program
 - 711.8 - Transportation in Inclement Weather
 - k. Board Policy Review - 2nd reading
 - Meal Debt Policy
 - Employee Use of Cell Phones Regulation - reimbursement
 - 505 through 508 series

9. #BUCPR1DE
10. ADJOURN

**East Buchanan Community School District
Regular Board Meeting Minutes – July 10, 2024**

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

Approve Agenda – Motion by Maas, second by Steffens to approve the agenda.

Approve Consent Agenda - Motion by Cooksley, second by Recker to approve the consent agenda.

Items included on the Consent Agenda: minutes from the regular meeting on June 12, 2024; resignation of Keaton Kelly for asst HS boys basketball coach and MS football coach; hiring of Daron Cornell for asst football coach, Lindsay Crow for evening custodian, Mindy Jenkins for at risk teacher, Luke Kirby for industrial arts teacher, Cody Jacobson for HS/MS vocal music teacher, Charles Heuer for HS special education teacher, and Douglas Timmer for part-time custodian; expenditures listed; and financial reports.

Administrative Updates and Reports –Reck reported that 4th grade is moving to the main elementary hallway and that elementary BLT and Leader in Me teams are meeting. Dockstader provided data from Central Rivers AEA regarding chronic absences and that we are waiting for guidance from the state. Kelchen reported that we could have a building assessment done.

Instructional Support Levy Continued Participation Resolution - The President of the Board called up for consideration the Resolution to Consider Continued Participation in the Instructional Support Program which requires that a public hearing be held on this proposal. Director Recker introduced the following Resolution and moved its adoption. Director Steffens seconded the motion to adopt. The roll was called and the vote was: AYES: Recker, Maas, Steffens, Cooksley; NAYS: None. The President declared the Resolution adopted as follows:

RESOLUTION TO CONSIDER CONTINUED PARTICIPATION IN THE INSTRUCTIONAL SUPPORT PROGRAM

WHEREAS, the Board of Directors has approved a five (5) year finance plan, which anticipates the level of funding that will be possible to continue the current level of services and to fund the ongoing programs of the School District; and

WHEREAS, the Board of Directors wishes to consider continued participation in the Instructional Support Program as provided in Iowa Code sections 257.18 through 257.27; and

WHEREAS, the authorization for the Instructional Support Program will expire on June 30, 2025; and

WHEREAS, this resolution sets forth the proposal of the Board of Directors, including the method that will be used to fund the program; and

WHEREAS, notice of the time and place of a public hearing must be published:

NOW, THEREFORE, it is resolved:

1. The Board of Directors wishes to consider continued participation in the Instructional Support Program as provided in Iowa Code sections 257.18 through 257.27, for a period of five (5) years, commencing the fiscal year ending June 30, 2026.

2. The additional funding for the Instructional Support Program for a budget year shall be determined annually, and shall not exceed ten percent (10%) of the total regular program district cost for the budget year and moneys received under Iowa Code section 257.14 as a budget adjustment for the budget year.

3. Moneys received by the District for the Instructional Support Program may be used for any general fund purpose.

4. The Instructional Support Program shall be funded by instructional support state aid and a combination instructional support property tax levied annually upon the taxable property within the School District commencing with the levy of property taxes for collection in the fiscal year ending June 30, 2026, and instructional support income surtax imposed annually, the percent of income surtax to be determined by the Board for each budget year to be imposed upon the state individual income tax of each individual income taxpayer resident in the School District on December 31, 2025, and each year thereafter.

5. The Secretary is authorized and directed to give notice of a public hearing to be held in the Library, East Buchanan Community School District, Winthrop, Iowa on August 14, 2024, 5:00 p.m.

6. Following the public hearing the Board intends to take action on the question whether to consider continued participation in the Instructional Support Program.

PASSED AND APPROVED this 10th day of July, 2024. Andy Sperflage, Board President; Attest: Teresa Knipper, Board Secretary

PPEL Resolution of Election - Director Steffens introduced and caused to be read the Resolution hereinafter set out and moved its adoption; seconded by Director Cooksley; after due consideration thereof by the Board, the President put the question upon the adoption of said Resolution and, the roll being called, the following Directors voted: Aye: Recker, Steffens, Cooksley, Maas, Sperflage; Nay: none
Whereupon the President declared said Resolution duly adopted as follows:

WHEREAS, the Board deems it necessary and desirable to provide additional funding for the East Buchanan Community School District pursuant to the Physical Plant and Equipment Levy and

WHEREAS, the Board wishes to take action to adopt a Resolution of Election directing an election on the question of participating in the Physical Plant and Equipment Levy;

NOW, THEREFORE, be it resolved by the Board:

Section 1: That the Board Secretary is hereby authorized to direct the County Commissioner of Elections to submit the question of participation in the Physical Plant and Equipment Levy ballot question to the qualified electors of the District on September 10, 2024, on the following proposition:

“Shall the Board of Directors of the East Buchanan Community School District, in the County of Buchanan, State of Iowa, be authorized for a period of ten (10) years to levy annually, as determined by the board, a voter-approved physical plant and equipment property tax not to exceed \$1.34 per One Thousand Dollars (\$1,000) of the assessed valuation of the taxable property within the school district commencing with the levy for collection in the fiscal year ending June 30, 2026, to be used for the purchase and improvement of grounds; the construction of schoolhouses or building and opening roads to schoolhouses or buildings; the purchase of buildings and the purchase, lease or lease-purchase of a single unit of equipment or technology system exceeding Five Hundred Dollars (\$500) in value; the payment of debts contracted for the erection or construction of schoolhouses or buildings, not including interest on bonds; procuring or acquisition of libraries; repairing, remodeling, reconstruction, improving, or expanding the schoolhouses or buildings and additions to existing schoolhouses; expenditures for energy conservation; the rental of facilities under Chapter 28E; purchase of transportation equipment for transporting students; lease purchase option agreements for school buildings and equipment exceeding Five Thousand Dollars (\$5,000) in value per single unit; or equipment purchases for recreational purposes?”

Section 2: That all resolutions or orders or parts thereof in conflict herewith be and the same are hereby repealed to the extent of such conflict.

Passed and approved this 10th day of July 2024. Andy Sperflage, Board President; Attest: Teresa Knipper, Board Secretary

Hawkeye Community College Joint Service Agreement – Motion by Recker, second by Cooksley to approve the joint education service agreement with Hawkeye Community College as presented.

FY25 and FY26 Audit Agreement – Motion by Steffens, second by Recker to approve the agreement with Kay L Chapman CPA PC for FY25 and FY26 audits as presented.

FCCLA Sponsor salary – Motion by Steffens, second by Maas to approve placement of the FCCLA sponsor on the supplemental salary schedule as 1% of base salary.

Industrial Tech CTSO/SkillsUSA Sponsor salary – Motion by Cooksley, second by Steffens to approve placement of the Industrial Tech CTSO/SkillsUSA sponsor on the supplemental salary schedule as 1% of base salary.

Board Policy Review – Motion by Steffens, second by Recker to approve the first reading of board policies 710.4, 401.12R1, and 505 through 508 series as presented and discussed.

#BucPr1de – Summer custodians are doing a great job.

Exempt Session – Motion by Cooksley, second by Steffens to enter into exempt session at 6:06 pm per Iowa Code 21.9 to discuss employment conditions of employees not covered by the collective bargaining law. Exempt session ended at 6:32 pm.

Adjourn – Motion by Recker, second by Maas to adjourn the meeting at 6:33 pm.

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

**East Buchanan Community Schools
NEW HIRE RECOMMENDATION**

Recommended Applicant: Emily Kerhli

Date of Interview: 7/15

Date of Job Offer: 7/15

Date of Acceptance: 7/15

Position: MS Volleyball Coach

Step and Lane: SSS Column 1, Step 1 (Her first year coaching)

Vacated by: Jess Flexsenhar

Starting date: August '24

Reference(s) contacted and brief description of the conversation(s):

-Came recommended by HS VB coaches and the work she has done at the youth level.

Administrator / Hiring Manager: Chad Lamker

Date: 7/27/24

Superintendent Approval: _____

Date: 7/27/24

This will be on the Board of Education agenda for final approval. This employee is approved to start work by virtue of Board Approval and successful background check.

_____ Copy back to hiring manager.

****Attach a copy of the completed application form to this sheet and turn it into the HR Department.**

Successful Background Check Date: _____

Board Approval Date: _____

**East Buchanan Community Schools
NEW HIRE RECOMMENDATION**

Recommended Applicant: Brent Lenox

Date of Interview: 7/19/24

Date of Job Offer: 7/19/24

Date of Acceptance: 7/19/24

Position: MS Football Coach

Step and Lane: SSS Column 2, Step 4 (3 years FB experience)

Vacated by: Lee White/Keaton Kelly

Starting date: August '24

Reference(s) contacted and brief description of the conversation(s):

Already employed by the district as a coach for wrestling and MS baseball. Has coached this group in youth FB all the way through. I have observed him as a qualified coach.

Administrator / Hiring Manager: Chad Lamker

Date: 7/27/24

Superintendent Approval: _____



Date: 7/29/24

This will be on the Board of Education agenda for final approval. This employee is approved to start work by virtue of Board Approval and successful background check.

_____ Copy back to hiring manager.

****Attach a copy of the completed application form to this sheet and turn it into the HR Department.**

Successful Background Check Date: _____

Board Approval Date: _____

**East Buchanan Community Schools
NEW HIRE RECOMMENDATION**

Recommended Applicant: Bob Beatty

Date of Interview: 7/19/24

Date of Job Offer: 7/19/24

Date of Acceptance: 7/19/24

Position: MS Football Coach

Step and Lane: SSS Column 2, Step 5 (10+ years FB experience, including head varsity coach)

Vacated by: Lee White/Keaton Kelly

Starting date: August '24

Reference(s) contacted and brief description of the conversation(s):

-HS FB coaches have worked with previously and observed quality coaching/teaching. Also, noting strong organizational skills in running Independence Parks & Rec and River's Edge. I have worked with him as well with River's Edge and would be a great asset to any coaching position here at EB.

Administrator / Hiring Manager: Chad Lamker

Date: 7/27/24

Superintendent Approval: _____

Date: 7/29/24

This will be on the Board of Education agenda for final approval. This employee is approved to start work by virtue of Board Approval and successful background check.

_____ Copy back to hiring manager.

****Attach a copy of the completed application form to this sheet and turn it into the HR Department.**

Successful Background Check Date: _____

Board Approval Date: _____

**East Buchanan Community Schools
NEW HIRE RECOMMENDATION**

Recommended Applicant: Tyler Yonkovic

Date of Interview: 7/17/24

Date of Job Offer: 7/24/24

Date of Acceptance: 7/24/24

Position: HS Assistant FB

Step and Lane: SSS Column 3, Step 1 (1st year coaching)

Vacated by: Tyler Williams

Starting date: August '24

Reference(s) contacted and brief description of the conversation(s):

-Has worked with our HS Wrestling program previously and youth wrestling currently. Was noted he is there for kids and wants to give back to EB programs.

Administrator / Hiring Manager: Chad Lamker

Date: 7/27/24

Superintendent Approval: 

Date: 7/27/24

This will be on the Board of Education agenda for final approval. This employee is approved to start work by virtue of Board approval and successful background check.

____ Copy back to hiring manager.

****Attach a copy of the completed application form to this sheet and turn it into the HR Department.**

Successful Background Check Date: _____

Board Approval Date: _____

**East Buchanan Community Schools
NEW HIRE RECOMMENDATION**

Recommended Applicant: Chad Lamker

Date of Interview: None (met with the HS Football coaches to discuss)

Date of Job Offer: 8/14/24

Date of Acceptance: 8/14/24

Position: HS Assistant FB

Step and Lane: SSS Column 3, Step 7

Vacated by: Tyler Williams

Starting date: August '24

Reference(s) contacted and brief description of the conversation(s):

Administrator / Hiring Manager: Chad Lamker

Date: 8/12/24

Superintendent Approval: _____

Date: 8/12/24

This will be on the Board of Education agenda for final approval. This employee is approved to start work by virtue of Board Approval and successful background check.

____ Copy back to hiring manager.

****Attach a copy of the completed application form to this sheet and turn it into the HR Department.**

Successful Background Check Date: _____

Board Approval Date: _____

Personnel Changes

SB Mtg date	Employee	Type	Position	Notice Date	Effective Date
8/14/2024	Emily Kehrl	Hire	MS Volleyball Coach		August 2024
8/14/2024	Brent Lenox	Hire	MS Football Coach		August 2024
8/14/2024	Bob Beatty	Hire	MS Football Coach		August 2024
8/15/2024	Chad Lamker	Hire	HS Football Coach		August 2024

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
ALLIUTIL	ALLIANT ENERGY	GAS/ELECTRIC	8,507.50 1
			8,507.50
BLACKHAWK	BLACK HAWK WAST DISP, INC.	GARBAGE	595.00
			595.00
BLACHAWKSP	BlackHawk Automatic Sprinklers, Inc	PURCHASED SERVICE	255.00
			255.00
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	32.68
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	195.11
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	87.38
CAPISANI	CAPITAL SANITARY SUPPLY CO. INC.	B&G SUPPLIES	52.30
			367.47
CDWG	CDW GOVERNMENT, INC	Tech Supplies and Equipment	162.00
CDWG	CDW GOVERNMENT, INC	Tech Supplies and Equipment	290.00
CDWG	CDW GOVERNMENT, INC	Tech Supplies and Equipment	176.00
			628.00
CRAEA	CENTRAL RIVERS AEA	PURCHASED SERVICE	534.50
CRAEA	CENTRAL RIVERS AEA	PRINTING SERVICES	26.91
			561.41
CITYLAUN	CITY LAUNDERING CO.	TRANSPORTATION PURCHASED SERVICE	60.31
			60.31
CITYWINT	CITY OF WINTHROP	WATER/SEWER	727.35 1
			727.35
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	27.46
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	474.83
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	108.20
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	539.30
COPYSYST	COPY SYSTEMS INC	SUPPLIES	26.38
			1,176.17
DELTAMATH	Delta Math	24-25 Teacher INTEGRAL	170.00
			170.00
DEMCO	DEMCO	LMC SUPPLIES	331.22
			331.22
DEPTTRAN	DEPARTMENT OF EDUCATION	BUS INSPECTIONS	800.00
			800.00
DASSERV	DEPT OF ADMIN SERVICES	TSA ADMIN FEE	600.00 *
			600.00
EBTELEPH	EAST BUCHANAN COOP TELEPHONE	TELEPHONE	2,610.56
			2,610.56
INDENAPA	Etten Enterprises LLC	SUPPLIES	161.90
INDENAPA	Etten Enterprises LLC	SUPPLIES	239.74

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
INDENAPA	Etten Enterprises LLC	SUPPLIES	55.95
INDENAPA	Etten Enterprises LLC	SUPPLIES	33.00
			490.59
GORDFLES	GORDON FLESCH COMPANY LLC	PURCHASED SERVICE	840.05
			840.05
IASBO	IA ASSOC OF SCH BUS OFFICIALS	WORKSHOP/CONFERENCE	125.00
			125.00
IMAGLEAR	Imagine Learning	IM Materials for Math	16,669.30
IMAGLEAR	Imagine Learning	IM Materials for Math	4,224.00
			20,893.30
ICN	IOWA COMMUNICATIONS NETWORK	ICN SERVICES	1,176.25 *
			1,176.25
ISFIS	Iowa School Finance Information Services Inc	PURCHASED SERVICE	1,100.00
			1,100.00
JOHNSUPP	JOHNSTONE SUPPLY	MAINTENANCE SUPPLIES	122.56
			122.56
JPGASWAY	JPGASWAY	B&G SUPPLIES	255.90
			255.90
LAMKCHAD	Lamker, Chad	CELL PHONE	50.00 *
			50.00
THELIBRA	LIBRARY STORE, INC, THE	LMC SUPPLIES	272.54
			272.54
MARC	MARC	BLDGS & GROUNDS SUPPLIES	2,714.53
			2,714.53
MOBYMAX	MobyMax Education LLC	STUDENT LICENSES	831.00
			831.00
MTMDDRIV	MTMD Driving School LLC	DRIVERS ED	231.00
			231.00
NICCBUS	NICC BUSINESS AND COMMUNITY SOLUTIONS	TRAINING	40.00
NICCBUS	NICC BUSINESS AND COMMUNITY SOLUTIONS	TRAINING	80.00
NICCBUS	NICC BUSINESS AND COMMUNITY SOLUTIONS	TRAINING	40.00
NICCBUS	NICC BUSINESS AND COMMUNITY SOLUTIONS	EMPLOYEE TRAINING	640.00
NICCBUS	NICC BUSINESS AND COMMUNITY SOLUTIONS	TRAINING	40.00
NICCBUS	NICC BUSINESS AND COMMUNITY SOLUTIONS	EMPLOYEE TRAINING	40.00 *
			880.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
OELWPUBL	OELWEIN PUBLISHING COMPANY	ADVERTISING	219.48
OELWPUBL	OELWEIN PUBLISHING COMPANY	ADVERTISING	293.82
OELWPUBL	OELWEIN PUBLISHING COMPANY	ADVERTISING	127.44
OELWPUBL	OELWEIN PUBLISHING COMPANY	ADVERTISING	40.12
			680.86
PIONVALL	PIONEER VALLEY BOOKS	SUPPLIES	110.00
			110.00
PITBOWINC	PITNEY BOWES, INC.	POSTAGE METER SUPPLIES	91.29
PITBOWINC	PITNEY BOWES, INC.	POSTAGE METER LEASE	222.06*
			313.35
PLANROAD	PLANK ROAD PUBLISHING, INC	Music K8	130.45
			130.45
PRESTOX	PRESTO-X	KITCHEN-PEST SERVICE	76.03
			76.03
QUILCORP	QUILL CORPORATION	Elem. Lit consumables	1,568.29
QUILCORP	QUILL CORPORATION	SUPPLIES	1,201.11
QUILCORP	QUILL CORPORATION	SUPPLIES	15.12
QUILCORP	QUILL CORPORATION	SUPPLIES	51.29
			2,835.81
REALGOOD	REALLY GOOD STUFF	SUPPLIES	303.37
			303.37
ROCH100	ROCHESTER 100 INC	SUPPLIES	145.00
			145.00
SCHOLMAG	SCHOLASTIC INC.	CLASSROOM MAGAZINES	1,732.92
			1,732.92
SCHOBUSS	SCHOOL BUS SALES CO	TRANSPORTATION SUPPLIES	174.67
			174.67
SCHOSPEC	SCHOOL SPECIALTY LLC	SUPPLIES	136.43
SCHOSPEC	SCHOOL SPECIALTY LLC	MS/HS Supplies	333.50
SCHOSPEC	SCHOOL SPECIALTY LLC	SUPPLIES	849.74
SCHOSPEC	SCHOOL SPECIALTY LLC	Tag Classroom Items	80.63
SCHOSPEC	SCHOOL SPECIALTY LLC	ART SUPPLIES	2,474.01
			3,874.31
TEACSTRA	TEACHING STRATEGIES, LLC	PRESCHOOL PURC SERVICE	486.80
			486.80
MUSICPLAY	Themes & Variations Inc	Online curriculum for PK-8 music classes	200.00
			200.00
THOMTRUC	THOMPSON TRUCK & TRAILER, INC.	PURCHASED SERVICE	205.98
THOMTRUC	THOMPSON TRUCK & TRAILER, INC.	PARTS/REPAIRS	736.22
THOMTRUC	THOMPSON TRUCK & TRAILER, INC.	CREDIT	(103.22)
			838.98

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
TIMBBILL	TIMBERLINE BILLING SERVICE LLC	MEDICAID PURCH SERVICE	146.35
			146.35
TNTREPA	TNT REPAIR & RECOVERY LLC	TIRE REPAIRS	1,150.76
TNTREPA	TNT REPAIR & RECOVERY LLC	TIRE REPAIRS	845.32
TNTREPA	TNT REPAIR & RECOVERY LLC	TIRE REPAIRS	388.98
TNTREPA	TNT REPAIR & RECOVERY LLC	VEHICLE REPAIR	1,336.30
			3,721.36
UNIVPEDI	Universal Pediatrics	PURCHASED SERVICE	971.50
			971.50
USCELL	US CELLULAR	DISTRICT CELL PHONE	211.95
			211.95
WINTBUIL	WINTHROP BUILDING SUPPLY	SUPPLIES	1.40
WINTBUIL	WINTHROP BUILDING SUPPLY	SUPPLIES	179.14
			180.54
		Batch Total:	64,506.96
		Report Total:	64,506.96

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
AMAZON	Amazon	SUPPLIES	158.21 1
AMAZON	Amazon	Cooksley-Math Storage	198.11 1
AMAZON	Amazon	SUPPLIES	321.88 1
AMAZON	Amazon	SUPPLIES	250.60 1
AMAZON	Amazon	SUPPLIES	187.43 1
AMAZON	Amazon	B&G SUPPLIES	97.36 1
AMAZON	Amazon	SUPPLIES	107.88 1
AMAZON	Amazon	SUPPLIES	53.95 1
AMAZON	Amazon	SUPPLIES	142.30 1
AMAZON	Amazon	Stonebraker Kindergarten Gift Money	359.14 1
AMAZON	Amazon	SUPPLIES	388.67 1
AMAZON	Amazon	ms/hs supplies	513.51 1
AMAZON	Amazon	SUPPLIES	273.90 1
AMAZON	Amazon	B&G SUPPLIES	42.37 1
AMAZON	Amazon	MATH STORAGE	91.97 1
AMAZON	Amazon	Preschool Requisition	550.93 1
AMAZON	Amazon	ms/hs supplies	20.98 1
AMAZON	Amazon	LMC SUPPLIES	494.06 1
AMAZON	Amazon	SUPPLIES	328.32 1
AMAZON	Amazon	HS ENGLISH SUPPLIES	152.36 1
AMAZON	Amazon	SUPPLIES	167.98 1
AMAZON	Amazon	Classroom supplies	38.98 1
AMAZON	Amazon	SUPPLIES	126.57 1
AMAZON	Amazon	Math Manipulatives	304.10 1
AMAZON	Amazon	SUPPLIES	234.76 1
AMAZON	Amazon	ms/hs supplies	34.18 1
AMAZON	Amazon	1st grade classroom	173.37 1
AMAZON	Amazon	SUPPLIES	89.67 1
AMAZON	Amazon	math storage	25.99 1
AMAZON	Amazon	SUPPLIES	141.69 1
AMAZON	Amazon	SUPPLIES	98.91 1
AMAZON	Amazon	TRANSPORTATION SUPPLIES	246.95 1
AMAZON	Amazon	Title 1/Reading Recovery	143.89 1
AMAZON	Amazon	SUPPLIES	165.54 1
AMAZON	Amazon	Mandi Smith- elementary counseling items	179.13 1
AMAZON	Amazon	Classroom supplies	103.81 1
AMAZON	Amazon	Classroom supplies	29.98 1
AMAZON	Amazon	SUPPLIES	154.56 1
			7,193.99
INDEECO	Indeeco	BUS BARN EQUIPMENT	585.18 1
			585.18
ORIENTAL	OTC BRANDS, INC.	Math Manipulative	113.95 1
			113.95
Batch Total:			7,893.12
Report Total:			7,893.12

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CAMBASSE	Cambium Assessment Inc	PURCHASED SERVICE	103.50
			103.50
CEDAFALL	CEDAR FALLS CSD	CONSORTIUM BILLING	22,290.42
			22,290.42
COPYSYST	COPY SYSTEMS INC	COPIER MAINTENANCE	108.20
			108.20
DEPTINSP	D.I.A.L. / Elevator Safety Bureau	BOILER INSPECTION	320.00
			320.00
DHS	DHS CASHIER 1ST FL.	STATE MEDICAID MATCH	1,364.30
			1,364.30
DUBUFIRE	DUBUQUE FIRE EQUIPMENT, INC.	FIRE EXTINGUISHER SERVICE	167.00
			167.00
DUNKERTO	DUNKERTON SCHOOL DISTRICT	SHARED CURRICULUM DIRECTOR	16,278.61
			16,278.61
GORDFLES	GORDON FLESCH COMPANY LLC	CREDIT ON ACCOUNT	(411.04)
			(411.04)
MARC	MARC	BLDGS & GROUNDS SUPPLIES	53.75
			53.75
MILLAMBE	Miller, Amber	High School Science endorsement classes	3,093.98
			3,093.98
MOOSEMECH	Moose Mechanical	PURCHASED SERVICE	875.00
			875.00
SCHOSPEC	SCHOOL SPECIALTY LLC	CREDIT ON ACCOUNT	(16.41)
			(16.41)
Report Total:			44,227.31

Vendor ID	Vendor Name	Description	Invoice Amount
ANIXTER	Anixter Inc	Speaker Project	4,260.92
			4,260.92
CDWG	CDW GOVERNMENT, INC	Tech Supplies and Equipment	642.00
CDWG	CDW GOVERNMENT, INC	TECH EQUIPMENT	3,830.00 *
			4,472.00
3EELECTRIC	ELECTRICAL ENGINEERING & EQUIPMENT CO	LED REPLACEMENT	2,154.24
			2,154.24
HARGACOU	Harger's Acoustics Inc	CEILING REPLACEMENT	1,107.00
			1,107.00
JMC	JMC COMPUTER SERVICE INC	STUDENT INFORMATION SYSTEM	4,858.83
JMC	JMC COMPUTER SERVICE INC	STUDENT INFORMATION SYSTEM	5,567.12
			10,425.95
SADLPOWE	SADLER POWER TRAIN	JALTEST LICENSE	2,080.00 *
			2,080.00
UMBBANK	UMB Bank, N.A.	FINANCIAL FEES	500.00
			500.00
		Batch Total:	25,000.11
		Report Total:	25,000.11

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>		
CDWG	CDW GOVERNMENT, INC	PURCHASED SERVICE	548.99	1
			548.99	
CLAYRIDG	CLAYTON RIDGE CSD	SPECIAL EDUCATION	866.71	1
			866.71	
INDECSD	INDEPENDENCE CSD	CONCURRENT ENROLLMENT	3,558.67	1
INDECSD	INDEPENDENCE CSD	SPECIAL EDUCATION	130,933.47	1
			134,492.14	
MORNCOLL	MORNINGSIDE COLLEGE	TEACHER CLASS	2,228.00	1
			2,228.00	
STARMONT	STARMONT CSD	OPEN ENROLLMENT	32,602.42	1
			32,602.42	
WATLCOMM	Waterloo Community School District	SPECIAL ED TUITION	15,064.20	1
		VOID	15,064.20	
WAVESHEL	WAVERLY-SHELL ROCK CSD	SPECIAL ED TUITION	385.69	3
WAVESHEL	WAVERLY-SHELL ROCK CSD	SPECIAL ED TUITION	163.45	1
			549.14	
Report Total:			186,351.60	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>		
WATLCOMM	Waterloo Community School District	SPECIAL ED TUITION	35,560.82	1
			35,560.82	
Report Total:			35,560.82	

List of Bills August 2024 Activities

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Amount</u>
CHASCARD	CHASE CARD SERVICES	stickers for ag demo	16.98
CHASCARD	CHASE CARD SERVICES	ICCA Membership	51.50
CHASCARD	CHASE CARD SERVICES	IHSBCA Membership	35.00
			103.48
ENTOYEAR	ENTOURAGE YEARBOOKS	Yearbooks	1,540.10
			1,540.10
SCHOSPEC	SCHOOL SPECIALTY LLC	ART SUPPLIES	1,060.81
			1,060.81
VERNTRUE	VERN'S TRUE VALUE HARDWARE	Field Paint	35.96
			35.96
WINTBUIL	WINTHROP BUILDING SUPPLY	Line Marking Paint	87.96
			87.96
YMCACAMP	YMCA CAMP WAPSIE	Balance Due from Camp Wapsi	2,026.35
			2,026.35
		Batch Total:	4,854.66
		Report Total:	4,854.66

List of Bills - School Board Mtg

Vendor ID Vendor Name
CHASCARD CHASE CARD SERVICES

Invoices Nutrition July 2024

User ID: MSS

Description

Invoice Amount

Nutrition Training Registration

160.00

160.00

Batch Total: **160.00**

Report Total: **160.00**

East Buchanan Community School District
Cash Summary Report

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

East Buchanan Community School District
Cash Summary Report

	<u>Jan-24</u>	<u>Feb-24</u>	<u>Mar-24</u>	<u>Apr-24</u>	<u>May-24</u>	<u>Jun-24</u>
10-GENERAL FUND						
Beginning Balance	1,563,695.55	1,621,916.39	1,525,180.07	1,416,678.90	2,051,730.11	1,947,347.92
Revenue	708,194.65	879,794.29	596,038.10	1,254,267.92	587,714.24	585,307.51
Expenditures	649,973.81	976,530.61	704,539.27	619,216.71	692,096.43	1,004,203.61
Ending Balance	1,621,916.39	1,525,180.07	1,416,678.90	2,051,730.11	1,947,347.92	1,528,451.82
21-ACTIVITY FUND						
Beginning Balance	102,863.76	112,432.24	119,034.71	118,859.34	104,886.05	93,737.47
Revenue	17,438.24	14,750.37	10,602.27	12,203.81	6,107.27	16,781.87
Expenditures	7,869.76	8,147.90	10,777.64	26,177.10	17,255.85	22,857.22
Ending Balance	112,432.24	119,034.71	118,859.34	104,886.05	93,737.47	87,662.12
22-MANAGEMENT FUND						
Beginning Balance	123,653.48	129,501.15	132,489.63	144,474.97	239,979.31	259,430.67
Revenue	6,847.67	3,988.48	12,985.34	96,504.34	20,451.36	4,201.82
Expenditures	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,050.86
Ending Balance	129,501.15	132,489.63	144,474.97	239,979.31	259,430.67	262,581.63
33-SAVE						
Beginning Balance	2,611,398.92	2,677,778.62	2,761,917.67	2,817,939.36	2,790,876.13	2,750,699.79
Revenue	66,379.70	84,139.05	60,021.69	152,936.77	74,486.62	174,167.48
Expenditures	0.00	0.00	4,000.00	180,000.00	114,662.96	115,000.00
Ending Balance	2,677,778.62	2,761,917.67	2,817,939.36	2,790,876.13	2,750,699.79	2,809,867.27
36-PEEL						
Beginning Balance	576,373.03	584,434.56	651,737.63	642,311.24	374,904.11	344,120.52
Revenue	11,053.91	72,509.39	18,066.31	133,750.19	25,629.68	8,510.10
Expenditures	2,992.38	5,206.32	27,492.70	401,157.32	56,413.27	38,619.78
Ending Balance	584,434.56	651,737.63	642,311.24	374,904.11	344,120.52	314,010.84
40-DEBT SERVICE						
Beginning Balance	237,146.50	247,309.98	253,850.74	267,681.53	9,175.12	36,405.06
Revenue	10,663.48	6,550.76	13,830.79	707,231.09	27,229.94	4,314.84
Expenditures	500.00	10.00	0.00	965,737.50	0.00	850.00
Ending Balance	247,309.98	253,850.74	267,681.53	9,175.12	36,405.06	39,869.90
61-NUTRITION FUND						
Beginning Balance	239,526.12	237,624.13	234,303.82	220,393.91	211,885.43	200,906.34
Revenue	54,926.04	97,026.55	60,266.80	53,993.28	51,408.44	32,264.96
Expenditures	56,828.03	100,346.86	74,176.71	62,501.76	62,387.53	41,976.76
Ending Balance	237,624.13	234,303.82	220,393.91	211,885.43	200,906.34	191,194.54
less: Received on Acct	13,529.60	11,889.67	11,983.77	8,597.72	3,103.60	2,857.37
	224,094.53	222,414.15	208,410.14	203,287.71	197,802.74	188,337.17
72-FLEX SPENDING ACCT FUND						
Beginning Balance	7,436.00	8,315.24	8,998.46	9,156.86	6,616.89	7,565.71
Revenue (contributions)	2,513.50	2,513.50	2,513.50	2,513.50	2,513.50	2,513.52
Expenditures (claims)	1,634.26	1,830.28	2,355.10	5,053.47	1,564.68	2,425.99
Ending Balance	8,315.24	8,998.46	9,156.86	6,616.89	7,565.71	7,653.24
EMPLOYER'S PAYROLL EXPENSE						
Gross Wages-hourly	100,278.82	104,786.14	117,360.25	99,733.56	113,533.81	138,954.03
Gross Wages-contract	331,272.54	328,229.21	315,819.20	320,647.55	325,096.33	351,507.76
	431,551.36	433,015.35	433,179.45	420,381.11	438,630.14	490,461.79
Employer paid deductions	66,409.77	62,671.48	64,158.64	64,041.72	61,824.21	57,626.14
Employer paid IPERS	39,127.99	39,528.41	39,311.50	39,072.73	40,499.04	43,068.79
Employer paid FICA	32,016.74	32,142.95	32,142.56	31,156.87	32,571.51	36,530.32
	137,554.50	134,342.84	135,612.70	134,271.32	134,894.76	137,225.25
TOTAL	569,105.86	567,358.19	568,792.15	554,652.43	573,524.90	627,687.04

East Buchanan Community School District
Cash Summary Report

Jul-24

10-GENERAL FUND	
Beginning Balance	1,528,451.82
Revenue	471,644.57
Expenditures	<u>836,714.15</u>
Ending Balance	1,163,382.24

21-ACTIVITY FUND	
Beginning Balance	87,662.12
Revenue	9,059.13
Expenditures	<u>5,576.02</u>
Ending Balance	91,145.23

22-MANAGEMENT FUND	
Beginning Balance	262,581.63
Revenue	3,603.81
Expenditures	<u>239,759.14</u>
Ending Balance	26,426.30

33-SAVE	
Beginning Balance	2,809,867.27
Revenue	77,173.16
Expenditures	<u>207,551.49</u>
Ending Balance	2,679,488.94

36-PPEL	
Beginning Balance	314,010.84
Revenue	4,171.97
Expenditures	<u>51,073.38</u>
Ending Balance	267,109.43

40-DEBT SERVICE	
Beginning Balance	39,869.90
Revenue	210,821.29
Expenditures	<u>207,180.00</u>
Ending Balance	43,511.19

61-NUTRITION FUND	
Beginning Balance	191,194.54
Revenue	7,289.48
Expenditures	<u>13,106.36</u>
Ending Balance	185,377.66
less: Received on Acct	<u>2,857.37</u>
	182,520.29

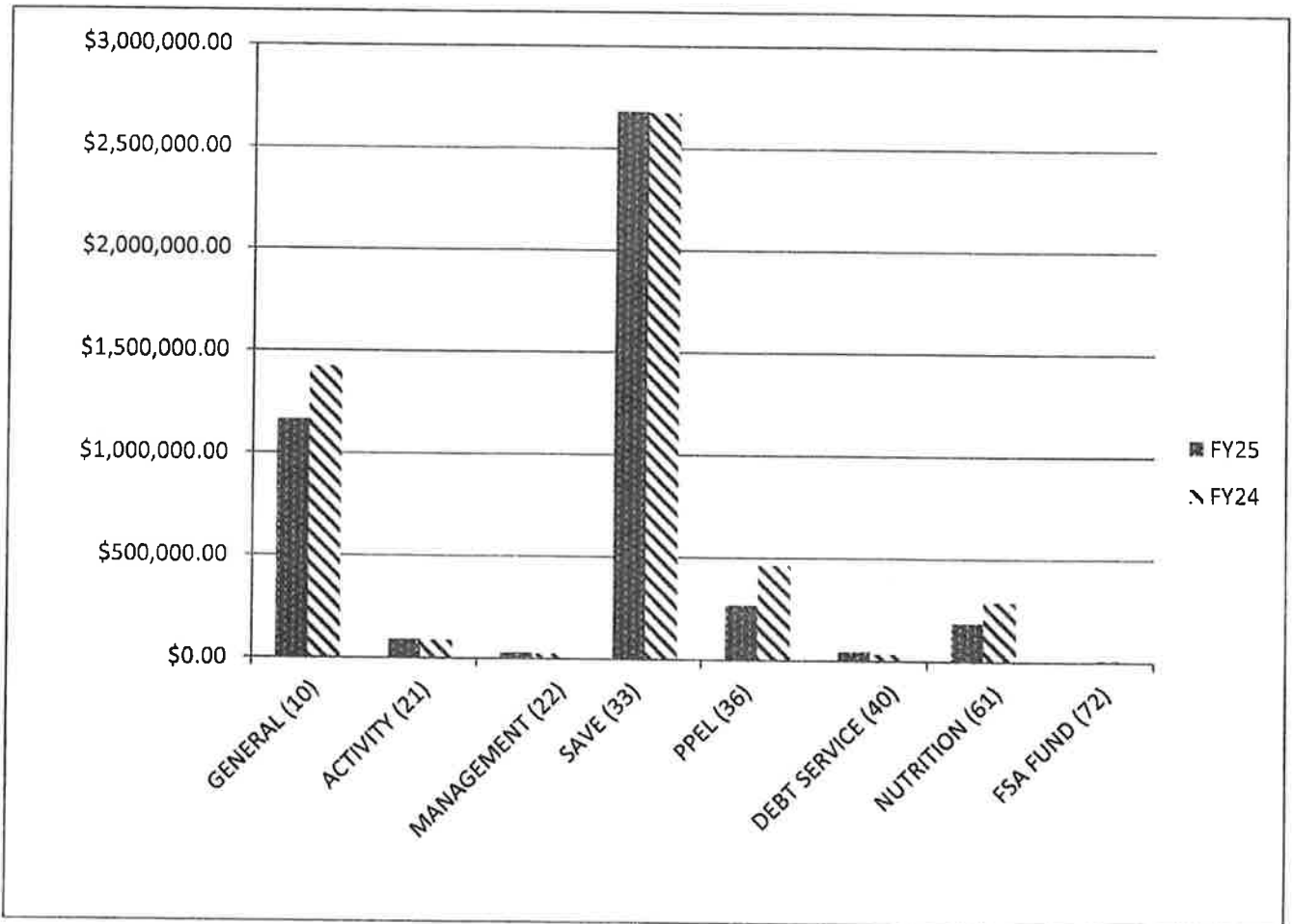
72-FLEX SPENDING ACCT FUND	
Beginning Balance	7,653.24
Revenue (contributions)	2,086.99
Expenditures (claims)	<u>5,404.38</u>
Ending Balance	4,335.85

EMPLOYER'S PAYROLL EXPENSE	
Gross Wages-hourly	78,507.94
Gross Wages-contract	<u>305036.73</u>
	383,544.67
Employer paid deductions	61,626.73
Employer paid IPERS	31,366.92
Employer paid FICA	<u>28313.51</u>
	121,307.16

TOTAL	<u>504,851.83</u>
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CASH SUMMARY REPORT EAST BUCHANAN COMMUNITY SCHOOL July 2024

Fund Description	Beginning	Revenues	Expenditures	FY25	FY24	Difference
				Ending	End Balance	
GENERAL (10)	\$1,528,451.82	\$471,644.57	\$836,714.15	\$1,163,382.24	\$1,420,979.12	(\$257,596.88)
ACTIVITY (21)	\$87,662.12	\$9,059.13	\$5,576.02	\$91,145.23	\$86,302.23	\$4,843.00
MANAGEMENT (22)	\$262,581.63	\$3,603.81	\$239,759.14	\$26,426.30	\$23,245.04	\$3,181.26
SAVE (33)	\$2,809,867.27	\$77,173.16	\$207,551.49	\$2,679,488.94	\$2,673,630.79	\$5,858.15
PPEL (36)	\$314,010.84	\$4,171.97	\$51,073.38 #	\$267,109.43	\$461,072.82	(\$193,963.39)
DEBT SERVICE (40)	\$39,869.90	\$210,821.29	\$207,180.00	\$43,511.19	\$32,568.43	\$10,942.76
NUTRITION (61)	\$191,194.54	\$7,289.48	\$13,106.36	\$185,377.66	\$288,586.31	(\$103,208.65)
FSA FUND (72)	\$7,653.24	\$2,086.99	\$5,404.38	\$4,335.85	\$7,182.29	(\$2,846.44)
TOTAL				<u>\$4,460,776.84</u>	<u>\$4,993,567.03</u>	<u>(\$532,790.19)</u>



Certified Budget compared to Actual Revenues/Expenditures - All Funds

		FY24 Certified		
		Budget	as of 7/31/2024	over / (under) budget
Taxes Levied on Property	1	\$ 3,316,980.00	\$ 3,355,512.86	
Utility Replacement Excise Tax	2	\$ 44,118.00	\$ 44,947.23	
Income Surtaxes	3	\$ 151,599.00	\$ 194,600.04	
Tuition\Transportation Received	4	\$ 600,000.00	\$ 754,416.19	
Earnings on Investments	5	\$ 70,000.00	\$ 267,129.41	
Nutrition Program Sales	6	\$ 140,000.00	\$ 199,098.76	
Student Activities and Sales	7	\$ 181,000.00	\$ 116,174.35	
Other Revenues from Local Sources	8	\$ 110,000.00	\$ 226,777.01	
Revenue from Intermediary Sources	9	\$ -		
State Foundation Aid	10	\$ 4,195,341.00	\$ 4,139,486.00	
Instructional Support State Aid	11	\$ 14,163.00	\$ -	
Other State Sources	12	\$ 780,000.00	\$ 892,339.42	
Commercial & Industrial State Replacement	13	\$ -		
Title I Grants	14	\$ 70,000.00	\$ 50,971.23	
IDEA and Other Federal Sources	15	\$ 445,000.00	\$ 491,284.92	
Total Revenues	16	\$ 10,118,201.00	\$ 10,732,737.42	
General Long-Term Debt Proceeds	17	\$ -	\$ -	
Transfers In	18	\$ 312,355.00	\$ 313,523.30	
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 1,350.00	
Special Items/Upward Adjustments	20	\$ -	\$ -	
Total Revenues & Other Sources	21	\$ 10,430,556.00	\$ 11,047,610.72	
Beginning Fund Balance	22	\$ 5,190,063.43	\$ 5,190,063.43	
Total Resources	23	\$ 15,620,619.43	\$ 16,237,674.15	
*Instruction	24	\$ 5,917,000.00	\$ 6,187,403.67	\$ 270,403.67
Student Support Services	25	\$ 275,000.00	\$ 296,271.11	
Instructional Staff Support Services	26	\$ 650,000.00	\$ 506,493.87	
General Administration	27	\$ 435,000.00	\$ 453,540.14	
School/Building Administration	28	\$ 440,000.00	\$ 446,190.03	
Business & Central Administration	29	\$ 145,000.00	\$ 141,434.71	
Plant Operation and Maintenance	30	\$ 917,000.00	\$ 910,101.21	
Student Transportation	31	\$ 640,000.00	\$ 518,186.59	
This row is intentionally left blank	32	\$ -		
*Total Support Services (lines 25-32)	32A	\$ 3,502,000.00	\$ 3,272,217.66	\$ (229,782.34)
*Noninstructional Programs	33	\$ 426,350.00	\$ 414,330.27	\$ (12,019.73)
Facilities Acquisition and Construction	34	\$ 1,020,000.00	\$ 261,854.07	
Debt Service	35	\$ 763,693.00	\$ 764,242.50	
AEA Support - Direct to AEA	36	\$ 278,919.00	\$ 278,919.00	
*Total Other Expenditures (lines 34-36)	36A	\$ 2,062,612.00	\$ 1,305,015.57	\$ (757,596.43)
Total Expenditures	37	\$ 11,907,962.00	\$ 11,178,967.17	
Transfers Out	38	\$ 312,355.00	\$ 313,523.30	
Other Uses	39	\$ -	\$ -	
Total Expenditures & Other Uses	40	\$ 12,220,317.00	\$ 11,492,490.47	\$ (727,826.53)
Ending Fund Balance	41	\$ 3,400,302.43	\$ 4,745,183.68	
Total Requirements	42	\$ 15,620,619.43	\$ 16,237,674.15	\$ 617,054.72

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

Certified Budget compared to Actual Budget - General Fund Only

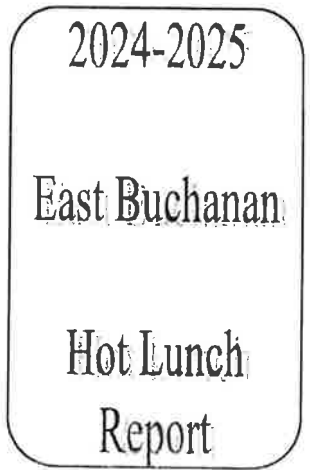
		Certified Budget	YTD as of 7/31/2024	
Taxes Levied on Property	1	\$ 2,144,253	\$ 2,169,136	101%
Utility Replacement Excise Tax	2	\$ 28,520	\$ 29,056	102%
Income Surtaxes	3	\$ 192,254	\$ 194,600	101%
Tuition\Transportation Received	4	\$ 750,000	\$ 754,416	101%
Earnings on Investments	5	\$ 70,000	\$ 85,503	122%
Nutrition Program Sales	6	\$ -	\$ -	0%
Student Activities and Sales	7	\$ 3,000	\$ 3,665	122%
Other Revenues from Local Sources	8	\$ 100,000	\$ 157,887	158%
Revenue from Intermediary Sources	9	\$ -	\$ -	0%
State Foundation Aid	10	\$ 4,140,033	\$ 4,139,486	100%
Instructional Support State Aid	11	\$ -	\$ -	0%
Other State Sources	12	\$ 178,000	\$ 175,644	99%
Commercial & Industrial State Replacement	13	\$ -	\$ -	0%
Title I Grants	14	\$ 70,000	\$ 50,971	73%
IDEA and Other Federal Sources	15	\$ 290,000	\$ 330,219	114%
Total Revenues	16	\$ 7,966,060	\$ 8,090,583	102%
General Long-Term Debt Proceeds	17	\$ -	\$ -	0%
Transfers In	18	\$ -	\$ -	0%
Proceeds of Fixed Asset Dispositions	19	\$ -	\$ 550	0%
Special Items/Upward Adjustments	20	\$ -	\$ -	0%
Total Revenues & Other Sources	21	\$ 7,966,060	\$ 8,091,133	102%
Beginning Fund Balance	22	\$ 1,360,549	\$ 1,360,549	
Total Resources	23	\$ 9,326,609	\$ 9,451,682	
Instruction	24	\$ 5,450,000	\$ 5,458,530	100%
Student Support Services	25	\$ 275,000	\$ 296,271	108%
Instructional Staff Support Services	26	\$ 620,000	\$ 477,561	77%
General Administration	27	\$ 402,000	\$ 430,684	107%
School/Building Administration	28	\$ 440,000	\$ 438,190	100%
Business & Central Administration	29	\$ 145,000	\$ 141,435	98%
Plant Operation and Maintenance	30	\$ 665,000	\$ 596,128	90%
Student Transportation	31	\$ 420,000	\$ 409,314	97%
This row is intentionally left blank	32			
Total Support Services (lines 25-32)	32A	\$ 2,967,000	\$ 2,789,583	94%
Noninstructional Programs	33	\$ -	\$ -	0%
Facilities Acquisition and Construction	34		\$ -	
Debt Service	35		\$ -	
AEA Support - Direct to AEA	36	\$ 278,919	\$ 278,919	
Total Other Expenditures (lines 34-36)	36A	\$ 278,919	\$ 278,919	100%
Total Expenditures	37	\$ 8,695,919	\$ 8,527,032	
Transfers Out	38	\$ 6,700	\$ 7,168	
Other Uses	39			
Total Expenditures & Other Uses	40	\$ 8,702,619	\$ 8,534,200	
Ending Fund Balance	41	\$ 623,990	\$ 917,481	
Total Requirements	42	\$ 9,326,609	\$ 9,451,682	

Fund: 21 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Ending Balance</u>
21 6111 729 910	DRAMA	18,287.33	0.00	0.00	18,287.33
21 6120 729 910	SPEECH	319.85	0.00	0.00	319.85
21 6210 729 910	MUSIC CLUB	81.53	0.00	0.00	81.53
21 6220 729 910	PEP BAND	2,414.13	0.00	0.00	2,414.13
21 6221 729 910	MUSIC TRIP	3,014.15	0.00	0.00	3,014.15
21 6600 729 920	ATHLETICS	4,203.78	0.00	7,755.04	11,958.82
21 6645 729 920	CROSS COUNTRY	46.50	0.00	0.00	46.50
21 6693 729 920	CHEERLEADING	2,443.31	0.00	0.00	2,443.31
21 6694 729 920	DANCE TEAM	1,143.32	0.00	0.00	1,143.32
21 6710 729 920	BOYS' BASKETBALL	1,132.12	0.00	0.00	1,132.12
21 6720 729 920	FOOTBALL	3,311.49	0.00	0.00	3,311.49
21 6730 729 920	BASEBALL	300.37	0.00	0.00	300.37
21 6740 729 920	BOYS' TRACK	102.30	0.00	0.00	102.30
21 6760 729 920	BOYS' GOLF	(512.78)	0.00	512.78	0.00
21 6790 729 920	WRESTLING	104.82	0.00	0.00	104.82
21 6810 729 920	GIRLS BASKETBALL	1,082.92	0.00	0.00	1,082.92
21 6815 729 920	VOLLEYBALL	189.03	0.00	0.00	189.03
21 6835 729 920	SOFTBALL	(20.16)	0.00	20.16	0.00
21 6840 729 920	GIRLS TRACK	318.32	0.00	0.00	318.32
21 6860 729 920	GIRLS' GOLF	96.93	0.00	0.00	96.93
21 7010 729 950	FBLA	6,597.32	0.00	0.00	6,597.32
21 7011 729 950	HS STUDENT COUNCIL	1,470.50	0.00	0.00	1,470.50
21 7012 729 950	SPANISH CLUB	997.45	0.00	0.00	997.45
21 7013 729 950	NHS	1,062.24	0.00	0.00	1,062.24
21 7017 729 950	SKILLS USA	69.22	0.00	0.00	69.22
21 7020 729 950	NEWSPAPER	2,236.84	0.00	0.00	2,236.84
21 7021 729 950	ROBOTICS CLUB	905.71	0.00	0.00	905.71
21 7022 729 950	ESPORTS	304.85	0.00	0.00	304.85
21 7026 729 950	FFA	13,721.96	0.00	382.00	14,103.96
21 7027 729 950	ART CLUB	1,060.81	0.00	0.00	1,060.81
21 7040 729 950	MS STUDENT COUNCIL	133.12	0.00	0.00	133.12
21 7049 729 950	PBIS	280.15	0.00	0.00	280.15
21 7051 729 950	CAMP WAPSIE	2,052.48	0.00	0.00	2,052.48
21 7080 729 950	CLASS OF 2025	2,652.98	0.00	0.00	2,652.98
21 7081 729 950	CLASS OF 2026	1,187.10	0.00	0.00	1,187.10
21 7082 729 950	CLASS OF 2027	761.72	0.00	0.00	761.72
21 7083 729 950	RClass of 2028	600.00	0.00	0.00	600.00
21 8000 729 910	ANNUAL	7,756.92	0.00	0.00	7,756.92
21 8001 729 910	BUCCANEER CLUB	175.47	0.00	0.00	175.47
21 8004 729 910	INTEREST	0.00	0.00	389.15	389.15
Fund Total: 21		<u>82,086.10</u>	<u>0.00</u>	<u>9,059.13</u>	<u>91,145.23</u>

RECEIPTS

	MONTH	PRIOR RECEIPT	YEAR TO DATE
Student Breakfast	\$0.00	\$0.00	\$0.00
Student Lunch	\$0.00	\$0.00	\$0.00
Adult Breakfast	\$0.00	\$0.00	\$0.00
Adult Lunch	\$0.00	\$0.00	\$0.00
Alacarte	\$0.00	\$0.00	\$0.00
Snacks	\$0.00	\$0.00	\$0.00
Federal Breakfast	\$0.00	\$0.00	\$0.00
Federal Lunch	\$0.00	\$0.00	\$0.00
State Breakfast	\$0.00	\$0.00	\$0.00
State Lunch	\$0.00	\$0.00	\$0.00
Supply Chain Assistance Funds	\$0.00	\$0.00	\$0.00
Other Revenues	\$0.00	\$0.00	\$0.00
Rebate	\$0.00	\$0.00	\$0.00
Interest	\$810.68	\$0.00	\$810.68
TOTAL INCOME	\$810.68	\$0.00	\$810.68



EXPENDITURES

	MONTH	PRIOR EXPENSE	YEAR TO DATE
Food	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Shared Contract	\$0.00	\$0.00	\$0.00
Purchased Services	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Travel/Trainings	\$160.00	\$0.00	\$160.00
Other Purchased Services	\$0.36	\$0.00	\$0.36
Salaries	\$3,583.33	\$0.00	\$3,583.33
Benefits	\$2,318.96	\$0.00	\$2,318.96
TOTAL EXPENDITURES	\$6,062.65	\$0.00	\$6,062.65

DAYS MEALS SERVED	
July	0
August	0
September	0
October	0
November	0
December	0
January	0
February	0
March	0
April	0
May	0
June	0
TOTALS	0

BALANCE

	0	PRIOR BALANCE	YEAR TO DATE
Beginning Balance	\$0.00	\$190,514.78	\$190,514.78
Income	\$810.68	\$0.00	\$810.68
Expenditures	\$6,062.65	\$0.00	\$6,062.65
FUND BALANCE	-\$5,251.97	\$190,514.78	\$185,262.81

MEALS SERVED

	MONTH	PRIOR BALANCE	YEAR TO DATE
Paid Student Breakfasts	0	0	0
Reduced Student Breakfasts	0	0	0
Free Student Breakfasts	0	0	0
Second Breakfasts	0	0	0
Adult Breakfasts	0	0	0
Student Guest Breakfasts	0	0	0
Complimentary Breakfasts	0	0	0
TOTAL BREAKFASTS SERVED	0	0	0
Paid Student Lunches	0	0	0
Reduced Student Lunches	0	0	0
Free Student Lunches	0	0	0
Second Lunches	0	0	0
Adult Lunches	0	0	0
Student Guest Lunches	0	0	0
Complimentary Lunches	0	0	0
TOTAL LUNCHESES SERVED	0	0	0



LUNCH STATUS

FREE	REDUCED	PAID	TOTAL
			0

RESOLUTION TO PARTICIPATE IN THE INSTRUCTIONAL SUPPORT PROGRAM

WHEREAS, the Board of Directors has approved a five (5) year finance plan, which anticipates the level of funding that will be possible to continue the current level of services and to fund the ongoing programs of the School District; and

WHEREAS, the Board of Directors has given consideration to continue participation in the Instructional Support Program as provided in Iowa Code sections 257.18 through 257.27; and

WHEREAS, the Board has published notice of the time and place of a public hearing on the resolution; and

WHEREAS, a hearing has been held upon the proposal to continue to participate in the Instructional Support Program and any objections are overruled:

NOW, THEREFORE, IT IS RESOLVED:

1. The Board of Directors determines that it is consistent with the five (5) finance plan to fund the ongoing programs and services of the School District and it is in the best interest of the School District to participate in an Instructional Support Program as provided in Iowa Code sections 257.18 through 257.27, and to provide additional funding therefor for a period of five (5) years commencing the fiscal year ending June 30, 2026.

2. The additional funding for the Instructional Support Program for a budget year will be determined annually, and will not exceed ten percent (10%) of the total regular program district cost for the budget year and moneys received under Iowa Code section 257.14 as a budget adjustment for the budget year.

3. Moneys received by the District for the Instructional Support Program may be used for any general fund purpose, all subject to the limitations of Iowa Code Section 257.19.

4. The Instructional Support Program shall be funded by instructional support state aid and a combination instructional support property tax levied annually upon the taxable property within the School District commencing with the levy of property taxes for collection in the fiscal year ending June 30, 2026, and instructional support income surtax imposed annually, the percent of income surtax to be determined by the Board for each budget year to be imposed upon the state individual income tax of each individual income taxpayer resident in the School District on December 31, 2025, and each year thereafter.

5. Unless, within twenty-eight days following the adoption of this resolution, the Secretary of the Board receives a petition containing the signatures of eligible electors equal in number to not less than one hundred or thirty percent of the number of voters at the last preceding regular school election, whichever is greater, asking that an election be called to approve or disapprove this action of the Board adopting the Instructional Support Program, this action of the Board is final and the Secretary is authorized and directed to certify a copy of this resolution to the Department of Management.

In the event a petition containing the required number of signatures is filed with the Secretary of the Board within twenty-eight days of the adoption of this resolution, the President shall call a meeting of the Board to consider rescission of this resolution, or to direct the county commissioner of elections to submit the following question to the qualified electors of the School District at a special election.

If the Board determines to submit the question to the electors, the proposition to be submitted shall be as follows:

Shall the Board of Directors of the East Buchanan Community School District in the County of Buchanan, State of Iowa, be authorized for a period of five (5) years to levy and impose an instructional support tax in an amount (after taking into consideration instructional support state aid) of not exceeding ten percent (10%) of the total of regular program district cost for the budget year and moneys received under Iowa Code section 257.14 as a budget adjustment in the budget year, and be authorized annually, in combination, as determined by the Board, to levy a combination of an instructional support property tax upon all the taxable property within the School District commencing with the levy of property taxes for collection in the fiscal year ending June 30, 2026, and instructional support income surtax imposed annually, the percent of income surtax to be determined by the Board for each budget year to be imposed upon the state individual income tax of each individual income taxpayer resident in the School District on December 31, 2025, and each year thereafter.

Passed and approved this ____ day of _____, 20__.

President

ATTEST:

Secretary

**SERVICES AGREEMENT FOR NETWORKING SUPPORT SERVICES
BETWEEN
CENTRAL RIVERS AREA EDUCATION AGENCY
AND
East Buchanan CSD
2024–2025**

This Agreement is entered into by and between the **Central Rivers Education Agency** (“*CRAEA*”) and the East Buchanan CSD (the “*District*”) effective as of July 1, 2024 (the “*Effective Date*”).

Central Rivers AEA and the District agree as follows:

1. **Scope of Work.** Central Rivers AEA will provide to the District the services as set forth in **Schedule A** (the “*Services*”), which shall be attached hereto and is by this reference incorporated as part of this Agreement.
2. **Payment and Costs.** The District agrees to make payments to Central Rivers AEA according to the fee schedule set forth in **Schedule B**, which shall be attached hereto and is by this reference incorporated as part of this Agreement. The District further agrees to compensate Central Rivers AEA for all services and expenses incurred in connection with providing the Services as set forth in **Schedule B** and elsewhere in this Agreement.
3. **Term and Termination.** Central Rivers AEA shall provide the Services beginning on the Effective Date and shall continue providing the Services until June 30, 2025. However, this Agreement shall terminate prior to June 30, 2025 upon the occurrence of any of the following:
 - a. The District breaches any of its obligations under this Agreement. In the event of such breach of performance, Central Rivers AEA shall provide written notice to the District specifying the breach and the District shall have thirty (30) days to cure such breach. If the District fails to cure its breach within the thirty (30) day period, this Agreement shall immediately terminate.
 - i. Notwithstanding Section 3.a, if the District’s breach of this Agreement is a failure to timely make a payment pursuant to **Schedule B**, the District shall have sixty (60) days to cure such breach.
 - b. Central Rivers AEA breaches any of its obligations under this Agreement. In the event of such breach of performance, the District shall provide written notice to Central Rivers AEA specifying the breach and Central Rivers AEA shall have thirty (30) days to cure such breach. If Central Rivers AEA fails to cure its breach within the thirty (30) day period, this Agreement shall immediately terminate.
 - c. Either the District or Central Rivers AEA provides written notice of termination to the other party. Such notice of termination shall become effective, and this agreement shall terminate, thirty (30) days after delivery of such notice.

- d. Notwithstanding any other provision contained in this Agreement, this Agreement shall immediately terminate and neither party shall be liable for any failures to perform if such failure is caused by acts of God or the public enemy, fire, explosion, accident, flood, drought, embargoes, shortages, actions of any kind by a governmental authority (other than a governmental authority who is a party to this Agreement) whether such act is valid or invalid, or any other casualty.

In the event this Agreement terminates prior to June 30, 2025, all rights and obligations of the parties hereunder shall cease as of the date of such termination, except that Central Rivers AEA will provide services in connection with migrating the District to a new service provider, and Central Rivers AEA shall charge the District at its normal hourly rate for such migration services.

4. **Representations and Warranties.** Central Rivers AEA represents and warrants that the Services will be provided in a professional manner, by qualified personnel, consistent with this Agreement. Central Rivers AEA shall use commercially reasonable efforts to perform the Services to the District's satisfaction. The District represents and warrants that it will discuss with Central Rivers AEA any major purchases of technology hardware and software, as well as equipment and peripherals, such that Central Rivers AEA may advise the District as to the compatibility of such hardware, software, equipment, or peripherals. The District represents and warrants that Central Rivers AEA will be the sole provider of the Services unless alternate arrangements are made between the parties. Both parties represent and warrant that, if any disputes arise regarding this Agreement, the parties shall negotiate in good faith to resolve any disputes or differences. Central Rivers AEA **MAKES NO OTHER WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, WITH RESPECT TO THE SERVICES UNDER THIS AGREEMENT. GWAEA EXPRESSLY DISCLAIMS ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**
5. **Limitation of Liability.** Notwithstanding anything else contained in this agreement, Central Rivers AEA shall under no circumstances be liable for any failure to perform this Agreement due to delay or failure of contractors, suppliers, or any other third parties for any reason, including without limitation delay or failure of material, equipment, hardware, software, computer systems or carriers, or transportation, and Central Rivers AEA shall further not be liable for any failure to perform this Agreement if such failure was not caused by Central Rivers AEA; and Central Rivers AEA shall under no circumstances be liable for any loss of information or data supplied by the District resulting from the malfunction or shutdown of its computers whether caused by human error, machine breakdown, malfunction, natural disasters, or for any other reason whatsoever.
6. **Limitation on Remedies.** Neither party will be liable to the other for any consequential, incidental, indirect, special, or punitive damages which may arise out of this Agreement, and in no event will either party be liable to the other for amounts in excess of the amount to be paid pursuant to Central Rivers AEA pursuant to Section 2.
7. **Assignment.** The District may not assign or delegate any or all of its rights or its duties under this Agreement without the prior written consent of Central Rivers AEA.

8. **Complete Agreement.** This Agreement (together with all attachments hereto) is the complete and exclusive statement of the agreement of the parties with respect to the subject matter hereof and supersedes all prior oral or written proposals or agreements with respect to the subject matter of this Agreement. This Agreement may not be modified except in a writing executed by both parties.
9. **Conflict.** In the event that any term of this Agreement conflicts with any term provided for in the Schedules attached to this Agreement and incorporated herein, the terms of this Agreement shall control and the terms of the Schedules shall be subordinate.
10. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.

CENTRAL RIVERS AREA EDUCATION AGENCY

By: _____
Board President

Date: _____

EAST BUCHANAN CSD

By: _____
Board President

Date: _____

SCHEDULE A

OUTSOURCED TECHNOLOGY SERVICES

Section 1 – Services Provided

Central Rivers AEA will provide technology services on all existing hardware and software owned by the District with the exception of the items noted in **Section 2**. All hardware and software needs to be licensed with vendor support.

Section 2 – Hardware not covered

Wireless, switches, and firewalls must have licenses, support and warranty. While you do not need to purchase new network equipment, as you use your ERate funds to replace infrastructure we require purchase of Fortinet Firewalls and Cisco Meraki switches and wireless. The filtering products we support are: GoGuardian, iBoss, Mosyle and Meraki. We do not support Linux servers, and Windows servers must support and run Windows Server 2022 or newer.

Section 3 – Standard Practice

The District will enter tickets for service either via Central Rivers AEA's ticket system or via phone. Central Rivers AEA will schedule and dispatch techs as available to address issues. Normal tickets will be addressed in 48 hours.

Support will be either by phone, remote access, or onsite. Central Rivers AEA will determine the type of service that is appropriate in the circumstances.

SCHEDULE B

Outsourced Services Package

Central Rivers AEA will provide technology assistance support as described in Schedule A. If Central Rivers AEA's Technology staff is needed for an event, the District will inform Central Rivers AEA of such needs with reasonable advance notice. Normal working hours are Monday through Friday, 8 am until 4 pm. Central Rivers AEA can provide a list of all observed holidays not considered working hours. If support is needed outside of working hours coverage can generally be arranged with reasonable advance notice. Central Rivers AEA will make every effort to meet those after hour obligations.

Specifically the District is contracting for Network Support which includes but is not limited to:

- 1) Management of Firewall, Switches, APs and UPS(s)
- 2) Servers, DHCP, DNS
- 3) Web Filtering

Other hardware and software may fall under this agreement but will need to be mutually agreed up between CRAEA and the District.

BASE COST FOR FISCAL YEAR 2024 - 2025
\$12,000

Billing Schedule with Payment Due Upon Receipt:

July 15, 2024 - \$1,000
August 15, 2024 - \$1,000
September 15, 2024 - \$1,000
October 15, 2024 - \$1,000
November 15, 2024 - \$1,000
December 15, 2024 - \$1,000
January 15, 2025 - \$1,000
February 15, 2025 - \$1,000
March 15, 2025 - \$1,000
April 15, 2025 - \$1,000
May 15, 2025 - \$1,000
June 15, 2025 - \$1,000



**2024-2025 PROGRAM YEAR – MEMORANDUM OF AGREEMENT
EAST BUCHANAN COMMUNITY SCHOOL DISTRICT
AND JUNIOR ACHIEVEMENT OF EASTERN IOWA**

WHEREAS the East Buchanan Community School District hereinafter referred to as **DISTRICT**, and Junior Achievement of Eastern Iowa hereinafter referred to as **JUNIOR ACHIEVEMENT**, desire to enter into an Agreement for the purpose of *INSPIRING AND PREPARING YOUNG PEOPLE TO SUCCEED*.

NOW THEREFORE IS AGREED:

Responsibilities of **JUNIOR ACHIEVEMENT**:

1. Will provide all program materials, student guides, teacher manuals, volunteer manuals, test-generating software and other software licensing, shipping charges, program insurance, staff time for recruitment, placement, training and oversight of volunteers and instructors, as well as other materials fees based on program(s) selection. Materials will be ordered and delivered directly to facility prior to the start of the Junior Achievement class.
 - a. Classroom materials will be ordered and delivered directly to each participating classroom prior to the start of the Junior Achievement class. If program materials are lost once proof of delivery to school, the DISTRICT is responsible for the additional cost of replacement materials.
2. Will partner to prospect, recruit, train, schedule and place each volunteer as well as facilitate evaluation tools and recognition of each volunteer. Junior Achievement will serve as a liaison between the volunteer and instructor if any concerns arise during the Junior Achievement partnership.
3. Will compile any program evaluation data and report impact and outcomes to Partnership Coordinator no later than August 15, 2025.
4. Will facilitate a joint DISTRICT & Junior Achievement volunteer recognition program for all participating volunteers.
5. Will compile a DISTRICT volunteer engagement report inclusive of volunteer hours. This will be submitted to DISTRICT's Partnership Coordinator by August 15, 2025.
6. Will be available to present partnership overview, including volunteer, evaluation, and impact details to DISTRICT at an agreed upon date each year.
7. Will provide an itemized cost statement of services based on current year's certified enrollment to DISTRICT's Partnership Coordinator no later than January 31, 2025 for agreed upon 2024-2025 program services.
8. With the partnership of at least one full grade upon request, Junior Achievement will provide at no cost to the DISTRICT:
 - a. All fees associated with facilitating Junior Achievement programming in preschool or kindergarten classrooms.
 - b. All fees (excluding transportation to and from event) associated with facilitating select experiential learning programs and student events, i.e. JA Career Fairs, JA Career Speaker Series, JA Financial Literacy Fairs, JA Career Inspire, JA Stock Market Challenge.

Responsibilities of **DISTRICT**:

1. Will identify a partnership coordinator who will be the primary contact for the JUNIOR ACHIEVEMENT partnership.
 - a. Partnership coordinator will connect JUNIOR ACHIEVEMENT staff to the DISTRICT personnel responsible for delivering Junior Achievement programming.
 - b. Partnership coordinator will identify and connect JUNIOR ACHIEVEMENT staff to the volunteer liaisons for the DISTRICT.
 - c. Partnership coordinator will identify and connect JUNIOR ACHIEVEMENT staff to the marketing/communications coordinator for the DISTRICT.
2. Will list JUNIOR ACHIEVEMENT as partner on DISTRICT's website and include volunteer opportunities in newsletters and/or digital backpacks.
3. Will provide a list of participating classes to JUNIOR ACHIEVEMENT by **September 15, 2024** for the 2024-2025 school year. All lists will be by school, grade, time period (if applicable), teacher's name and email and number of students.
4. Will allow JUNIOR ACHIEVEMENT to provide a 1-hour group training to all instructors new to Junior Achievement during the program year. All training will be facilitated prior to the Junior Achievement partnership experience. A training date will be determined before **May 31st, 2024**. Junior Achievement education staff will provide the training at a date and time coordinated by the DISTRICT.
5. Will facilitate a pre-program as well as a post-program evaluation instrument for each participating student in the Junior Achievement program. Specific evaluations will be sent to instructors based on program selection.
6. The DISTRICT may select from the following classroom programs to implement as part of the MOA:

GRADE LEVEL	Work and Career Readiness Pathway		Financial Literacy Pathway		Entrepreneurship Pathway	
ELEMENTARY	JA Our Community® (2)		JA More Than Money® (3-5)	x	JA More Than Money® (3-5)	x
	JA Our Friends† (PK)		JA Our City® (3)		JA Our Families® (1)	
	JA Our Nation® (5)		JA Ourselves®† (K)	x	JA Our Region® (4)	x
	JA Our Neighbors (PK-5)					
MIDDLE	JA It's My Future® (6-8)		JA Economics for Success® (6-8)		JA It's My Business!® (6-8)	
			JA Global Marketplace® (6-8)	x		
MULTI-LEVELS	JA Excellence through Ethics (6-12)		JA Finance Park -Classroom (6-12)		JA Company Program Pop Up (6-12)	
	JA It's My Job® (6-12)		JA Tools for Success® (6-12)		JA Tools for Success® (6-12)	
	JA Tools for Success (6-12)					
HIGH	JA Career Success® (9-12)		JA All About Cars® (9-12)		JA Company Program® (9-12)	
			JA Economics® (9-12)		JA Be Entrepreneurial® (9-12)	
			JA Personal Finance® 2.0 (9-12)		JA Launch Lesson (9-12)	
			JA Take Stock in Your Future® (9-12)			
			JA Titan® (9-12)			

X - Participating, P - Pilot, O - Previously Implemented, † - No Cost

7. The DISTRICT may select from the following experiential learning programs and student events to implement as part of the MOA:

GRADE LEVEL	Work and Career Readiness Pathway		Financial Literacy Pathway		Entrepreneurship Pathway
ELEMENTARY	JA BizTown® - MOBILE* (5)				
MIDDLE			JA Financial Literacy Fair † (6-8)		
MULTI-LEVELS	JA Career Fairs † (K-12)	x	JA Finance Park® - MOBILE* (7-12)		
HIGH	JA Career Inspire® † (9)		JA Stock Market Challenge† (9-12)		

X - Participating, P - Pilot, O - Previously Implemented

**JA BizTown®- Mobile and JA Finance Park®- Mobile will be available at a first come, first served basis.*

DISTRICT will pay JUNIOR ACHIEVEMENT \$13.93 per student participating in the Junior Achievement programming noted above for the 2024-2025 program year.

This Agreement shall be effective July 1, 2024, through June 30, 2025, inclusive of school year and summer programming.

This Agreement may be amended at any time during its term by mutual consent of the parties. Any such amendment shall be in writing and signed by authorized representatives of both parties.

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT
Superintendent

Date

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT
School Board President

Date

JUNIOR ACHIEVEMENT OF EASTERN IOWA
Area President

Date

JUNIOR ACHIEVEMENT OF EASTERN IOWA
Regional Executive Board Chairperson

Date

Required:

Partnership Coordinator's Name

Telephone Number

Partnership Coordinator's E-mail Address

East Buchanan Elementary Student Handbook 2024-2025



Our Mission:

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

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

PARENT VISITATION

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

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

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

All Parents and Visitors need to report to the office before entering the building at any time. PK parents can pick up and drop off at the PK door (Jackson Street).

STUDENT DROP-OFF/PICK-UP

Before and afterschool is a busy time in the hallways with students preparing for school or preparing to go home. Our hallways become very congested. It is asked that you drop-off or pick-up your child(ren) on the southside of the elementary (Jackson Street). Students that are picked up will be released from the southwest door of the elementary (Jackson and 6th Street). Please do not stop in the middle of 5th Street, stopping traffic, to let your students off for school. Please park on Jackson Street.

First Day of School

The first day of school is always a big day and everyone likes to take pictures and have that experience with their child. The first day is where family members can walk their child into the school or into the classroom. For PK that 1st day may vary pending on the individual students' first day. After that day we would like to go to the routine of dropping students off at the door to help monitor who is in our building. We have a great helping staff.

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

TEXTBOOKS

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

CHILD VISITATION -

Children visiting school are often a disturbing influence in the classroom. Class work may require previous

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

THE SCHOOL DAY

<u>Grade</u>	<u>Begin</u>	<u>Dismiss</u>
Preschool	8:15(a.m. class)	11:30
	12:00 (p.m. class)	3:15
	8:15(all day)	3:15 No Classes on [REDACTED]. Afternoons
K-6	8:10	3:25

CANCELLATIONS/LATE STARTS/EARLY DISMISSALS

In the event school is canceled or delayed due to bad weather or other conditions, the announcement will be made over television and radio stations:

TV – KWWL, KCRG, and KGAN.

Radio - KMCH Manchester (94.7 FM)

Social Media: Facebook

You may also sign up to receive emails or text messages through the JMC Student Management System. You can do this through your account.

NO TOLERANCE

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

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

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

VANDALISM

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

PERSONAL PROPERTY AT SCHOOL

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

ATTENDANCE AND ABSENCE

Good attendance is critical to a successful school experience. Parents are strongly encouraged to call the school office between 7:30 and 9:30 a.m. on the day a student is absent. Each student is expected to bring a note explaining the reason for the absence upon returning to school.

EXCUSED ABSENCE:

A student absence will be considered excused if a parent notifies the school with a phone call or in writing on the day of the absence or within 24 hours before or after the absence AND with the approval of school administration. The school principal will consider the following factors when determining if a student is excused:

- Medical documented Illness (From Doctor, School Nurse, etc.)
- Medical documented appointments (Physician, Dentist, etc.)
- Funeral
- Court documented appointments (Juvenile Court, DHS, etc.)
- Attending School Sponsored Activities (Prior approval must be granted by the Principal or designee - Good Standing academically (C and Above) - 24 hours notice)
- Pre-approved family activities (Prior approval must be granted by the Principal or designee - Good Standing academically (C and Above) - 24 hours notice)
- Religious Holiday
- College Visit (Must be approved through Student Services Center)
- Approval of building principal

REASONS NOT LISTED ABOVE ARE CONSIDERED UNEXCUSED

School districts define what are excused and unexcused absences. The school makes the determination of whether an absence is excused. The principal (or designee) will make the final determination, not the parent.

UNEXCUSED ABSENCE

All absences not noted as excused are considered unexcused. The following will also be considered unexcused: students missing a class, arriving 20 minutes or more after the start of class without administrative permission, leaving 20 minutes or more before the class without administrative permission, or if the school is not notified of an absence within 24 hours of the absence.

TRUANCY

Any day(s) beyond five, without a documented excuse for the absence, is considered truant. Steps will begin towards mediation for excessive absenteeism. If a student is of compulsory attendance age (through the school year they turn 16) truancy charges may be filed with local law enforcement. Ten or more absences in a class per semester may result in the loss of credit.

Steps in the Attendance Process:

- Step 1: 5th unexcused day= Letter from school notifying parent/guardian that student has accumulated 5 unexcused absences. (within a Semester)
- Step 2: 7th unexcused day= Parent Meeting with school officials. (within a Semester)
- Step 3: 10th unexcused day (within a Semester) = Withdrawal and loss of credit for the course will be reviewed
- Step 4: 10th unexcused day (for the year)= Mandatory Administrative Attendance Hearing. Parents or Guardian will be served notice and a copy of the meeting request will be sent to the Buchanan County Attorney's Office.
- Step 5: Continued unexcused absences= Referral for legal action. Withdrawal and loss of credit for the course will be reviewed.

Elem/MS would have Steps 1,2,4,5

PROGRESS REPORTS AND CONFERENCES

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

BIRTHDAY PARTIES

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

CONDUCT ON SCHOOL BUSES

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

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

STUDENT USE OF THE TELEPHONE

Students may use the telephone in the office to call home if needed. We ask that ALL communication about the student's go through the office during the school day..

Cell phones will not be allowed in the elementary school during the school day. Student's cell phones are asked to be off during the school day and kept in student backpacks. Cell phones that are out during the school day will be taken to the office until the end of the day. The school is not responsible for lost or stolen cell phones.

SPECIAL TEACHERS AND CLINICIANS

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

DRESS CODE/APPROPRIATE ATTIRE

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

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

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

First Time:

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

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

Second Time:

Clothing - A. Remove the item and put on another piece of clothing. Item other than clothing - A. Put the

item in the office. Consequence for second offense - loss of recess.

Third Time:

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

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

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

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

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

DRESS FOR PHYSICAL EDUCATION

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

GUM, CANDY, POP

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

LUNCH

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

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

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

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

a potential life threatening allergic reaction/medical alert. These procedures will be presented to all staff (PK-12) during our all staff in service at the beginning of each school year.

Procedure for Implementing Life-Threatening Allergy/Medical Alerts Awareness

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

Food items for students must be brought into our elementary office before going to the classroom by both parents and staff. The classroom teacher may distribute treats for special occasions, such holiday parties as long as items are pre-packaged and must be nut free and made in a factory without nut products. Classrooms with students who have life threatening allergies may have more specific guidelines depending on the type(s) of allergy. Treats that cannot be offered to all students due to life threatening allergies/Medical Alerts will not be served.

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

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

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

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

ARRIVAL AT SCHOOL

Teachers arrive at school early to make preparations for the school day. For that reason, students who live in town are not to come to school before 7:50 a.m.

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

DISMISSAL

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

EMERGENCIES

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

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

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

HOMEWORK

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

SCHOOL EXPENSES

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

APPOINTMENTS DURING SCHOOL HOURS

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

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

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

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

ILLNESS AND MEDICATIONS

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

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

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

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

- 1) Medication must be in the **original bottle.** (Ask any pharmacist for an extra prescription bottle for home) ****Note:** To help ensure the safe arrival of all medication to school, school officials will count and

record the number of pills/tablets contained in each bottle brought to school.

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

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

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

5) Medication dosage **can not** be changed without written notice from the doctor. This can be faxed to our office 319-935-4575 or sent on the doctor's prescription notepad with the child.

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

HEAD LICE

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

INSURANCE

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

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

OBTAINING SCHOOL INFORMATION

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

PICKING UP AND UNLOADING ELEMENTARY CHILDREN

The street east of the school (5th Street) will be used for bus traffic from 7:45 - 8:00 am and from 3:10 - 3:35pm. If you are bringing or picking up your child at school during these times, please do so on the **south** side of the new elementary building (Jackson Street) away from the school bus traffic. Please, for the safety of your children and to relieve the bus drivers, follow the above procedure.

STUDENT RECORDS

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

Exceptions:

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

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

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

QUESTIONING OF STUDENTS BY OUTSIDE AGENCIES:

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

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

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

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

SEARCH AND SEIZURE

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

alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

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

INTERNET/NETWORK POLICY:

The purpose of the Internet at East Buchanan is:

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

The purpose of the Network at East Buchanan is to:

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

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

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

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

First Offense:

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

Second Offense:

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

Third and each subsequent Offense:

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

ANTI-BULLYING / HARASSMENT (Code No.104)

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying

and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying means any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the students that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and / or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical

conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and / or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary actions.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy, shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy, shall be subject to measures up to, and including, exclusion from school grounds.

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

It is also the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board. The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

Students who feel they have been harassed should:

- If the student is comfortable doing so they should communicate to the harasser that the student expects the behavior to stop. If the student wants assistance communicating with the harasser, the student should ask a teacher, counselor, or principal to help.
- If the harasser does not stop, or the student does not feel comfortable confronting the harasser, the student should:
- Tell a teacher, counselor or principal; and
- Write down exactly what happened, keep a copy and give a copy to the teacher, counselor, or principal

including;

- What, when, and where it happened
- Who was involved
- Exactly what was said or what the harasser did;
- Witnesses to the harassment
- What the student said or did, either at the time or later
- How the student felt; and
- How the harasser responded

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

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

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

STUDENT ABUSE

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

DUE PROCESS:

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

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

NOTIFICATION OF SECTION 504

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

The East Buchanan School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to

appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

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

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

STUDENT FEE WAIVER AND REDUCTION PROCEDURES

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

PARENT INVOLVEMENT POLICY

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

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

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

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

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

Open house: Parents are invited to take a look at student work and class areas, see student's classrooms and meet the teachers.

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

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

Parent Visitation: Parents are encouraged to request a visitation to their student's classroom to observe

learning in progress as well as encouraged to attend parent involvement conferences.

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

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

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

NONDISCRIMINATION POLICY

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

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

POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS)

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



Be Responsible
Understanding
Caring
Safe

East Buchanan PBIS Disciplinary Matrix

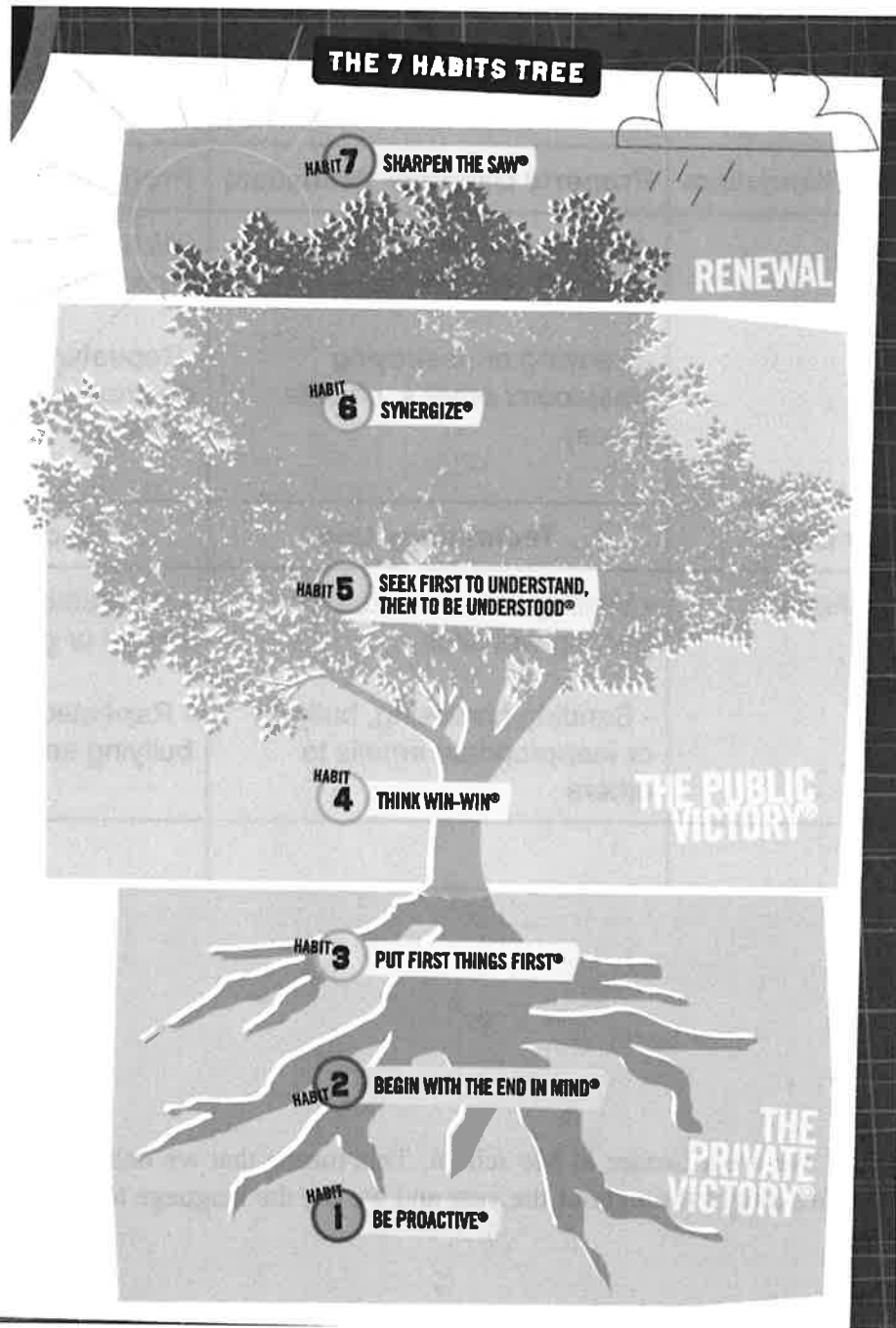
ACCOMMODATIONS	MINORS	MAJOR
<p>Defiance/Disrespect/Noncompliance</p> <ul style="list-style-type: none"> -Not following directions -Smirking during problem solving -Hiding or crawling under tables or furniture 	<p>Defiance/Disrespect/Noncompliance</p> <ul style="list-style-type: none"> - Making noises after being asked to stop -Walking away from teacher when spoken to -Running/Skipping in the hall after a reminder -Not following directions after accommodation -Unresponsive even after cool-down/refuses to process -Yelling/Arguing with adult -Leaving room without permission or prior behavior plan arrangement -Repeated hiding or crawling under tables or furniture 	<p>Defiance/Disrespect/Noncompliance</p> <ul style="list-style-type: none"> -Complete refusal to follow classroom to destination such as specials, playground, etc. (hiding or crawling under tables or furniture) -Total refusal to comply/shuts down/requires removal from situation by an adult -Leaving the building -Hiding in unsafe areas of the building
<p>Disruption</p> <ul style="list-style-type: none"> -Occasional blurting out, interrupting -Note passing -Playing in front of classroom doors and windows -Loud voices/Yelling in the building Slamming lockers and doors 	<p>Disruption</p> <ul style="list-style-type: none"> -Keeping others from learning through noises or action -Talking out of turn/Interrupting constantly -Repeated unnecessary roaming the room, hall, etc. -Slamming lockers and doors (intentional, repeated, out of anger) 	<p>Disruption</p> <ul style="list-style-type: none"> -Throwing chairs, tables desks, etc. -Standing on furniture or counters -Bomb threat -False fire alarm

ACCOMMODATIONS	MINORS	MAJOR
<p>Inappropriate Words/Inappropriate Display of Affection</p>	<p>Inappropriate Words/Inappropriate Display of Affection</p>	<p>Inappropriate Words/Inappropriate Display of Affection</p>

<ul style="list-style-type: none"> - Use of milder inappropriate language (i.e. shut up, stupid, retard) - Profanity that is not intended but “slips out” - Inappropriate clothing (Dress Code - See Handbook) -Re-teach body basics, expectations 	<ul style="list-style-type: none"> - Repeated use of milder inappropriate language (i.e. shut up, stupid, retard) - Using non-verbal profanity -Separation of students -Showing of private parts 	<ul style="list-style-type: none"> - Sexual words or innuendo - Using profane language purposefully -Kissing, showing inappropriate body parts, touching body parts -Repeated display of private parts
<p>Fighting/Physical Aggression</p> <ul style="list-style-type: none"> - Throwing small object with no intended target - “Play” fighting, roughhousing, tripping 	<p>Fighting/Physical Aggression</p> <ul style="list-style-type: none"> - Repeated pushing in line - Pushing back toward someone who initiated contact - Bumping into others intentionally - Shoving/Slapping (no marks or injury) - Mild body contact - Throwing small objects at someone 	<p>Fighting/Physical Aggression</p> <ul style="list-style-type: none"> - Hitting (slapping/punching) - Throwing harmful object at someone - Pushing to the ground with injury - Kicking/Biting/Hair pulling/Intentional spitting - Initiating a fight - Premeditated assault - Assault that leaves a mark or injury - Threatening gesture with dangerous object (i.e. a bat, large stick, rock)
<p>Use/Possession of Weapons</p>	<p>Use/Possession of Weapons</p>	<p>Use/Possession of Weapons</p>
	<ul style="list-style-type: none"> -Pretend play of weapons, harming others 	<ul style="list-style-type: none"> - possession of toy or real weapons
<p style="text-align: center;">ACCOMMODATIONS</p>	<p style="text-align: center;">MINORS</p>	<p style="text-align: center;">MAJORS</p>
<p>Lying/Cheating/Theft</p> <ul style="list-style-type: none"> -Taking things without permission (returned) 	<p>Lying/Cheating/Theft</p> <ul style="list-style-type: none"> -Taking another student’s assignment -Copying homework -Lying to an adult 	<p>Lying/Cheating/Theft</p> <ul style="list-style-type: none"> -Repeated lying to adults -Copying a peer’s test -Taking objects from others (not returned on their own)

	-Going through other's lockers, desks, coats, etc	-Using peers assignments as their own
Property Damage/ Vandalism	Property Damage/ Vandalism	Property Damage/ Vandalism
	-Writing on desk or walls (cleaned up when asked) -Breaking or destroying classroom/ other's objects (once)	-Writing on desk or walls repeatedly -Repeated breaking or destroying classroom/other's objects
Technology Use	Technology Use	Technology Use
- Not following teacher's directions	- Visiting violent, sexual or gaming websites - Sending harassing, bullying or inappropriate emails to others	- Repeated visiting of violent, sexual or gaming websites - Repeated harassment and/or bullying emails to others.

Here at East Buchanan, we are a Leader in Me school. This means that we believe in living by the 7 habits. Lessons for each habit are taught throughout the year and we use the language to help students reach their full potential.



We have read and understand the Elementary Handbook.

Student Name/s

Parent/Guardian Signature

NONDISCRIMINATION POLICY (Edit July 2018)

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

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

QUESTIONING OF STUDENTS BY OUTSIDE AGENCIES Policy 502.9:

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

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

It shall be the responsibility of the investigator in abuse cases to determine who will be present during an interview. Officials who request an interview for a child abuse investigation and the investigator

determines that the child should be interviewed independently of his or her parent(s) or guardian(s) and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parent(s) or guardian(s).

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

SEARCH AND SEIZURE Policy 502.8:

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

grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

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

ABUSE:

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

DUE PROCESS:

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

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

ACADEMIC REQUIREMENTS:

Students will need the following credits to graduate.. Required Semester credits to be successfully completed are listed below.

Required Semester credits to be successfully completed are listed below:

Course	Class of 2025	Class of 2026	Class of 2027	Class of 2028
Financial Literacy	1 credit	1 credit	1 credit	1 credit
English English I, II, III & IV -	8 credits	8 credits	8 credits	8 credits

Fine Arts	1 credit	1 credit	1 credit	1 credit
Health/Family Relationships	1 credit	1 credit	1 credit	1 credit
Mathematics	6 credits	6 credits	6 credits	6 credits
Physical Education 2 Semesters per year	4 credits	4 credits	4 credits	4 credits
Science	6 credits Phys Science Biology Chemistry	6 credits Phys Science Biology Chemistry	6 credits Phys Science Biology Chemistry	6 credits Phys Science Biology Chemistry
Social Studies U.S. History Government	6 credits	6 credits	6 credits	6 credits
Workplace Readiness	1 credit	1 credit	1 credit	1 credit
Electives	21 credits	20 Credits	19 Credits	18 Credits
Total Credits	55	54	53	52

ACADEMIC & SPORTS WAIVER FOR PHYSICAL EDUCATION

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

- **Waiver must be filed during the first three days of the Semester in which the waiver is going to be used.**
- **To use the academic waiver you must be taking a full academic load of 8 periods.**
- **The sports waiver must be used during the Semester in which the athlete is involved in a sport.**

ADD/DROP CLASSES:

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

EARLY GRADUATION:

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

HONOR ROLL:

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

TOP OF CLASS

The Top of Class recipient is the student graduating with the highest Grade Point Average (G.P.A.). All graduating seniors that are tied for Top of Class will be recognized at graduation as Top of Class recipients. In the case of a tie for graduating senior Top of Class, the decision on who will be sent in for recognition awards will be determined by rolling a die. Each senior who is tied will roll the die. Whomever has the highest score will have the first pick of the recognition awards. The senior with the next highest score will then pick which award they would prefer. There would then be a new roll of the die to decide on who gets the third award. In the case of more than a two-way tie for the Top of Class, the same procedures will be applied, with the first pick to the highest die, the second pick to the next highest, and third pick to the next highest. If there are two Top of Class seniors who have the same score, they will roll the die again to see which of them will go first. If the seniors agree to an equitable split of recognition before the roll of dice, administration is open to that solution as long as no coercion has been employed.

INTERNET/COMPUTER ACCEPTABLE USE:

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

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

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

First Offense:

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

Second Offense:

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

Third and each subsequent Offense:

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

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

INCOMPLETE GRADES:

Incomplete grades must be completed within two weeks of the end of the Semester unless administration approves an extension due to extenuating circumstances.

PASS/FAIL:

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

RETAKE CLASSES:

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

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

ASSEMBLY PROGRAMS/PEP ASSEMBLIES:

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

ATTENDANCE POLICY / MIDDLE SCHOOL AND HIGH SCHOOL

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

EXCUSED ABSENCE:

A student absence will be considered excused if a parent notifies the school with a phone call or in writing on the day of the absence or within 24 hours before or after the absence AND with the approval of school administration. The school principal will consider the following factors when determining if a student is excused:

- **Medical documented Illness (From Doctor, School Nurse, etc.)**
- **Medical documented appointments (Physician, Dentist, etc.)**
- **Funeral**
- **Court documented appointments (Juvenile Court, DHS, etc.)**
- **Attending School Sponsored Activities (Prior approval must be granted by the Principal or designee - Good Standing academically (C and Above) - 24 hours notice)**
- **Pre-approved family activities (Prior approval must be granted by the Principal or designee - Good Standing academically (C and Above) - 24 hours notice)**
- **Religious Holiday**
- **College Visit (Must be approved through Student Services Center)**
- **Approval of building principal**
- **Field Trips (Students must be passing all classes)**

REASONS NOT LISTED ABOVE ARE CONSIDERED UNEXCUSED

School districts define what are excused and unexcused absences. The school makes the determination of whether an absence is excused. The principal (or designee) will make the final determination, not the parent.

UNEXCUSED ABSENCE

All absences not noted as excused are considered unexcused. The following will also be considered unexcused: students missing a class, arriving 20 minutes or more after the start of class without administrative permission, leaving 20 minutes or more before the class

without administrative permission, or if the school is not notified of an absence within 24 hours of the absence.

TRUANCY

Any day(s) beyond five, without a documented excuse for the absence, is considered truant. Steps will begin towards mediation for excessive absenteeism. If a student is of compulsory attendance age (through the school year they turn 16) truancy charges may be filed with local law enforcement. Ten or more absences in a class per Semester may result in the loss of credit.

Steps in the Attendance Process:

- **Step 1: 5th unexcused day= Letter from school notifying parent/guardian that student has accumulated 5 unexcused absences. (within a Semester)**

- **Step 2: 7th unexcused day= Parent Meeting with school officials. (within a Semester)**

- **Step 3: 10th unexcused day (within a Semester) = Withdrawal and loss of credit for the course will be reviewed**

- **Step 4: 10th unexcused day (for the year)= Mandatory Administrative Attendance Hearing. Parents or Guardian will be served notice and a copy of the meeting request will be sent to the Buchanan County Attorney's Office.**

- **Step 5: Continued unexcused absences= Referral for legal action. Withdrawal and loss of credit for the course will be reviewed.**

Elem/MS would have Steps 1,2,4,5

TARDIES: (Start of the Day - 1st Period Only) When a student arrives late for school without a proper excuse, the teacher will count that student tardy. Later than 20 minutes the student will be considered absent for that period.

Total Number of Tardies	Consequences
0-2	No consequence; warning

7+ 3-6

20 minute detention
30 minute detention; administrative meeting

- **Step 1: 5th tardy= Letter from school notifying parent/guardian that student has accumulated 5 tardies**
- **Step 2: 7th unexcused day= Parent Meeting with school officials.**

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

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

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

STUDENT CONDUCT CODE

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

DISCIPLINE:

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

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

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

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

TARDIES: (after 1st period)When a student arrives late for a class, they will be counted tardy. If a student arrives late for a class without a proper excuse, the teacher will count that student tardy. Any tardy can result in a 15-minute detention either before or after school. Failure to serve the 15-minute detention will result in a 30-minute detention. If the student fails to serve the 30-minute detention they will be referred to the office, which will result in a 60-minute detention being served with the office.

LATE FOR SCHOOL – (See Attendance Policy)

MISCELLANEOUS VIOLATIONS: **30 or 60-minute detention
•Profanity and obscene gestures (directly or indirectly towards others)
•Inappropriate dress
•Display of affection

DISRUPTION OF SCHOOL: Any action or conduct that interrupts, disrupts, or is detrimental to the school environment, including inappropriate hallway behavior.
****ISS for the duration of the period affected up to out of school suspension and expulsion.**

FIGHTING:
****Same day suspension**
****ISS or up to 3 days of OSS**
****Possible contact with Sheriff's Department**

THEFT:
****Contact Sheriff's department**
****ISS or OSS**
****School/Community Service**

VANDALISM Policy 502.2: Damage, destruction, or defacing school property or private property on school grounds.
****Contact sheriff's department**
**** 2 day ISS**
****School/community service**

****OSS—possibility**

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

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

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

ASSAULT OF SCHOOL EMPLOYEE:

****Contact sheriff's department**

****OSS**

****Referral to alternative setting**

****Suspension/Expulsion depending on severity of assault**

CHEATING:

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

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

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

Discipline Levels:

****Warning**

****Disciplinary Action – which may include after or before school detentions.**

****Suspension from Riding the Bus – which may range from three days to an indefinite period of time.**

ALCOHOL/DRUGS/TOBACCO Policy 502.7:

The Board of Education prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, electronic cigarettes/vapes, other controlled substances, , or “look alike” substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on

property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while associated with a school event at home or away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

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

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

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

Violation of the Drugs/Alcohol/Tobacco Policy will result in the following disciplinary action:

Tobacco

First Offense: A student found to have violated the policy for the first time would be suspended for up to five (5) school days. The student may have the suspension reduced to three (3) school days if they attend and complete successfully a drug/alcohol/tobacco education course approved by the administration. Law enforcement officials will be contacted

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

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

Alcohol

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

Second Offense: A student found to have violated the policy for the second time would be suspended for up to twenty (20) school days. They may have the

suspension reduced by ½ if they complete a drug/alcohol/tobacco evaluation and successfully complete the prescribed counseling outlined by the evaluation. Law enforcement officials will be contacted

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

Drugs

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

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

ANTI-BULLYING / HARASSMENT (Code No.104)

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

Definitions

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

- “Electronic” means any communication involving the transmission of information by wire, radio,

to optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

(1) Places the student in reasonable fear of harm to the student's person or property.

(2) Has a substantial detrimental effect on the student's physical or mental health.

(3) Has the effect of substantially interfering with a student's academic performance.

(4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

- **“Volunteer” means an individual who has regular, significant contact with students.**

Filing a Complaint

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

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

Students who feel they have been harassed should:

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

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

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

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

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

Dress Code Policy 502.1:

Clothing which advertises, promotes, or suggests the use of alcohol, drugs, or tobacco is prohibited. Clothing which suggests or depicts things of a sexual nature is prohibited as well. Such material includes, but is not limited to hats, book bags, gym bags, buttons, badges, t-shirts, or other clothing. Hats will not be worn from the first bell to the last bell of the day by students in grades 7-12. Hoods are not permitted to be worn over the head from 7:30 a.m. until the last bell of the day.

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

First Time:

Clothing -

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

Item other than clothing –

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

Second Time:

Clothing -

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

Item other than clothing –

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

Consequence for second offense – Detention

Third Time:

Clothing - Asked to go home and change.

Item other than clothing - Take the item home.

Consequence for third offense - 1 ISS

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

UNSANCTIONED T-SHIRTS/CLOTHING/ITEMS:

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

Any student wanting to create a T-Shirt/clothing/item to support a school activity needs to meet with the principal, the AD, and the in-season coaches/directors prior to selling, advertising, or wearing these things to school or school activities. It is important to remember that we are in a grade pre-K through grade 12 setting, and our activities include

everyone from our communities. As stated in our dress code appropriateness is a must for any item we allow in the district or at activities.

ELECTRONIC EQUIPMENT:

It is the recommendation of the Administration that students must leave their radios, DVD players, compact disc players, cellular phones, pagers and other such equipment at home.

The school will not assume any responsibility if they are lost or stolen. Students may use cell phones in the halls and lunchroom. Earbuds/Headphones are prohibited unless used for an educational purpose.

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

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

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

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

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

Fourth offense and all subsequent offenses: The student will be asked to turn in the phone during the school day for 30 calendar days.

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

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

GUIDANCE:

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

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

LIBRARY MEDIA CENTER (LMC) POLICY:

- **NO food allowed in the LMC**
- **LMC fines are to be paid by the end of each Semester**
- **Lost or damaged books are the responsibility of the patron who has them checked out – full reimbursement must be paid to the library so replacements can be purchased.**

LIFE THREATENING ALLERGIES:

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

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

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

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

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

Whenever students travel on field trips, a clear plan to activate Emergency Medical Services (911) should be reviewed by all teachers and chaperones. Field trips need to be

chosen carefully; no child should be excluded from a field trip due to unavoidable allergen exposure. (NOTE: How to activate EMS should be included on the field trip forms.)

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

LOCKERS Policy 502.5:

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

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

LOST AND FOUND:

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

LUNCH PROGRAM:

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

Depositing Money: Parents may send any amount of money they wish to have placed in their child's account. However, we do ask that a minimum of five dollars (\$5.00) be deposited each time. Students will not be allowed to eat lunch if they incur a deficit of \$5.00. Money must be deposited in individual accounts in the morning before school.

Deposits may also be made online. Access can be found on the EB Website www.eastbuchananschools.com click on District.

Home for Lunch: Students who wish to go home for lunch in grades 7-12 must make arrangements in the office prior to doing so the first time. The decision to let a student go home for lunch will be based on the distance that a student lives from the school, and their ability to get home and back in a safe manner without being late. Driving of vehicles is strongly discouraged and requires written permission by the parents. Students driving cannot take passengers.

NATIONAL HONOR SOCIETY:

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

The candidate shall then be evaluated based on outstanding character, leadership, and service. Candidates are to submit supporting information for this evaluation. The

selection of members is based on criteria that is dependent on their supporting information.

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

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

1) Attendance

A senior who has six or more absences the previous Semester will not be eligible for PART. Included in the six absences are any excused or unexcused absences that the student has accumulated. Any student that reaches six absences in a Semester will lose their release time and will be assigned to a study hall.

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

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

2) Academics

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

3) Credits

A senior must be on track to graduate.

4) Behavior

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

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

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

PARENT AUTHORIZED WORK RELEASE

The requirements are:

1. Must be in 11th Grade.
2. Must maintain at least a C in every class in every grading period.
3. Must have a 2.5 cumulative grade point average.

4. Cannot have six or more absences for a Semester, or 2 or more unexcused absences. This is from the previous Semester or the current Semester.
5. Cannot have a current or existing conduct code violation. Any major behaviors can result in revocation of Work Release and assigned to a study hall.
6. Work Release is only available opposite Physical Education on alternative days. It will not be granted on a daily basis.
7. Work Release is only available if Physical Education is in first or last periods of the day.. Schedules will not be manipulated to overcrowd these periods of PE.
8. The student must have a confirmed Job to be released to.

STUDENT COUNCIL:

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

WEAPONS Policy 502.6:

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

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

FOOD AND DRINK DURING THE SCHOOL DAY

Food and drink, except for water, is prohibited everywhere in the school during the school day. Water only is approved with teacher permission in classrooms. The pop machines will be turned off from 7:30 -3:10, and prohibited drinks should not be brought into the building in the morning. All breakfast items (purchased in the school or elsewhere) are to be eaten in the lunchroom before school. All lunch items (purchased at the school or elsewhere) are to be eaten in the lunchroom during that student's lunch period. Special occasions may allow for food in specific classrooms with administrative approval.

STUDENT PARKING

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

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

POST SECONDARY ENROLLMENT OPTION

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

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

CONCURRENT ENROLLMENT

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

CONCURRENT ENROLLMENT TEXTBOOK FEES

Senior Year Plus rules govern concurrent enrollment. Concurrent enrollment courses may be made available pursuant to contractual agreements between East Buchanan Community School District and postsecondary education institutions. The concurrent enrollment option allows high school students to enroll in college courses through their high school academic year and receive college credits. Qualifying students in grades 9-12 who meet the eligibility standards as set by law may enroll in concurrent enrollment courses. Tuition for approved concurrent enrollment courses is paid for by the East Buchanan Community School District, as are textbooks. Students enrolled in Concurrent Enrollment courses must contact the counselor to arrange for ordering of textbooks.

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

- 1. Inform students and parents or guardians about options available in the high school, in post-secondary institutions, and about schedules of course offerings.**
- 2. Aid students to clarify goals.**

- 3. Advise students regarding benefits and risks of participation in a post-secondary program, including the academic, social, emotional, and other facets of participation under the Act.**
 - 4. Encourage joint counseling for students from both our high school and the post-secondary institution counseling staff.**
 - 5. Assist students to plan schedules and select courses for the entire year.**
- Any student wishing to participate under this Act should inform the East Buchanan Guidance Department immediately.**
- 6. FAFSA counseling as required by the state of Iowa.**

HOMELESS STUDENTS:

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

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

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

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

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

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

AT-RISK STUDENTS:

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

- 1. Poor Attendance**
- 2. Failing Grades**
- 3. No Connection to School**
- 4. Low socio-economic status**
- 5. Little to no parental involvement**
- 6. Mental Health Issues**
- 7. Stress in the family. (ie: death in immediate family, divorce, abuse)**
- 8. A.D.D. – Attention issues**
- 9. Mobility – student has moved schools several times during their academic career**

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

That student's educational history will be brought before the Student Assistance Team to review any steps necessary to improve the educational setting for the student. If deemed to be appropriate by the SAT the student will have their educational experience modified to see if improvement can be gained.

ACTIVITIES HANDBOOK

PHILOSOPHY OF THE ACTIVITIES PROGRAM

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

COVERAGE

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

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

ELIGIBILITY REQUIREMENTS:

1) Academics

Academic Eligibility for Athletics:

- a. Middle School – In order to maintain academic eligibility students will need to pass all of their classes. Any student who is failing at mid-term (the six week period) will be ineligible on a weekly basis until they have a passing grade in those classes that they were failing at mid-term. Students not failing at mid-term, or students that raise their grade to a passing mark will no longer have their grades checked on a weekly basis. However, a student who fails a class on their report card (at the end of a Semester) will be ineligible for 1/3 (one-third) of their current activities contest dates (not contests), or their next activity if they are not in one at that time. If a student fails a class that they drop or one that has ended, the same guidelines will apply. If a student fails a class the third Semester they are ineligible for 1/3 (one-third) of the scheduled dates if they participate in a summer activity. If they do not participate in a summer activity, they are ineligible for 1/3 (one-third) of the scheduled dates of the activity they**

participate in during the fall Semester. Successful completion of any season must take place for a student to serve their ineligibility.

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

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

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

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

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

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

Academic Eligibility for the Fine Arts:

a.) High School – All participants must be enrolled and in good standing in a school that is a member or associate member in good standing with the Iowa High School Music Association. All participants must be under 20 years of age. All participants shall be enrolled students of the school and in good standing; they shall be enrolled in at least four full-credit subjects, each of one period or “hour” or the equivalent thereof, at all times.

Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility.

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

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

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

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

2) Acknowledgment and adherence to good conduct clause

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

3) Athletic emergency information

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

4) Attendance

A student who misses part of the day with an excused absence must attend ½ day that day to participate in practice. To participate in a competition or other scheduled activity a student must be in attendance for the entire day or have prior approval from the Secondary Principal or Superintendent to participate. Examples of approved absences might be prior scheduled medical or dental appointments. Any type of absence not approved directly by administration will result in non-participation in any activity after

school or in the evening. Students will be exempted from the ½ day attendance policy for practice in cases where East Buchanan has students participating in state sponsored activities.

5) Insurance

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

6) Physical

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

SPECIFIC RULES FOR SPORTS/ACTIVITIES

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

INJURIES

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

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

PRACTICE SESSIONS

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

TRANSPORTATION

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

The Secondary Principal, if contacted prior to that activity-taking place, may make exceptions to this policy. Parents may request permission for their child to ride home with another parent whose child is involved in the activity. This request must be made in writing to the head coach or Secondary Principal. In case of conflict with another activity, a request may be made in writing to the secondary principal or superintendent for

parents/guardians to transport to an activity. On a weekend, if there is a conflict with a non-school activity, parents can request to transport their child from a planned activity to a school activity on the same day. Parents must make that request in writing and 24 hours ahead of time to the school principal. A planned activity is a family reunion, ACT/SAT, funeral, dance recital, attending a sibling's competition, doctor appointment, etc. It is not a student who wants to work or who does not want to attend the entire school event or who does not want to ride on the bus with other participants. The Secondary Principal may call for verbal confirmation of this written request.

EAST BUCHANAN COMMUNITY SCHOOLS GOOD CONDUCT CLAUSE

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

I. Statement of Philosophy

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

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

II. Statement of Purpose

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

III. Student Agreement

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

IV. Definitions

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

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

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

Calendar Year: 365 Days

Competition/Performance: Any event that is a part of the activity program whether it is a contest, a performance, or a school sponsored trip that is part of the activity, etc.

(Scrimmages are not considered a competition or a performance, but rather an extension of practice.)

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

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

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

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

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

School Officials: District Administration and the Athletic Director.

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

V. Application of the Good Conduct Clause

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

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

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

VI. Determination of a Violation

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

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

A. Found so by school personnel, or law enforcement authorities.

B. If they admit to a violation.

VII. Violations

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

-Criminal Law Violations

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

-Alcohol, Tobacco, and Drugs

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

VIII. Consequences for Violations

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

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

1st Offense

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

-Self-Reporting Clause

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

-Self-Reporting guidelines:

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

-Students must Self Report to one of the following:

-School Officials

-Head Coaches/Activities Sponsors

2nd Offense

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

-Self-Reporting Clause

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

-Self-Reporting guidelines:

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

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

-School Officials

-Head Coaches/Activities Sponsors

-Mandatory Awareness Course

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

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

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

**-There is no reduction in ineligibility for taking this course.
3rd Offense**

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

-Self-Reporting Clause

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

-Self-Reporting guidelines:

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

-Students must Self Report to one of the following:

-School Officials

-Head Coaches/Activity Sponsors

-Mandatory Awareness Evaluation

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

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

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

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

4th and Subsequent Offenses

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

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

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

-No Reduction Clauses at this level.

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

IX. Determining the Period of Ineligibility

- A. School officials, once a violation is determined, will calculate the number dates to be missed by the student with a starting date and an ending date.**
- B. If ineligibility is during the season and there are not an appropriate number of dates left on the schedule, the student shall be ineligible for the remainder of the season. Ineligibility could extend into the next area of participation.**
- C. It is possible that eligibility may be regained during post-season play. School officials will determine this on a case-by-case basis.**
- D. For Students involved in two or more activities concurrently, the determination of the length of ineligibility shall be based upon the activity with the largest number of scheduled dates. However, the student may not participate in any activities until the consequences have been fully served.**
- E. The computation for 1/3 (or 2/3) of the dates will be done decimally, and is always rounded to the next closest whole number (i.e. 3.4 = 3 dates and 3.5 = 4 dates). In some cases dates from more than one activity may need to be missed in order to make up the 1/3 (or 2/3) missed dates that are required.**

X. Appeal of Ruling

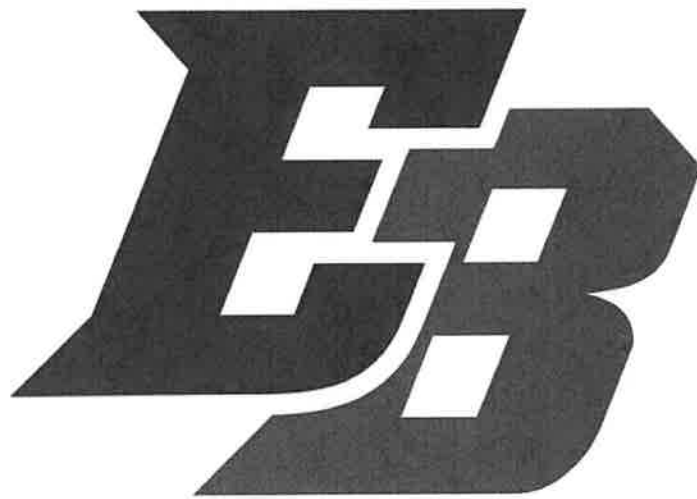
-Appeal Process

The appeal process shall involve three-steps.

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

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

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



**East Buchanan
Community School
Employee Handbook**

2024-2025

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OPENING STATEMENT

Welcome Letter

As part of the East Buchanan Community School TEAM, we all play a vital role in creating a safe, nurturing, and highly engaged learning environment our students deserve and respect. Collaboration and teamwork are common themes in effective schools and are vital to our success at East Buchanan. Our staff is made up of many wonderful and talented people, but it is through the combination of those skills that our greatness shines. Thank you for sharing your skill set with our students and staff, and Thank You for being part of the East Buchanan TEAM.

As a TEAM,

We will...

- Work together, support each other, and create an atmosphere of trust that promotes personal and professional growth.
- Engage our students, be reflective, and help them to see the value in their learning.
- Encourage both students and staff to increase their depth of knowledge, while providing them the safety and security they need to feel comfortable digging deeper, pushing farther and showcasing their creativity.
- Be firm and fair while creating a nurturing environment and positive culture.
- Teach processes and strategies that create thinkers and problem solvers.
- Integrate technology as a tool for teaching and learning.
- Set high expectations and celebrate successes.¹
- Meet the social, emotional and academic needs of each individual student.



Introduction

This handbook is a general source of information and may not include every possible situation that could arise. It is not intended, and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook are in conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall govern.

Definitions

- The term "Board of Education", shall mean the Board of Education of the East Buchanan Community School District or its duly authorized representatives.
- The term "Employee" as used in this Agreement, shall mean all professional employees represented by this Association in the bargaining unit as defined and certified by the Public Employment Relations Board.
- The term "Association", as used in this Agreement, shall mean the East Buchanan Education Association or its duly authorized representatives or agents.
- "The district" means the East Buchanan Community School District.
- "Parent" also means "guardian" unless otherwise stated.
- An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.
- "School grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.
- "School facilities" includes school district buildings and vehicles.
- "School activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

School District Mission Statement, Educational Goals and Expected Outcomes

Our Mission

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

Our Vision

To share in the responsibility for creating a positive, safe, and caring environment where learning is maximized.

To communicate both internally with school personnel and externally with the community towards achieving the school's purpose, thus making the school the learning center for the community.

To provide a flexible, balanced, and rich curriculum which is continuously upgraded and meets the needs of students.

To enhance learning with the use of technology, thus preparing students and teachers for the 21st century.

To motivate students to take responsibility for their own learning and actions by setting for themselves priorities and achievable goals.

To act in a manner that shows commitment to the Vision, Mission, and Goals for the East Buchanan Community School District.

Our Values

The East Buchanan Community School District promotes the personal attributes of honesty, responsibility, respect, tolerance, and competence.

Our Beliefs

We believe people have value and should be treated with respect.

Every person is accountable for his/her behavior and attitude..

The development of each person’s potential can be realized and provided evidence in a safe environment that encourages risk taking and provides opportunities to evidence growth.

Individuals are unique and therefore benefit from continuous and varied assessment to meet their needs and teaching/learning styles.

Equal Opportunity Employment/Affirmative Action Plan

Board Policy: 401.1 EQUAL EMPLOYMENT OPPORTUNITY

<https://www.eastbucharanschools.com/non-discrimination-policy>

School Calendar

<https://www.eastbucharanschools.com/calendars>

Map of District/School

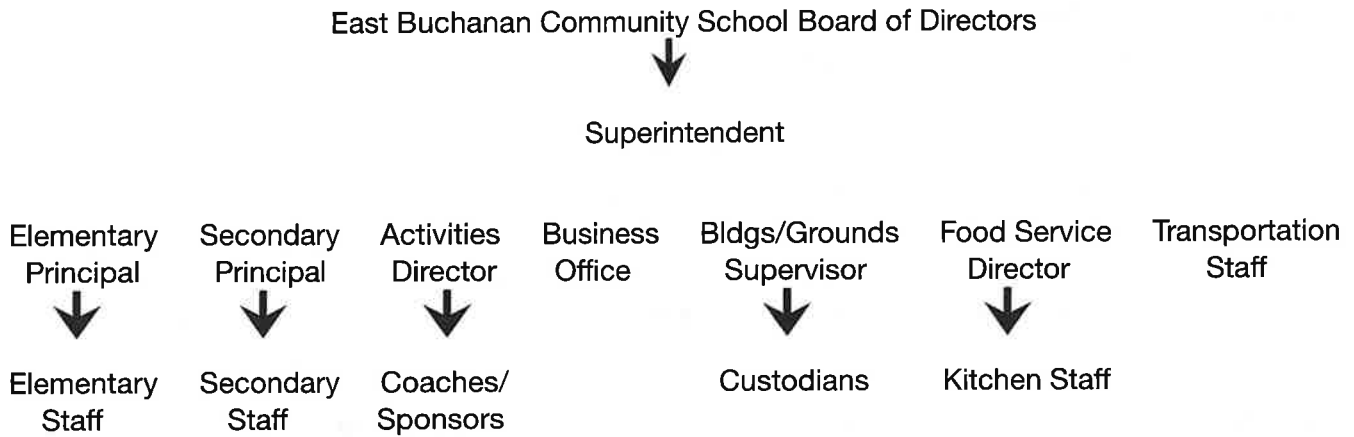
<https://mapstrat.maps.arcgis.com/home/webmap/viewer.html?webmap=68a4f7467f0f447a9e0881b241b48e8d>

District Contacts

	Name	Contact Information
Director District #1 (Term expires: 11/2025)	Tim Recker	trecker@east-buc.k12.ia.us
Director District #2 (Term expires: 11/2027)	Andrew Maas	amaass@east-buc.k12.ia.us
Director District #3 (Term expires: 11/2027)	Heather Steffens	hsteffens@east-buc.k12.ia.us
Member-at-Large (Term expires: 11/2027)	Andy Sperfslage (President)	asperfslage@east-buc.k12.ia.us
Member-at-Large (Term expires: 11-2025)	Scott Cooksley (Vice President)	scooksley@east-buc.k12.ia.us
Board Secretary/Business Manager	Teresa Knipper	tknipper@east-buc.k12.ia.us
Superintendent	Kory Kelchen	kkelchen@east-buc.k12.ia.us 563-920-0085

Secondary Principal	Eric Dockstader	edockstader@east-buc.k12.ia.us 515-229-2831
Elementary Principal	Nathan Reck	nreck@east-buc.k12.ia.us 319-238-1649

Organizational Chart



Board Policies

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available at <http://east-buc.isfis.net/> under the <http://eastbuchananschools.com> website. Employees are expected to know existing board policies and know to refer to the policies when necessary.

If you have questions about board policies, please contact Daniel J. Fox, Superintendent

Handbook Subject to Change

Every effort will be made to update the handbook on a timely basis, the district reserves the right to advise the Handbook Committee, to review policies, procedures, benefits, and terms of employment. The District will designate a Handbook committee consisting of East Buchanan Administration, 2 Board Members, and 4 members of the East Buchanan Education Association.

COMPENSATION AND BENEFITS

Compensation and Licensure

405.1

An employee required to hold a license, authorization or certification for his/her position is solely responsible for ensuring it is current. Failure to do so could, and likely will, result in termination because by law the district cannot pay an employee who does not have a current license,

authorization or certification. Specific information regarding an employee's license, authorization, or certification may be obtained from the Iowa Board of Educational Examiners (BOEE). The BOEE may be contacted by calling (515) 281-3245 or by visiting their website, located at www.boee.iowa.gov/.

Certified/Classified/Supplementary Salary Schedules

https://drive.google.com/drive/folders/1WBKhaMoalRu_7ltdgPeaEHcfDH0CNufe

Compensation for Extra Duty

<http://east-buc.isfis.net/policy/4064-licensed-employee-compensation-extra-duty>

Continued Education Credit

<http://east-buc.isfis.net/policy/4063-licensed-employee-continued-education-credit>

For advancement in salary schedule classification, a transcript of credits earned must be presented to the Superintendent of Schools by August 31 of the school year in which advance is to become effective.

Extra hours earned beyond the B.A. Degrees must be acceptable college credits. In order for employees to move horizontally in each lane, the ten (10) hours must be seven (7) hours of graduate study and three (3) hours of undergraduate study. All hours must be in the teaching field unless they are general courses for all graduate programs. Clinics may be used if they are for graduate credit and may be applicable towards a Masters Degree in the teaching area. All staff members are grandfathered to their present lane position but must comply with this clause beginning with July 1, 1988. In order for the employee to receive M.A. pay scale, the M.A. must be in the area now taught by the employee. In order to move horizontally on the pay scale for the current school year all paperwork/communication with administration must happen before Aug 31 - any documentation/communication after this date will be considered for the following school year.

Teachers may receive up to \$500.00 per school year for advancement on the salary schedule for their course work at an accredited four-year college or university. Course work must be in the academic area that the employee is currently teaching in and lead to a Master's degree and work above and beyond. This course work must be approved in advance by the Superintendent on forms provided by the District. Reimbursement will be made after submission of proof of successful completion of coursework. Any course work that is driven by the district may also fall under these guidelines for reimbursement.

Group Insurance Benefits

406.5

Employees may be eligible for group benefits as determined by the board and required by law. The board will select the group benefit program(s) and the insurance company or third party administrator which will provide or administer the program.

In accordance with the Patient Protection and Affordable Care Act (ACA), the board will offer employees, who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, with minimum essential coverage that is both affordable and provides minimum value. The board will utilize the applicable measurement period to determine whether variable hourly employees qualify for an offer of insurance coverage under the district's group health plan. The board will have the authority and right to change or eliminate group benefit programs, other than the group health plan, for its employees.

Employees, who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, are eligible to participate in the group health plan. Employers should maintain documents regarding eligible employees' acceptance and rejection of coverage.

Regular part-time employees (i.e., employees who work less than 30 hours per week or 130 hours per month for health benefit purposes or employees who work less than 30 hours per week for benefits other than health) who wish to purchase coverage may participate in group benefit programs by meeting the requirements of the applicable plan. Full-time and regular part-time employees who wish to purchase coverage for their spouse or dependents may do so by meeting the requirements of the applicable plan.

Employees and their spouse and dependents may be allowed to continue coverage of the school district's group health insurance program if they cease employment with the school district by meeting the requirements of the insurer.

All new employees shall receive group insurance and health benefits information upon acceptance of employment. For additional information contact Teresa Knipper, Business Manager.

~~A. Group health, dental, income protection, and life insurance will be made available for employees who are employed for twenty six (26) hours or more per week. It is noted that the district will always provide eligible employees the aforementioned coverage (described in section B) as agreed upon by the District and the Association. All new employees shall receive group insurance and health benefits information upon acceptance of employment. For additional information, please contact Beth Weepie, Business Manager.~~

~~B. For the 2018-2019 school year, the district shall pay six hundred and twenty five dollars (\$625.00) per month per year toward the single rate premium for hospital, accident and major medical insurance. The employee shall contribute a sum equal to the remaining balance for 100% of the single rate premium at the \$2,500/\$6,000 per family deductible level for hospital, accident and major medical insurance coverage equal to the coverage in force (Blue Advantage Plan).~~

~~An employee may select a higher deductible plan (only one higher deductible plan will be available) with the same company and receive the balance of the board contribution of six hundred dollars (\$600) as cash minus district paid FICA.~~

1. The Board of Education agrees to provide (or make available) all eligible employees (who elect to be insured) with a dental insurance program. The Board also agrees to provide single monthly premium for those who elect to take dental coverage.
2. Long term disability coverage as per the schedule of benefits provided during the current school year shall be made available for each employee.
3. Life and accidental death and dismemberment insurance in the amount of \$25,000 per certified employee, \$20,000 per classified employee, \$1,000 per spouse of employees and \$500 per child of employees who are between the ages of fourteen (14) days and nineteen (19) years shall be made available for each employee.

G. Any employee who has single health coverage provided by the district in accordance with the above provisions and who has health coverage from another source (i.e. spouse's insurance plan) may opt to not have the district's coverage and may instead select a \$300.00/month payment to be made as cash minus district paid FIGA.

Proof of other insurance coverage must be provided during each open enrollment period. If other coverage is lost, the employee must notify the Superintendent immediately in writing of this change. If an employee fails to notify the Superintendent of loss of coverage and seeks health coverage on The Marketplace, the employee will be responsible for any fines imposed by the Internal Revenue Service.

The cash out option is only available to employees that currently have taken the TSA option in the past. All employees hired on or after the 2016-2017 school year must take the school insurance.

Coverage shall be for the duration of employment. New employees shall be covered, if application is made timely, on the 1st of the month following or coinciding with their date of employment.

1. The date for coverage shall be from September 1st through August 31st with new employees becoming eligible on September 1st. If they wait over thirty (30) days, they must show evidence of insurability.
2. Any employee who has been granted leave of absence under Section A of Article XIV, Maternity Leave, may continue to have medical and/or dental coverage by continuing personal payment of premiums. The duration of this leave of absence will be limited to a one (1) year period. When any employee is granted a non-paid leave of absence under any other condition, his or her participation in the group medical and/or dental coverage shall be subject to the carrier's acceptance.

At the conclusion of the Board of Education contributions insurance benefits may be continued, at the employee's own expense, subject to the conditions and regulations of the carrier.

All terms and conditions of the insurance plan selected by the employee, including eligibility for coverage, continuation, and coverage period, shall be as stated in the insurance contract provided by the carrier.

Iowa Public Employees' Retirement System

The district participates in the Iowa Public Employees' Retirement System (IPERS). This defined benefit plan provides a lifetime retirement benefit to you upon retirement in accordance with a formula based on your age, years of service and the average of your highest five years of wages. For additional

information, please contact IPERS at 1-800-622-3849 or visit the IPERS website at www.ipers.org/index.html.

Substitute/temporary employees must qualify for IPERS. Officials are exempt from IPERS. Citizen coaches/sponsors qualify for IPERS after one year if they continue as a citizen coach/sponsor the next school year.

Travel Compensation

<http://east-buc.isfis.net/policy/4017-employee-travel-compensation>

EMPLOYEE RELATIONS

Background Checks

<http://east-buc.isfis.net/policy/4011-equal-employment-opportunity>

Employee Conflict of Interest -

<http://east-buc.isfis.net/policy/4012-employee-conflict-interest>

Employee Orientation -

<http://east-buc.isfis.net/policy/41011-employee-orientation>

Employee Records

<http://east-buc.isfis.net/policy/4015-employee-records>

<http://east-buc.isfis.net/policy/4015r1-employee-records-regulation>

Employee Searches

Employees should have no expectation of privacy in their classrooms, desks, computers or other school district provided space or equipment. The school district may look into these items when needed. Anything on the school district's computers, server, website, etc. and in school district files, etc. are considered a public record and open to public inspection. If the school district conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. Should the school district get a request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to employees.

Evaluation

http://east-buc.isfis.net/sites/east-buc.isfis.net/files/405.8_eb_licensed_ee_evaluation.pdf

Evaluation of employees on their skills, abilities and competences is an ongoing process supervised by the building principals and conducted by approved evaluators, and is required by law. The goal of the formal evaluation process is to improve the education program, to maintain employees who meet or exceed the board's standards of performance, to clarify the employee's role, to ascertain the areas

in need of improvement, to clarify the immediate priorities of the board and to develop a working relationship between the administrators and other employees.

NOTIFICATION

1. The building principal shall inform all employees of the procedures that will be followed in employee evaluation by no later than ten(10) school days after the beginning of the school year.
2. The administration shall be responsible for the notification and evaluation of all employees.
3. All formal evaluations of an employee shall be conducted with the full knowledge of the employee.

FORMAL OBSERVATIONS

All formal observations for evaluation purposes shall:

1. Be made by the principal or a qualified, designated outside consultant or evaluator or by the Superintendent.
2. Be conducted openly with the employee's full knowledge (Eavesdropping and the use of surveillance devices such as public address or audio systems will be strictly prohibited).
3. Be at least thirty (30) minutes in length.
4. Be made on probationary employees only after they have been notified in writing three (3) school days prior to the first formal evaluation observation. A pre-observation conference will be held so that the evaluator is aware of the employee's objectives, methods and materials.
5. Be followed by a conference within one (1) week between the employee and the evaluator. The evaluator shall attempt to help the employees in any areas which might need improvement.

FREQUENCY OF EVALUATION OBSERVATIONS

1. All beginning and probationary employees shall be formally evaluated as described in the evaluation document: East Buchanan Community School District Teacher Evaluation System (2/3/2005).
2. Any employee who is denied a salary increment based upon a previous formal evaluation observation shall be formally evaluated at least once per grading cycle during the school year.
3. All career teachers shall be on the Performance Review Cycle once every three (3) years, but can be evaluated at any time.

OTHER EVALUATIONS

Nothing in this Article is to be construed as precluding evaluation of employees, written or otherwise, by any other means whatsoever as deemed appropriate by the administration of the school district.

WRITTEN EVALUATIONS

A copy of any written employee evaluation made by the administration shall be furnished to the respective employee upon request. The administration shall notify any employee affected by this paragraph of the existence of any such written employee evaluations within five (5) school days thereafter. Any evaluation will be signed by the employee and a copy put into the employee's personnel file.

PERSONNEL FILE

1. Any complaint which, in the judgment of the administration, relates to any employee's professional responsibilities and obligations, made by any parent, student or other person, shall promptly be called to the employee's attention and such complaint shall be placed in the file.
2. The signature of an employee on any item in his/her file indicates his/her awareness of the materials and not his/her approval or agreement with it.
3. Any person authorized by the administration or the employee involved who uses the employee's file shall be required to sign their name and date their signature.
4. Any employee presently under contract shall have the right to review the contents of their personnel file.

OTHER EVALUATIONS

All timelines as they pertain to filing a grievance are hereby waived in regard to challenging past evaluations once adverse action is taken by the East Buchanan Community School District. In the arbitration proceeding, the East Buchanan Community School District has the absolute burden of proof by a preponderance of the evidence to prove the fairness and accuracy of such past evaluations made by the evaluator.

Handbook Complaints

Complaints alleging the misinterpretation or misapplication of the district employee handbook are addressed in this section. Handbook complaint procedures are a means of internal dispute resolution by which an employee may have their complaints addressed. The goal of the handbook complaint process is to, at the lowest level possible, secure equitable solutions to problems that arise.

This section addresses complaints to the employee handbook. Other employee complaint procedures should be in accordance with the district's board policy.

<http://east-buc.isfis.net/policy/4011-equal-employment-opportunity>

Step One - Within 5 days after the alleged misinterpretation or misapplication of the handbook, an employee with a complaint shall privately discuss the complaint with their immediate supervisor (All Teachers will direct the conversation to the MS/HS Principal) and attempt to find a resolution. The immediate supervisor will respond within 5 days.

Step Two - If the complaint is not resolved at Step One, the employee alleging the complaint may submit a formal complaint with the immediate supervisor (All Teachers will direct the conversation to the MS/HS Principal) . The formal complaint must be submitted to the immediate supervisor within 5 days after the receipt of the immediate supervisor's Level One response.

The formal complaint must contain a clear and concise statement of the alleged misinterpretation or misapplication of the handbook, including the facts upon which the complaint is based, the issues involved, the provisions of the handbook involved, the claimed basis for the alleged misinterpretation or misapplication and the resolution that is sought. The immediate supervisor (MS/HS Principal) will provide a written answer to the formal complaint within 3 days.

Step Three - If the complaint is not resolved at Step Two, the employee alleging the complaint shall submit the formal complaint to the superintendent within 5 days. The superintendent will provide a written answer to the formal complaint within 5 days. The superintendent's decision will be final.

Mandatory Cooperation in Workplace Investigations

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees. Employees may be disciplined, up to and including termination, for making any untrue statement or providing information that is dishonest, misleading, inaccurate or incomplete during the course of the investigation and related procedures. Employees may also be disciplined, up to and including termination, for impeding, obstructing or failing to cooperate with the investigation and related procedures.

Mandatory Reporting of Post-Employment Arrests and Convictions

<http://east-buc.isfis.net/policy/4041-code-professional-conduct-and-ethics>

Any employee who is arrested or convicted of any criminal charges shall report such information to Daniel Fox, superintendent within 48 hours . Failure to do so shall incur discipline, up to and including termination.

Nepotism

<http://east-buc.isfis.net/policy/4013-nepotism>

Probationary Status (RESEARCH)

<http://east-buc.isfis.net/policy/4059-licensed-employee-probationary-status>

Qualifications, Recruitment and Selections

<http://east-buc.isfis.net/policy/4052-licensed-employee-qualifications-recruitment-selection>

Release of Credit Information

<http://east-buc.isfis.net/policy/4021-release-credit-information>

Transfers

http://east-buc.isfis.net/sites/east-buc.isfis.net/files/405.7_eb_licensed_ee_transfers.pdf

Work Day

http://east-buc.isfis.net/sites/east-buc.isfis.net/files/405.5_eb_licensed_ee_work_day.pdf

Work Day procedures are used to ensure that students will begin and end their day at a consistent time. Parents rely on consistent school work day procedures when preparing their family schedules.

The School Day for the East Buchanan Community School District is from 8:10 am to 3:25 pm.

The school year for certified employees will contain 190 days of service. The contract work day for certified employees shall begin at 7:45 a.m. and end at 3:45 p.m. Classified employees' contract work day will be determined by the superintendent and communicated with classified employees through their individual contract.

Classified Employees shall be provided with at least one (1) thirty (30) minute break each day. This break shall be unpaid.

Certified Employees shall be provided with a twenty (20) minute duty free lunch period each day. Each certified employee is given one 40 minute prep period per day during a full day of school. Scheduled shortened days the prep period may be shortened to 20 min. Any weather days, the prep period may possibly be eliminated on that day due to unforeseen circumstances.

DISTRICT PROCEDURES AND GUIDELINES

Business Office Procedures

<https://wl.sui-online.com/EastBuchananIA/Login.aspx?ReturnUrl=%2fEastBuchananIA%2f>

Child Labor

The district complies with both state and federal child labor laws. Under Iowa Child Labor laws, Iowa Code Chapter 92, minors under the age of 18 are prohibited from working in certain occupations, performing certain duties and from using certain equipment. For more information on federal child labor laws, contact the U.S. Department of Labor, Wage and Hour Division, in Des Moines at (515) 284-4625 or visit www.iowadivisionoflabor.gov/child-labor.

Copyright

<http://east-buc.isfis.net/policy/6057-use-information-resources>

Discipline

Employee violations of board policy and work rules may result in discipline, up to and including termination. Employees whose employment is terminated will be given the appropriate level of due process as required by law.

The district uses progressive discipline procedures to prevent undesirable employee behavioral issues. In most cases, the district will follow the steps below. However, the district may combine or skip steps depending on the facts of each situation and the nature of the offense.

Step One – Verbal Warning: The employee and the principal or immediate supervisor shall meet to bring attention to the existing conduct issue. The principal or immediate supervisor shall discuss the nature of the problem and clearly describe company policies and procedures. The

principal or immediate supervisor shall document this meeting. Pending on the severity of the situation the administration reserves the right to skip Step One and move directly to Step Two.

Step Two – Written Warning: If the issue in Step One is not corrected, the employee and the principal or immediate supervisor shall meet to review the existing behavioral issue and any additional incidents. The principal or immediate supervisor shall outline the consequences for failing to meet conduct expectations to the employee. Employees in Step Two shall be placed in an intensive assistance plan. The principal or immediate supervisor shall document the Step Two meeting and give a copy of the documentation to the employee. The original copy shall be placed in the employee's personnel file.

Step Three – Recommendation for Termination of Employment: If the issue in Step Two is not corrected, the employee may be subject to the termination procedures as outlined in Iowa Code and in board policy. The principal or immediate supervisor will discuss the appropriate action with the superintendent. The superintendent has the authority to recommend the termination of an employee to the Board.

Employee Recognition

<http://east-buc.isfis.net/policy/4018-recognition-service-employees>

The District currently recognizes employees for longevity - 1 year, 5 years, 10 years and in increments of 5 thereafter until retirement.

Elem/MS/HS may have social committees that recognize weddings, babies, funerals etc. The district can not fund these gifts. The committees are staff driven and voluntary. There may be voluntary dues associated with committees.

Employee Publication or Creation of Materials

http://east-buc.isfis.net/sites/east-buc.isfis.net/files/408.2_eb_licensed_ee_creation_of_materials_-_1-9-19.pdf

Parking

All students and staff are expected to park on school property in designated parking spots in front of the building or in school parking lots.

Professional Development

http://east-buc.isfis.net/sites/east-buc.isfis.net/files/408.1_eb_licensed_ee_prof_dev_-_1-9-19.pdf

High quality teaching is imperative for student success and professional development plays a key role in this success. Employees are expected to attend all professional development opportunities and staff

meetings provided by the school district unless they are on leave or have been excused by the school administration.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to Daniel Fox, superintendent. Approval of Daniel Fox, superintendent must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

School Nutrition Program

<http://east-buc.isfis.net/policy/7101-school-food-program>

Employees may purchase meals and other items.

School Publicity and Community Relations

<http://east-buc.isfis.net/policy/900-principles-and-objectives-community-relations>

The district staff is the connection between the schools and the community. Employees are expected to work in a professional manner with parents and the community, when appropriate, for their positions. Teachers especially are expected to work closely with parents throughout the school year to ensure the success of all students, as parents are vital partners in the education of their children.

The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Staff Meetings

Staff meetings provide an opportunity for the communication of important school district information to be shared between administration and employees.

Staff meetings shall be held as needed throughout the school year either in the morning before school or after school. Staff meetings will last approximately 30 min before school and no more than one hour after school except in unusual or emergency circumstances. Employees are expected to attend staff meetings unless they are on leave or excused by an administrator.

Teacher Leadership and Compensation

The goals of the Teacher Leadership and Compensation System (TLC) are:

- Attract able and promising new teachers by offering competitive starting salaries and offering short-term and long-term professional development and leadership opportunities.
- Retain effective teachers by providing enhanced career opportunities.
- Promote collaboration by developing and supporting opportunities for teachers in schools and school districts statewide to learn from each other.

- Reward professional growth and effective teaching by providing pathways for career opportunities that come with increased leadership responsibilities and involve increased compensation.
- Improve student achievement by strengthening instruction.

Source: Teacher Leadership and Compensation System, Iowa Department of Education.

The district's TLC plan is as follows:

<https://docs.google.com/document/d/1XY4ae0fWbau5H1SBVedLShISrmJ2xOT3Itf1NbTDRvU/edit#heading=h.lfcgpf5ghc7l>

CONDUCT IN THE WORKPLACE

Employee Use of Cell phones

<http://east-buc.isfis.net/policy/40112-employee-use-cell-phones>

Fighting

Any verbal or physical altercations between or among employees or others will not be tolerated and may subject the employee(s) to disciplinary action, up to and including termination.

Fraud/Unlawful Gain

Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement. The school district will also file a complaint with the Iowa Board of Educational Examiners' as a violation of the employee's Code of Ethics and the district will also petition for license revocation.

Neglect of Duties

All employees are mindful that students are not to be left unattended and employees should not place themselves in any position where student safety is at risk or neglect of duty could be claimed. Employees, in a supervisory role, needing to leave an area where students are present must ensure another adult is present before leaving.

Offensive or Abusive Language

Threatening, intimidating, or using abusive and profane language by school district employees towards others, including derogatory slurs, will not be tolerated. Violation will incur discipline, up to and including termination.

Performing Unauthorized Work While on Duty

All district employees are prohibited from performing unauthorized work while on duty. Doing so could result in discipline, up to and including termination.

Use of School Facilities and Equipment

The district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property only to be used for conducting school district business.

Abuse or misuse of school district or non-district owned property is to be reported immediately to the administration. Failure to do so will limit district responsibility and/or increase employee responsibility. It is expected all employees will use care and caution when using district and non-district property. Abuse or misuse or unauthorized use of district property, private property, materials and/or equipment is subject to disciplinary action.

Use of School Vehicles

Staff members (coaches/group sponsors/chaperones) must ensure that each van is thoroughly cleaned after every trip, including removing all personal items and all trash. The staff member responsible for the team/group of students using the vehicle is responsible for ensuring that the vehicle is cleaned out once returned to the school. Vehicles will be checked by a district employee after each trip. If the vehicle is not clean, the coach or sponsor will be notified to come to the school and clean out the vehicle. If the coach/sponsor does not return to clean out the vehicle or if it happens multiple times with the same group, the vehicle will be cleaned and expenses to clean the vehicle will be taken out of the account associated with the group that used it last.

When returning a van - it should be at least $\frac{3}{4}$ full of gas. If it's below $\frac{3}{4}$ full, fill the tank when you return.

Places to return the key after each trip:

- Drop off box outside of the bus barn
- In the business office
- In the business office mail slot located either in the Highschool office or elementary office

Report any issues with the vehicles IMMEDIATELY to either Adam or Mellisa.

Remember to document mileage on the blue sheet located either on the clipboard or the binders.

Pre-trip Sheet - located on the clipboard or in the binder.

Use of Time

An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate back-tracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

Actions such as the following are strictly prohibited by employees and will result in discipline, up to and including termination: loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty.

EMPLOYEE STANDARDS OF CONDUCT

Academic Freedom

The district's curriculum leaves room for teacher discretion and academic freedom within the confines of acceptable materials as outlined in each curriculum. Teachers are expected to use good judgment in their pedagogy and consider the culture and climate of the school and community and age of the students, as they individualize curriculum and provide a learning environment and assignments for their students.

Break of Meal Periods

Leaving the place of duty during a work shift without permission of the school administration, except during unpaid break periods, is cause for discipline, up to and including termination. Employees are expected to return to work immediately upon completion of a paid or sanctioned unpaid break.

Dress and Grooming

All employees are required to dress in a professional and appropriate manner (business casual). Any clothing which could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee. Tank tops, tube tops, sleeveless shirts, short shorts and halter tops are not considered professional attire. Questions about appropriate attire should be addressed to the administration. Also, as role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene.

Employee Outside Employment

<http://east-buc.isfis.net/policy/4026-employee-outside-employment>

Employee Political Activity

<http://east-buc.isfis.net/policy/4019-employee-political-activity>

Ethics – Board of Educational Examiners

<http://east-buc.isfis.net/policy/4041-code-professional-conduct-and-ethics>

<http://east-buc.isfis.net/policy/404r1-code-professional-conduct-and-ethics-regulation>

<https://www.legis.iowa.gov/docs/iac/rule/12-16-2020.282.25.3.pdf>

Failure to Complete Reports

In order to have the school district function in an efficient manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including but not limited to: time sheets, grade reports, student records, Individualized Education Plan (IEP) documentation and testing results. Failure to meet the required deadlines may result in disciplinary action.

Gifts

<http://east-buc.isfis.net/policy/4024-gifts-employees>

Insubordination

Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority or to carry out work assignments will not be tolerated. Insubordination will result in discipline up to and including termination.

Relationships with Co-Workers

School district employees are encouraged to create an environment where co-workers' collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. All employees must have a respectful attitude toward their job and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt or demean their work.

Staff Technology Use/Social Networking

<http://east-buc.isfis.net/policy/40113-staff-technology-use>

Theft

All thefts should be reported immediately to a principal or supervisor. Any employee found to be involved in theft of the district's or another person's property will result in appropriate discipline, up to and including termination.

Treatment of Patrons of the District

Patrons of the district are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by district patrons.

STUDENT AND CLASSROOM ISSUES

Abuse of Students by a School District Employee

<http://east-buc.isfis.net/policy/4023-abuse-students-school-district-employees>

Child Abuse Reporting

<http://east-buc.isfis.net/policy/4022-child-abuse-reporting>

Corporal Punishment, Restraint and Detaining Students

<http://east-buc.isfis.net/policy/5035-corporal-punishment>

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a student. If a student is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent. For additional information regarding Iowa law on this issue, please visit the "Timeout, Seclusion, and Restraint" section of the Iowa Department of Education's website, located at www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint.

Field Trips

<http://east-buc.isfis.net/policy/6065-student-field-trips-and-excursions>

Individuals with Disabilities Education Act

The Individuals with Disabilities Education Act (IDEA) is a federal law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to eligible children. Employees are expected to comply with IDEA. For additional information regarding IDEA, please visit The United States Department of Education website, located at www.idea.ed.gov/. Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students.

Parent/Teacher Conferences

<http://east-buc.isfis.net/policy/5051-student-progress-reports-and-conferences>

P/T Conferences happen within four nights of the school year. MS/HS have two conferences during the mid-term of the 1st Trimester, one conference during the midterm of the 2nd Trimester and one conference during the midterm of the 3rd Trimester.

Elementary P/T Conferences will take place at the end of the 1st and 2nd Trimesters with 2 nights during each conference time.

Searches of Students and Property

<http://east-buc.isfis.net/policy/5028-search-and-seizure>

Standardized Testing and Assessment

<http://east-buc.isfis.net/policy/5054-testing-program>

Assessment is an important part of the education process and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Board of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in disciplinary action up to and including termination. For additional information regarding the applicable standard in the Iowa Board of Educational Examiners Code of Professional Conduct and Ethics, please visit the Board of Educational Examiners website located at www.boee.iowa.gov/doc/ethHndot.pdf.

Student Funds and Fundraising

<http://east-buc.isfis.net/policy/5045-student-fund-raising>

Student fundraising for school activities may occur upon approval of the principal at least 2 weeks prior to the fundraising event or the start of a fundraising campaign and with an employee overseeing the fundraising. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must identify a specific purpose for fundraising and secure the approval of the principal prior to spending the money raised.

If the district permits online fundraising funding:

Any person or entity acting on behalf of the district and wishing to conduct an online fundraising campaign for the benefit of the district shall begin the process by seeking prior approval from the superintendent. Money or items raised by an online fundraising campaign will be the property of the district only upon acceptance by the board, and will be used only in accordance with the terms for which they were given, as agreed to by the board

Student Records

<http://east-buc.isfis.net/policy/5061-student-records-access>

Give careful thought to what you discuss concerning school matters whether with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring community members to the school principal or appropriate staff member. Employees must exercise significant care and judgment when handling confidential information. A break in confidentiality can result in disciplinary action, up to and including termination, and expose the employee to personal liability for violation of Iowa's privacy law.

Transporting of Students by Employees

Generally, transportation of students is in a motor vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

<http://east-buc.isfis.net/policy/9041-transporting-students-private-vehicles>

Tutoring

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent. Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent and the fees go to the school district, not the teacher. Any questions about whether a tutoring relationship or activity complies with the Code of Professional Conduct and Ethics for educators should be directed to the Board of Educational Examiners.

HEALTH AND WELL-BEING

Administering Medication

<http://east-buc.isfis.net/policy/5072-administration-medication-students>

Anti-Bullying and Anti-Harassment

<http://east-buc.isfis.net/policy/104-equal-educational-opportunity-policy>

Bloodborne Pathogens

Annually, all employees will be required to take the bloodborne pathogens training.

Communicable Diseases – Employees

<http://east-buc.isfis.net/policy/4033-communicable-diseases-employees>

Employee Injury on the Job

<http://east-buc.isfis.net/policy/4032-employee-injury-job>

Employee Physical Examination

<http://east-buc.isfis.net/policy/4031-employee-physical-examination>

Hazardous Chemical Disclosure

<http://east-buc.isfis.net/policy/4034-hazardous-chemical-disclosure>

Smoke and Tobacco Free Workplace

<http://east-buc.isfis.net/policy/4038-smoke-free-environment>

Smoking on school property is prohibited (building, grounds, vehicles)

Substance Free Workplace

<http://east-buc.isfis.net/policy/4035-substance-free-workplace>

LEAVES AND ABSENCES

<http://east-buc.isfis.net/policy/4092-licensed-employee-personal-illness-leave>

Absenteeism

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must notify the Administration of all times when they will be absent or to submit leave requests. Absences arranged in advance (vacations and personal days) do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent for two consecutive workdays, without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for disciplinary action even if the employee has not yet exhausted available paid leave.

Bereavement Leave

The district understands that employees may need time off to mourn the loss of a family member or close friend.

A. In the event of a death in the immediate family, personnel shall not have deductions made from their salaries until such absence exceeds six (6) school days for each death. Paid leave for bereavement is generally not intended for use outside of the normal mourning period. To delay use of allowed bereavement leave for related purposes, notification must be made to the building principal within the bereavement period.

B. Immediate family is taken to mean father, mother, brother, sister, husband, wife, child, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents or grandchildren.

C. Two (2) additional days shall be allowed for the attendance at a funeral of a relative other than listed above, or the funeral of a very close friend.

D. If an extended bereavement is needed the employee may use up to ten (10) of their personal illness or injury days toward said bereavement. For each day used, two (2) personal illness and injury days will be deducted up to the maximum of ten (10) personal illness and injury days.

Employee Holidays, Personal Leave and Vacation

<http://east-buc.isfis.net/policy/4091-licensed-employee-vacation-holidays-personal-leave>

The Certified employee holidays for the 2022-2023 are as follows:

Labor Day.....	09/05/2022
Thanksgiving Holiday.....	11/24/2022
Christmas.....	12/25/2022
New Years Day.....	01/01/2023
Memorial Day.....	05/29/2023

School-year, certified staff: 5 - Labor Day, Thanksgiving, Christmas, New Years Day, Memorial Day (according to board approved school calendar)

School-year, classified staff: 5 - Labor Day, Thanksgiving, Christmas, New Years Day, Good Friday
 12-month employees: 7 - Independence Day, Labor Day, Thanksgiving, Christmas, New Years Day, Good Friday, Memorial Day

Long-term substitute teacher: The holiday(s) that occur(s) during their long-term substitute teacher assignment.

Citizen coaches/sponsors, substitutes, temporary employees: No holiday pay

Holiday	Certified (5)	Classified (5)	12-month Employees (7)	Substitute teachers	Citizen Coaches/Sponsors, subs, temp EEs (0)
Labor Day	Yes	Yes	Yes	Only if	No
Thanksgiving	Yes	Yes	Yes	during	No
Christmas	Yes	Yes	Yes	long-term	No
New Year's Day	Yes	Yes	Yes	assignment	No

Good Friday	No	Yes	Yes	No	No
Memorial Day	Yes	No	Yes	No	No
Independence Day	No	No	Yes	No	No

PERSONAL BUSINESS

<https://east-buc.isfis.net/policy/4091-licensed-employee-vacation-holidays-personal-leave>

- A. Two (2) days of personal leave per year may be used for personal business with the approval of the administration. The administration shall be notified at least five (5) school days in advance. One (1) day of personal leave per year may be used for emergency leave purposes. If an employee is unable to comply with the notification provisions set forth in the Article prior to taking an emergency leave day, the administration may require the employee to provide written reasons for taking said leave. In no event will an employee be allowed to take emergency leave without first notifying the administration.
- B. Days may accumulate up to four (4). Up to two full unused personal days may be paid out each year at the current sub rate per day/hour. ~~No partial days will be rolled over or paid out.~~
- C. Three (3) days of personal leave per year will be allowed for employees who are employed on a twelve-month contract.
- D. Personal leave ~~will~~ must be used before an employee may ~~use request~~ a deduct in pay.

CLASSIFIED EMPLOYEE VACATIONS AND HOLIDAYS

A. Full time regular classified employees who have served a full year (12 months) are entitled to two (2) weeks vacation with pay. At the completion of ten (10) years, the following schedule will go into effect.

- 11 years.....11 days
- 12 years.....12 days
- 13 years.....13 days
- 14 years.....14 days
- 15 years.....15 days

B. The classified employee shall have the time of his/her vacation approved by the Superintendent of Schools.

C. Holiday schedule for classified staff.

1. All classified employees will receive holiday pay regardless of the number of hours they are employed. Employees will be paid for the hours they would have been scheduled for the day.

The following is a list of the seven holidays:

Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday and Memorial Day

2. Each classified employee must be scheduled to work the regular workday before the holiday and the first regular work day following the holiday to be eligible for holiday pay.
3. Any classified employee requesting a leave of absence prior to or following a holiday shall use the following procedure.
 - a) If only personal days are used regular holiday pay will be received and
 - b) Documented doctor appointments with previous approval will be accepted and holiday pay will be received.
 - c) If more days are used than personal days, the personal days shall be taken first followed by the period of absence without pay and no holiday pay will be received

Family and Medical Leave

<http://east-buc.isfis.net/policy/4093-licensed-employee-family-and-medical-leave>

For additional information regarding the Family and Medical Leave Act (FMLA) please contact [insert name, position, and contact information] or visit the "Family and Medical Leave Act" section of the United States Department of Labor's website, at www.dol.gov/whd/fmla/.

MATERNITY LEAVE - In accordance with FMLA

Jury Duty Leave

<https://east-buc.isfis.net/policy/4092-licensed-employee-personall-illness-leave>

In the absence of extraordinary circumstances, employees in the school system may be excused for jury duty. In order that no employee shall suffer a loss because of such absence, the difference between their normal salary and the compensation received for jury duty shall be paid. Upon release from jury duty, the employee shall report to his or her supervisor.

Military Service Leave

District will follow Code of Iowa 29A.28 – Leave of absence of civil employees.

<https://www.legis.iowa.gov/docs/ico/code/29A.28.pdf>

Personal Illness Leave

- A. Personnel shall be granted leave of absence for personal illness or injury (including pregnancy related illness) with full pay at a rate as follows:

1 st year	10 days
2 nd year	11 days
3 rd year	12 days
4 th year	13 days
5 th year	14 days
6 th year	15 days
Each additional year	15 days

- B. An employee may accumulate up to one hundred twenty five (125) sick days, which would include the maximum of one hundred ten (110) days, plus the fifteen (15) days allowable for the current school year.
- C. Accumulated leave shall apply only to consecutive years of service unless a leave of absence is granted.
- D. The appropriate number of days becomes available to the employee at the beginning of each contract year after the employee actually begins work for the contracted year.
- E. The employee shall notify the superintendent in advance in cases where an employee knows that an illness or elective medical procedure will result in temporary disability of more than ten school days.
- F. A physician's statement to verify the need of an elective medical procedure when the period of temporary disability exceeds twenty-one school days shall be submitted on a form provided by the employer.
- G. An elective medical procedure that can be deferred for medical attention to non-contract times shall not be covered by this personal illness and temporary disability article. This shall be in the judgment of the employee's physician.
- H. The school board may require such reasonable evidence, as it may desire confirming the necessity for any such leave.

IMMEDIATE FAMILY ILLNESS AND INJURY

- A. Deductions shall not be made from an employee's salary for absence caused by illness or injury in the employee's immediate family, which requires their presence until such absence exceeds five (5) school days in any one year. Days may be accumulated to seven (7) if any of the five (5) are not used.

B. If an extended illness or injury of the employee's immediate family may occur, the employee may use up to twenty (20) of their personal illness or injury days toward said immediate family illness. For each day used, two (2) personal illness or injury days will be deducted up to the maximum of twenty (20) personal illness or injury days.

C. The immediate family is taken to mean father, mother, ~~brother, sister,~~ husband, wife, child, father-in-law, mother-in-law, ~~brother in law, sister in law, son in law, daughter in law, grandparents and grandchildren.~~

Political Leave

<http://east-buc.isfis.net/policy/4092-licensed-employee-personall-illness-leave>

The board will provide a leave of absence to employees to run for elected public office. The superintendent will grant an employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

The request for leave must be in writing to the superintendent of schools at least 30 days prior to the starting date of the requested leave.

Unpaid Leave (All Staff)

~~When considering unpaid leave, any unpaid day after 10% total missed days will require a meeting prior approval from building administration, any requesting multiple unpaid days after 12% the employee will meet in front of the board in closed session. Unpaid leave could result in termination.~~

Requests for unpaid leave must be made to the building principal. The request must state the reason for the request, the number of days, and when the days are to be used. Requests must be delivered to the building principal at least 5 days in advance to allow time for consideration of the request and the securing of a substitute when needed. The principal shall, in his/her sole judgment and discretion, approve or deny the said request. An employee requesting multiple unpaid days in a school year may need to meet in front of the board in closed session. Taking unapproved unpaid leave may result in termination.

<http://east-buc.isfis.net/policy/4092-licensed-employee-personall-illness-leave>

<http://east-buc.isfis.net/policy/721-transportation-non-school-groups>

SAFETY AND SECURITY

Building Security

The district is committed to maintaining a safe and secure learning environment for students and staff. In order to accomplish this, it is the responsibility of all employees to do their part in creating this safe and secure environment. Employees should contact school administration, to report any security/safety hazard(s) or condition(s) they identify.

Drills and Evacuations

Periodically the school holds emergency fire, tornado, lockdown drills. At the beginning of each trimester teachers must notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas must be posted in all rooms. When drills are staged, every staff member and student must follow proper procedures.

Emergency Closings, Inclement Weather and Other Interruptions

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/television station (KWWL, KGAN, KCRG, KMCH, and JMC Contacts) that will be to broadcast a school closing announcement.

Staff Identification Badges

An identification badge shall be issued to each employee. Badges shall be worn when the employee is on duty, and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard.

Threats of Violence

All threats of violence - whether oral, written or symbolic - against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Employees engaging in threatening behavior will face disciplinary consequences up to and including termination.

Visitors/Guests

<http://east-buc.isfis.net/policy/9033-visitors-school-district-buildings-sites>

<http://east-buc.isfis.net/policy/9034-public-conduct-school-premises>

Weapons

<http://east-buc.isfis.net/policy/5026-weapons>

Employees are prohibited from bringing weapons and other dangerous objects on school grounds. Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy. For more information, visit the Iowa Department of Education Legal Lesson on Firearms on School Grounds at

<https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/firearms-school-grounds-january-2013-school-leader>.

TERMINATION OF EMPLOYMENT

Contract Release – Licensed Employees

<http://east-buc.isfis.net/policy/4072-licensed-employee-contract-release>

Resignation – Licensed Employees at Year End

<http://east-buc.isfis.net/policy/4071-licensed-employee-resignation>

Resignation – Classified Employees

<http://east-buc.isfis.net/policy/4131-classified-employee-resignation>

Reduction in Force

<http://east-buc.isfis.net/policy/4075-licensed-employee-reduction-force>

<http://east-buc.isfis.net/policy/4135-classified-employee-reduction-force>

Retirement

<http://east-buc.isfis.net/policy/4073-licensed-employee-retirement>

<http://east-buc.isfis.net/policy/4132-classified-employee-retirement>

<http://east-buc.isfis.net/policy/4132r1>

Appendix

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the East Buchanan Community Schools Employee Handbook available under the <http://eastbuchananschools.com> website. I understand the employee handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult **Kory Kelchen Daniel J. Fox**, the Superintendent, with any questions I have about the contents of the employee handbook or any questions that I feel were not addressed.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended, and does not constitute a contract between the East Buchanan Community School District and any one or all of its employees.

Employee's Signature

Date

Employee's Name (Printed)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE – COPY PROVIDED TO EMPLOYEE



August 5th, 2024

Mr. Kelchen, Superintendent of Schools
East Buchanan CSD
414 5th St. North
Winthrop, Iowa 50682

Re: Facility Planning Proposal

Mr. Kelchen,

Thank you for meeting with our team to discuss the facility evaluation and planning needs for East Buchanan CSD. We recognize that managing facility improvements—whether large or small—can be challenging, particularly with the dual priorities of ensuring the best outcomes for students and meeting community expectations.

Our proposal offers a thorough approach to assessing your facilities, pinpointing areas for improvement, and crafting a strategic plan to support your long-term goals. We are committed to creating safe and effective learning environments that align with your district's educational objectives.

We look forward to the opportunity to demonstrate how our expertise can enhance East Buchanan CSD's educational infrastructure. Thank you for considering Denovo as your partner in this important endeavor.

What we understand

East Buchanan CSD seeks a comprehensive assessment of its facilities, including:

Facilities and grounds to assess:

- East Buchanan Middle/High School
- East Buchanan Elementary
- Bus garage
- Parking and playgrounds

Facility components to be assessed:

- Mechanical, Electrical, Plumbing, Technology - System identification and evaluation
- Architectural envelope - System identification and evaluation
- Architectural interior - System identification and evaluation
- Accessibility - Identification of compliance or deficiencies
- Site including parking and playgrounds - System identification and evaluation

Assessment Process

Initial Data Collection: We will request existing and historic building plans, previous work records, planned projects, and past evaluations.

On-Site Review: Our team will conduct a visual inspection of all facilities and grounds. We will also distribute a survey to district staff to collect feedback that complements our on-site observations.

Report Preparation: We will compile our findings into a clear, comprehensive report.

Denovo Smart Planning and Budgeting

Following the assessment, we will compile a detailed list of deficiencies across your facilities. Working with your business manager, we will review past expenditures and financial strategies to inform our approach. Additionally, we will consult with administrators and district leadership to prioritize facility needs. Based on this information, we will develop a five-year plan that aligns with your budget and addresses maintenance and improvement needs.

Timeline

Assessment

60 days from approval

Denovo Smart Planning

60 days from assessment completion

Fee Structure

Assessment and Denovo Smart Planning \$9,500 (Due upon completion)

Thank you for considering our proposal. This document outlines the initial scope of services we offer. We are open to further discussion and adjustments to meet your specific needs.
Respectfully submitted,

Patrick Davis, AIA,
Director of Project Development



**East Buchanan CSD - Cooperative Sharing Agreement
2024-2025**

School District: Independence CSD

Independence Community School District, hereafter referred to as the “home district”, agrees to share E-Sports with the East Buchanan Community School District during the 2024-2025 School Year. As part of this agreement, the following understandings are accepted:

1. All expenses for coaching and for transportation to away events will be the responsibility of the East Buchanan School District.
2. Transportation to East Buchanan for practice or competitions is the responsibility of the participant or home district.
3. All participants will be in good standing and meet eligibility requirements as stipulated in the policies of the home district governing extracurricular activities. Any disciplinary action resulting from violations of good conduct will be administered in accordance with the policies of the home district.
4. All participation awards (letters, certificates, etc.) will be the responsibility of the home district.
5. The home district agrees to pay \$100.00 to the East Buchanan Community School District for each E-Sports participant from its district.
6. Personal equipment will be the responsibility of the individual athlete. All other supplies will be provided by the East Buchanan Community School District.

_____ - East Buchanan Community School District
Superintendent of Schools

_____ - East Buchanan Community School District
President, Board of Education

_____ - Independence Community School District
Superintendent of Schools

_____ - Independence Community School District
President, Board of Education

CURRENT POLICY - NEEDS REVIEWED ANNUALLY

103 - LONG-RANGE NEEDS ASSESSMENT (01-13-21)

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

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

REQUIRED POLICY:

Regulation 103-R(1): Long-Range Needs Assessment - Regulation

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.*

REQUIRED POLICY:

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 Dockstader.

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.

REQUIRED POLICY:

605.03-E(4): Objection to Instructional and Library Materials - Request to Prohibit a Student from Checking Out Specific Library Materials

REQUEST TO PROHIBIT A STUDENT FROM CHECKING OUT SPECIFIC LIBRARY MATERIALS

Request to prohibit a student from checking out certain library materials to be submitted to the Superintendent. Please complete one form per student.

REQUEST INITIATED BY:

Date:

Name:

Address:

City/State:

Zip Code:

Telephone:

Name of affected Student:

Requester's Relationship to Student (must be parent/legal guardian):

BOOK OR OTHER PRINTED MATERIAL TO PROHIBIT STUDENT FROM CHECKING OUT:

Author:

Hardcover:

Paperback:

Other:

Title:

Publisher (if known):

Date of Publication:

MULTIMEDIA MATERIAL TO PROHIBIT STUDENT FROM CHECKING OUT:

Title:

Producer (if known):

Type of material (filmstrip, motion picture, etc.):

Dated:

Signature:

REQUIRED POLICY:

710.01-E(1): School Food Program - School Nutrition Program Notices of Nondiscrimination

Code No. 710.1E1

SCHOOL NUTRITION PROGRAM NOTICES OF NONDISCRIMINATION

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form , (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
2. Fax: 202-690-7442
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Iowa Nondiscrimination Statement

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E 14th St, Des Moines, IA 50319-1004; phone number 515-281-4121 or 800-457-4416; website: <https://icrc.iowa.gov/>.

REQUIRED POLICY:

710.01-E(2): School Food Program - Child Nutrition Programs Civil Rights Complaint Form

Code No. 710.1E2

CHILD NUTRITION PROGRAMS CIVIL RIGHTS COMPLAINT FORM

Complaint Contact Information:

Name:

Street Address, City, State, Zip:

County:

Area Code/Phone:

Email Address:

Complaint Information:

1. Specific name and location of the entity and individual delivering the service or benefit: =
2. Describe the incident or action of the alleged discrimination or give an example of the situation that has a discriminatory effect on the public, potential program participants, or current participants:
3. On what basis does the complainant feel discrimination exists (race, color, national origin, sex, age, disability, creed, sexual orientation, religion, gender identity, political party affiliation, actual/potential parental/family/marital status)?
4. List the names, titles, and business addresses of persons who may have knowledge of the alleged discriminatory action:
5. List the date(s) during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions:
6. Date complaint received:
7. Person receiving complaint:
8. Action(s) taken:

USDA is the cognizant agency for the Child Nutrition Programs listed and therefore is the first contact for the six protected classes of race, color, national origin, sex, age, and disability for complaints received within 180 days. Civil rights complaints must be submitted to the USDA Office of Civil Rights within five calendar days of receipt and no later than 180 days of the discriminatory act. The link for submission of a complaint is: program.intake@usda.gov

In Iowa, protected classes also include sexual orientation, gender identity, religion or creed and complaints can be filed up to 300 days of occurrence. The address for Iowa complaints is: Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>.

This institution is an equal opportunity provider.

REQUIRED POLICY:

Policy 711.08: Transportation in Inclement Weather

School district buses will not operate when weather conditions due to fog, rain, snow or other natural elements make it unsafe to do so. Because weather conditions may vary around the school district and may change quickly, the best judgment possible will be used with the information available.

The final judgment as to when conditions are unsafe to operate will be made by the superintendent. The superintendent will be assisted by the actual "on location" reports of the drivers.

Employees and students will be notified by communication systems determined by the school when school is canceled or temporarily delayed. When school is canceled because of weather anywhere in the school district, all schools will be closed.

When weather conditions deteriorate during the day after school has begun, cancellation notices will be announced by the same communication systems. Students will be returned to their regular drop-off sites unless weather conditions prevent it. In that case, students will be kept at or returned to school until they are picked up by the parents.

STUDENT PROGRESS REPORTS AND CONFERENCES

Students will receive a progress report at the end of each ~~twelve-week~~ grading period. Students, who are doing poorly, and their parents, are notified prior to the end of the ~~trimester~~ **semester** in order to have an opportunity to improve their grade. The board encourages the notification of students who have made marked improvement prior to the end of the ~~trimester~~ **semester**.

Parent-teacher conferences will be held twice per year in grades PK-12. Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

Parents, teachers, or principals may request a conference for students in grades kindergarten through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

NOTE: This is a mandatory policy. The second paragraph should be written to reflect the school district's practice.

Legal Reference: Iowa Code §§ 256.11, .41; 280, 284.12
281 I.A.C. 12.3(4), 12.3(6), .5(16).

Adopted: February 14, 2007
Reviewed: November 11, 2015;

STUDENT PROMOTION - RETENTION - ACCELERATION

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

The district shall adhere to the following:

- **Retention/Promotion in kindergarten – eighth grade:** The retention of a student will be determined based upon the judgment of the district's professional staff. When it becomes evident a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed prior to making the retention decision. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.
- **Retention/Promotion in ninth – twelfth grade:** Students in grades nine through twelve will be informed of the required course work necessary to be promoted each year. When it becomes evident a student in these grades will be unable to meet the minimum credit requirements for the year, the student and parents will be informed. It is within the sole discretion of the district to retain students in their current grade level and to deny promotion to a student.
- **Acceleration in kindergarten – twelfth grade:** Students in grades kindergarten through twelve with exceptional talents may, with the permission of the principal and parents, take classes beyond their current grade level. Enrichment opportunities outside the school district may be allowed when they do not conflict with the school district's graduation requirements.
- **Retention or Acceleration in kindergarten – twelfth grade** may also occur in additional instances as provided by law.

For students in grades kindergarten through sixth, if a student is not reading at a proficient level, the district will notify a student's parent or guardian of the student's reading level, and the option for parents to request that the student be retained in the student's current grade level for the subsequent school year. The district is prohibited from promoting a student to the next grade level if the student is not reading proficiently, and the student's parent or guardian requests the student be retained at their current grade level for the next year.

Any student or parent who is not satisfied with the decision of the district's professional staff may seek recourse through policy 502.4 – *Student Complaints and Grievances*.

NOTE: School districts that use specific steps or processes for determining retention or acceleration should reference the applicable criteria or where to locate the criteria in the bulleted information above.

Legal Reference: Iowa Code §§ 256.11, 279.8; .68.
281 I.A.C. 12.5(16).

Cross Reference: 410.2 Summer School Licensed Employees
603.2 Summer School Instruction

Adopted: July 12, 2000

Reviewed: January 8, 2003; February 14, 2007; November 11, 2015; November 15, 2017

STUDENT HONORS AND AWARDS

The school district will provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist students in setting goals. Students are made aware of honors and awards and the action necessary on the part of the student to achieve them. Students who have not attended ~~the school district for their entire education or have not attended~~ an accredited public or private school **for their entire high school education,** will not be eligible for honors and awards.

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

Note: The last sentence of the first paragraph is where a school district should insert a residency requirement for receipt of school district honors and awards. The policy is written to require four years of attendance prior to eligibility for honors and awards. School districts that want more specific language, such as requiring students to attend the school district for four semesters prior to being eligible for honors and awards, should add it here.

Legal Reference: Iowa Code § 279.8

Cross Reference: 501.6 Student Transfers In

Approved February 14, 2007 Reviewed November 11, 2015 Revised _____

TESTING PROGRAM

A comprehensive testing program is established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student is required, as part of any applicable program, **funded by the United States Department of Education**, to submit to a survey, analysis or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or student's parent **or guardian**;
- mental or psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or student's parent **or guardian**; or
- income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

Prior to an employee or contractor of the district providing information on a student enrolled in the district on any survey related to the social or emotional abilities, competencies or characteristics of the student; the district will provide the parent/guardian of the student detailed information related to the survey and obtain written consent of the parent/guardian of the student. This includes the person who created the survey, the person who sponsors the survey, how the information generated by the survey is used and how information generated by the survey is stored. This requirement will not prohibit a district employee from answering questions related to a student enrolled in the district as part of developing or implementing an individualized education program for the student.

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

It is the responsibility of the board to review and approve the evaluation and testing program.

Legal Reference: 20 U.S.C. § 1232h
Iowa Code §§ 2279.79; 80.3

Cross Reference: 607.2 Student Health Services
607.2R1 Student Health Services Regulation

Adopted: February 14, 2007
Reviewed: November 11, 2015

GRADUATION REQUIREMENTS

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

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete the required credits prior to graduation as outlined in the student handbook.

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

Prior to graduation, the district will advise students on how to successfully complete the free application for federal student aid.

Graduation requirements for special education students include successful completion of four years of English, three years of math, three years of social studies and three years of science.

Students who complete a regular session in the Legislative Page Program of the general assembly at the state capitol will be credited $\frac{1}{2}$ credit of social studies.

Students enrolled in a junior officers' training corp will receive $\frac{1}{8}$ th physical education credit for each semester the student is enrolled in the program.

Legal Reference: Iowa Code §§ 256.7, 11, .41; 279.8; 279.61; 280.3, .14.
281 I.A.C. 12.3(5); 12.5

Cross Reference: 603.3 Special Education

Approved: February 14, 2007
Last Reviewed: February 8, 2023

EARLY GRADUATION

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in board policy.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, the student who graduates early may participate in commencement exercises.

NOTE: This is a mandatory policy. School districts do not have the authority to limit when a student may graduate early. Students can graduate early whenever they meet the school district's graduation requirements. It is recommended that when a student graduates early, the student either gets the diploma or a notice from the school district that the student has graduated. The board should determine in policy how an early graduate will be treated after the student graduates. The board should determine whether the early graduate will be allowed to participate in activities and, if so, which activities.

Legal Reference: Iowa Code §§ 279.8; 280.3
281 I.A.C. 12.3(5); 12(5)

Cross Reference: 505 Student Scholastic Achievement

Approved: February 14, 2007
Reviewed: November 11, 2015; March 9, 2022

COMMENCEMENT

Students who have met the requirements for graduation will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district. Students will not participate in commencement until all financial and disciplinary obligations are fulfilled or a plan is established with the business office. It is the responsibility of the principal to solicit input from each graduating class regarding the proceedings for their commencement.

Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (2013).
281 I.A.C. 12.5.

Cross Reference: 505 Student Scholastic Achievement

Approved: February 14, 2007

Reviewed: November 11, 2015; May 8, 2024

PARENT AND FAMILY ENGAGEMENT DISTRICT-WIDE POLICY

Parent and family engagement is an important component in a student's success in school. The board encourages parents and families to become involved in their child's education to ensure the child's academic success. In order to facilitate parent and family involvement, it is the goal of the district to conduct outreach and implement programs, activities and procedures to further involve parents and families with the academic success of their students. The board will:

- (1) Involve parents and families in the development of the Title I plan, the process for school review of the plan and the process for improvement by:

Parents and families will be provided information and given opportunities for feedback as it relates to the Title I program through information and resources shared in the Title Parent Brochure, parent survey completed each spring, student progress shared each trimester, and participation in parent-teacher conferences.

- (2) Provide the coordination, technical assistance and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance by:

Student selection will be based on multiple factors. These factors are based on formative reading assessment scores through FAST, reading recovery test packets (RRTP) as well as Fountas and Pinnell (F&P) – bench mark assessment system for reading level and data trends over time. Students will not be accepted into the Title I program if they are receiving an individualized education plan in the area of reading. If a student has an IEP in the area of reading, their services would fall under special education.

- (3) To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant Federal, State, and local laws and programs by:

The school provides a parent compact that outlines what the parent, student, teacher, and principal will do to increase student achievement. This compact is provided to the parents of all Title I students and outlines the ways in which all stakeholders will work together to achieve proficiency.

- (4) Conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family engagement policy in improving the academic quality of the school served including identifying: barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, parents of any racial or ethnic minority, parents with disabilities and parents with low literacy); needs of parents and family to assist their children's learning; and strategies to support successful school and family interactions by:

Parents of selected Title I students will be sent a parent letter outlining their child's participation in the Title I program and a returned, signed parent permission slip is required. The Title I teacher will attend the fall and spring parent/teacher conferences to update parents on the progress of the student. Trimester updates will also be completed by the teacher and a paper copy sent home with report cards. If there is a need, the teacher and/or parents have the right to call for a conference. Input from parents on the planning, review and improvement of the Title I program will be gathered through the spring parent Title I parent survey.

- (5) Use the findings of the annual evaluation to design strategies for more effective parent and family involvement and to revise, as necessary, the parent and family involvement policies by:

The results from the spring parent survey will be analyzed and incorporated when possible and applicable.

- (6) Involve parents and families in Title I activities by

Through the spring parent survey, parents will be able to comment on the effectiveness of the Title I program. Additional parent resources are provided in the Title I parent brochure and there are opportunities for collaboration during parent/teacher conferences. The brochure provides parents multiple suggestions and ideas on how to engage with their students in reading.

The district shall involve parents in determining how to allocate reserved Title I funds in accordance with applicable laws.

The board will review this policy annually. The superintendent is responsible for notifying parents and families of this policy annually or within a reasonable time after it has been amended during the school year. The superintendent may develop an administrative process or procedures to implement this policy.

Cross Reference: 903.2 – Community Resource Persons and Volunteers

Approved: May 10, 2006

Reviewed: November 11, 2015

Revised: December 13, 2023

**Parent and Family Engagement District-Wide Policy (Formerly Parental Involvement) –
Building-Level Regulation**

To further the interests of student achievement, the superintendent will create necessary rules to engage parents and family members within the district in the following ways on a building-level basis:

1. **Policy Involvement**: The district will host an annual meeting and invite all parents to attend; and inform parents of their rights and the district's requirements under Title I. This meeting will also invite parents to become involved in the planning, review and improvement of a building policy and in developing the district plan. The district will inform parents of:
 - programs under this policy,
 - curriculum and assessment used for students,
 - the opportunity to meet with administration to participate in decisions related to their children's education,
 - a description and explanation of curriculum used in the school forms of academic assessment used to measure student progress, and
 - achievement levels of the challenging State academic standards.
2. **Accessibility**: Provide opportunities for informed participation of parents and family members in understandable formats and languages. This includes participation by parents and family members who may have disabilities, limited English proficiency, and migratory children. Offer a flexible number of meetings during the day, evening and weekends to facilitate parent involvement. The superintendent has discretion to allow schools to provide childcare for families of students during these meetings through Title I funds.
3. **High Student Academic Achievement**: Each school in the district will jointly develop with parents and family members a school-parent compact that outlines how parents, staff and students share responsibility for improving student academic achievement; and how a partnership will be built to achieve this. The compact will describe the responsibility of the school to provide high quality curriculum and instruction, and the parents' responsibility to support their children's learning. This will also address the importance of communication between schools and parents through parent teacher conferences, regular reports to parents on their children's progress, and ensuring regular meaningful communication between family and school staff.
4. **Building Capacity for Involvement**: Each school within the district will include in their plan ways to achieve the following:
 - Assist parents and families to understand topics including academic standards and assessments and how to monitor student progress;
 - Provide materials and training to help parents work with students to improve achievement;
 - Educate teachers and staff in how to communicate with parents and build ties to foster academic success;
 - Coordinate and integrate other federal, state and local programs to support parents in more fully participating in students' education;
 - Ensure information related to programs is sent to parents and families in understandable formats; and
 - Provide other reasonable support to encourage parental involvement
5. **Schools Operating a Schoolwide Program**: Each school operating a schoolwide program under this policy shall:
 - Involve parents on a timely and ongoing basis in the planning, review and improvement of programs, including the parent and family engagement school policy drafting and review, and the joint development of the schoolwide program.
 - If the schoolwide program plan is not satisfactory to the parents of the participating children, parent comments will be requested and submitted with the plan to the district.

Legal References: 20 U.S.C. §6318

Cross References: 903.2 Community Resource Persons and Volunteers

EDUCATION RECORDS ACCESS

The board recognizes the importance of maintaining education records and preserving their confidentiality as provided by law. Education records are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of education records. Education records may be maintained in the central administration office or administrative office of the student's attendance center.

Definitions

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

- “Education Record” means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.
- “Eligible Student” means a student who has reached eighteen years or attends a postsecondary institution. Parents/guardians of an eligible student are provided access to education records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents/guardians may be provided access without the written permission of the student.

An education record may contain information on more than one student. Parents/guardians will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves, or be informed of the information.

Parents/guardian, eligible students, and other individuals authorized in accordance with law will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parent/guardians, other than parents/guardians of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents/guardians may not access the student records. Parents/guardians, an eligible student or an authorized representative of the parents/guardians will have the right to access the student's education records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of education records will be provided if failure to do so would effectively prevent the parents/guardians or student from exercising the right to access the education records. Fees for copies of the records are waived if it would prevent the parents/guardians or student from accessing the records. A fee may not be charged to search or retrieve information from education records.

Upon the request of parents/guardians or an eligible student, the school district will provide an explanation and interpretation of the education records and a list of the types and locations of education records collected, maintained or used by the school district.

If the parents/guardians or an eligible student believes the information in the education records is inaccurate, misleading or violates the privacy of the student, the parents/guardians or an eligible student may request that the school district amend the education records.

EDUCATION RECORDS ACCESS

Education records may be disclosed in limited circumstances without parental/guardian or eligible student's written permission. This disclosure is made on the condition that the education record will not be disclosed to a third party without the written permission of the parents/guardians or the eligible student. This disclosure may be:

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents/guardians the education records are being sent and the parents/guardians have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- To the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities;
- In connection with a student's application for, or receipt of, financial aid;
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents/guardians by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;
- To accrediting organizations;
- To parents/guardians of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- Consistent with an interagency agreement between the school district and juvenile justice agencies;
- In connection with a health or safety emergency;
- As directory information; or
- In additional instances as provided by law.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's education records without the permission of the parents/guardians or the eligible student. Individuals not listed are not allowed access without parental/guardian or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's education records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents/guardians, authorized educational employees, officers and agencies of the school district who have accessed the student's education records. This list for an education record may be accessed by the parents/guardians, the eligible student and the custodian of education records.

Permanent education records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent education records will be kept in a fire-safe vault or they may be maintained electronically with a secure backup file.

EDUCATION RECORDS ACCESS

When personally identifiable information, other than permanent education records, is no longer needed to provide educational services to a special education student, the parents/guardians or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents/guardians or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records, except for permanent records. Prior to the destruction of the records, the school district must inform the parents/guardians or eligible student the records may be needed by the parents/guardians or eligible student for social security benefits or other purposes. For purposes of policy, "no longer needed to provide educational services" means that a record is no longer relevant to the provision of instruction, support, or related services and it is no longer needed for accountability and audit purposes. At a minimum, a record needed for accountability and audit purposes must be retained for five years after completion of the activity for which funds were used.

The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies (agencies) involved.

The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the parties without parental/guardian consent or court order. Information contained in a student's permanent record may be disclosed by the school district to the agencies after adjudication only with parental/guardian consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.

Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law. The school district may discontinue information sharing with an agency if the school district determines that the agency has violated the intent or letter of the agreement.

Agencies will contact the principal of the attendance center where the student is currently or was enrolled. The principal will then forward copies of the records within a reasonable time following receipt of the request.

EDUCATION RECORDS ACCESS

The school district will provide training or instruction to employees about parents/guardians' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the superintendent to annually notify parents/guardians and eligible students that they have the right to:

- (1) Inspect and review the student's education records;
- (2) Seek amendment of the student's education records that the parent/guardian or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- (3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent; and
- (4) File a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the law.

The notice is given in a parents/guardians' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents/guardians of such activity.

The notice will include a statement that the parents/guardians have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-8520.

NOTE: This is a mandatory policy.

NOTE: For districts that include the option language regarding the interagency agreement, please ensure that the policy is included in the student handbook in accordance with law.

Legal Reference: 20 U.S.C. § 1232g, 1415.
34 C.F.R. Pt. 99, 300, .610 *et seq.*
Iowa Code §§ 22; 279.9B, 280.24, .25, 622.10.
281 I.A.C. 12.3(4); 41

Cross Reference: 102 series Equal Educational Opportunity
603.3 Special Education
604.11 Appropriate Use of Online Learning Platforms
605.8 series Artificial Intelligence in the Educational Environment
708 Care, Maintenance and Disposal of School District Records
712 series Technology and Data Security
804.6 series Use of Record Devices on School Property
901 Public Examination of School District Records

Adopted: April 9, 2008
Reviewed: June 14, 2017

USE OF EDUCATION RECORDS REGULATION

Parents and eligible students will have a right to access a student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. The intent of this regulation is to establish procedures for granting requests from eligible students and parents to access a student's education records.

Education records mean those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution. These may include, but are not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

A. Access to Records

1. Parents, eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have a right to access the student's education records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. An eligible student or parent, upon written request to the board secretary, shall receive an explanation and interpretation of the education records. A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.
2. School officials having access to student records are defined as having a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

B. Release of Information Outside the School – Information from education records may be disclosed to outside parties as outlined in board policy and otherwise provided by law.

C. Procedures for Requesting a Record Amendment

1. If the eligible student, parent, or legal guardian believe the information in the education records is inaccurate, misleading, or violates the privacy of the student, the parents or an eligible student may request that the school district amend the education student records.
2. The school district will decide whether to amend the education student records within a reasonable time after receipt of the request.
3. If the school district determines an amendment is made to the education student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing.
4. If the school district determines that amendment of the student's education record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. The hearing officer may be an employee of the school district, so long as the employee does not have a direct interest in the outcome of the hearing.

5. Upon parental request, the school district will hold a hearing regarding the content of a student's education records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
6. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parent or eligible student will receive reasonable advance notice of date, time and place of the hearing.
7. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may be represented by an individual at their choice at their own expense.
8. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
9. The parents may appeal the hearing officer's decision to the superintendent within 10 days if the superintendent does not have a direct interest in the outcome of the hearing.
10. The parents may appeal the superintendent's decision or the hearing officer's decision if the superintendent was unable to hear the appeal, to the board within 10 days. It is within the discretion of the board to hear the appeal.
11. If the parents' and the eligible student's request to amend the education student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the education student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's education records will become a part of the education student record and be maintained like other education student records. If the school district discloses the education student records, the explanation by the parents will also be disclosed or the eligible student of the decision in writing.

REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF EDUCATION RECORDS

The undersigned hereby requests permission to examine the East Buchanan Community School District's official education records of:

(Legal Name of Student) (Date of Birth)

The undersigned requests copies of the following official education records of the above student:

The undersigned certifies that they are (check one):

- (a) An official of another school system in which the student intends to enroll. ()
- (b) An authorized representative of the Comptroller General of the United States. ()
- (c) An authorized representative of the Secretary of the U.S. Department of Education or U.S. Attorney General ()
- (d) A state or local official to whom such is specifically allowed to be reported or disclosed. ()
- (e) A person connected with the student's application for, or receipt of, financial aid (SPECIFY DETAILS ABOVE.) ()
- (f) Otherwise authorized by law. (SPECIFY DETAILS: _____). ()
- (g) A representative of a juvenile justice agency with which the school district has an interagency agreement. ()

The undersigned agrees that the information obtained will only be redisclosed consistent with state or federal law without the written permission of the parents of the student, or the student if the student is of majority age.

(Signature)

(Title)

(Agency)

APPROVED:

Signature: _____
Title: _____
Dated: _____

Date: _____
Address: _____
City: _____
State: _____ ZIP: _____
Phone Number: _____

AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS

The undersigned hereby authorizes East Buchanan School District to release copies of the following official student records:

concerning _____ (Full Legal Name of Student) _____ (Date of Birth)

_____ (Name of Last School Attended) from 20 ____ to 20 ____ (Year(s) of Attend.)

The reason for this request is: _____

My relationship to the child is: _____

Copies of the records to be released are to be furnished to:

- the undersigned
- the student
- other (please specify) _____

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP _____

Phone Number: _____

REQUEST FOR HEARING ON CORRECTION OF EDUCATION RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

I believe certain official student records of my child, _____, (full legal name of student), _____ (school name), are inaccurate, misleading or in violation of privacy rights of my child.

The official education records which I believe are inaccurate, misleading or in violation of the privacy or other rights of my child are:

The reason I believe such records are inaccurate, misleading or in violation of the privacy or other rights of my child is:

My relationship to the child is: _____

I understand that I will be notified in writing of the time and place of the hearing; that I will be notified in writing of the decision; and I have the right to appeal the decision by so notifying the hearing officer in writing within ten days after my receipt of the decision or a right to place a statement in my child's record stating I disagree with the decision and why.

(Signature)
Date: _____
Address: _____
City: _____
State: _____ ZIP _____
Phone Number: _____

REQUEST FOR EXAMINATION OF EDUCATION RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

The undersigned desires to examine the following official education records.

of _____ , _____
(Full Legal Name of Student) (Date of Birth) (Grade)

(Name of School)

My relationship to the student is: _____

(check one)

- I do
- I do not

desire a copy of such records. I understand that a reasonable charge may be made for the copies.

(Parent's Signature)

APPROVED:

Signature: _____
Title: _____
Dated: _____

Date: _____
Address: _____
City: _____
State: _____ ZIP _____
Phone Number: _____

NOTIFICATION OF TRANSFER OF EDUCATION RECORDS

To: _____ Date: _____
Parent/or Guardian

Street Address: _____
City/State _____ ZIP: _____

Please be notified that copies of the East Buchanan Community School District's official education records concerning _____, (full legal name of student) have been transferred to:

School District Name Address

upon the written statement that the student intends to enroll in said school system.

If you desire a copy of such records furnished, please check here _____ and return this form to the undersigned. A reasonable charge will be made for the copies.

If you believe such records transferred are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, you have the right to a hearing to challenge the contents of such records.

(Name)

(Title)

LETTER TO PARENT REGARDING RECEIPT OF A SUBPOENA

Date

Dear (Parent/Guardian):

This letter is to notify you that the East Buchanan Community School District has received a (subpoena or court order) requesting copies of your child's education records. The specific records requested are _____.

The school district has until (date on subpoena or court order) to deliver the documents to (requesting party on subpoena or court order). If you have any questions, please do not hesitate to contact me at (phone #).

Sincerely,

(Principal or Superintendent)

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

Statement of Purpose: The purpose of this Agreement is to allow for the sharing of information among the School District and the Agencies prior to a student's adjudication in order to promote and collaborate to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

Identification of Agencies: This agreement is between the East Buchanan Community School District (hereinafter "School District") and _____ (hereinafter "Agencies").

Statutory Authority: This agreement implements Iowa Code § 280.25 and is consistent with 34 C.F.R. 99.38 (2002).

Parameters of Information Exchange:

1. The School District may share any information with the Agencies contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student.
2. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the Agencies without parental consent or court order.
3. Information contained in a student's permanent record may be disclosed by the School District to the Agencies after adjudication only with parental consent or a court order.
4. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.
5. Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.
6. Information obtained by the school from other juvenile justice agencies may not be used as the basis for disciplinary action of the student.
7. This agreement only governs a school district's ability to share information and the purposes for which that information can be used. Other agencies are bound by their own respective confidentiality policies.

Records' Transmission: The individual requesting the information should contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within 10 business days of the request.

Confidentiality: Confidential information shared between the Agencies and the school district will remain confidential and will not be shared with any other person, unless otherwise provided by law.

JUVENILE JUSTICE AGENCY INFORMATION SHARING AGREEMENT

Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent. Agencies or individuals violating the terms of this agreement subject their entity represented and themselves personally to legal action pursuant to federal and state law.

Amendments: This agreement constitutes the entire agreement among the agencies with respect to information sharing. Agencies may be added to this agreement at the discretion of the school district.

Term: This agreement is effective from _____ (September 1st or other date) .

Termination: The School District may discontinue information sharing with an Agency if the School District determines that the Agency has violated the intent or letter of this Agreement.

APPROVED:

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

Signature: _____ Address: _____
Title: _____ City: _____
Agency: _____ State: _____ ZIP _____
Dated: _____ Phone Number: _____

This agreement is optional and can only be used if the board has adopted a policy approving of its use.

ANNUAL NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal (or appropriate school official) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask school district to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist, a or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)]

ANNUAL NOTICE

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Ave., SW, Washington, DC, 20202-4605.

NOTE: If the board decides to eliminate name, address or telephone listing from their directory information, military recruiters and postsecondary institutions still have the right, under federal law, to access the three items. If the board eliminates name, address or telephone listing, the district needs to give parents a second notice allowing them to withhold this information from military recruiters or postsecondary institutions.

STUDENT DIRECTORY INFORMATION

~~Student directory information is designed to be used internally within the school district.~~ Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The district has designated the following as "directory information":

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Prior to developing a student directory or to giving general information to the public, parents (including parents of students open enrolled out of the school district and parents of children home schooled in the school district) will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

NOTE: This is a mandatory policy. A school district may limit what it considers to be directory information. If the school district limits the information, it must also make those changes in the school district's annual notice.

[Note: a district may, but does not have to, include all the information listed, which is included in the United States Department of Education's sample policy. This information should match the information contained in 506.02R1, and 506.02E1].

Legal Reference: 20 U.S.C. § 1232g.
34 C.F.R. Pt. 99.
Iowa Code § 22; 622.10.
281 I.A.C. 12.3(4); 41.

Cross Reference: 901 Public Examination of School District Records
902.4 Live Broadcast or videotaping

Approved: February 14, 2007

Reviewed: June 14, 2017

USE OF DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that East Buchanan Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, East Buchanan Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the East Buchanan Community Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and,
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want the East Buchanan Community School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1st. East Buchanan Community Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

The East Buchanan Community School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). A copy of the school district's policy is available for review at <https://east-buc.isfis.net/policy/5062-student-directory-information> .

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

The school district has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than October 2nd of each school year. If you desire to make such a refusal, please complete and return the slip attached to this notice.

If you have no objection to the use of student information, you do not need to take any action.

AUTHORIZATION FOR RELEASING STUDENT DIRECTORY INFORMATION

RETURN THIS FORM

East Buchanan Community School District Parental Directions to
Withhold Student/Directory Information for Education Purposes, for 20__ - 20__ school year.

Student Name: _____

Date of Birth _____

School: _____

Grade: _____

(Signature of Parent/Legal Guardian/Custodian of Child)

(Date)

This form must be returned to your child's school no later than October 1 of each school year.
Additional forms are available at your child's school.

STUDENT PHOTOGRAPHS

The board will permit student "portrait" photographs to be taken on school premises by a commercial photographer as a service to the students and their families.

Parents will be notified prior to the taking of pictures by a commercial photographer for student "portraits." In no case will students be required to have their picture taken or be pressured to purchase pictures.

Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

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

Legal Reference: Iowa Code § 279.8

Approved: February 14, 2007

Reviewed: Nov. 11, 2015

STUDENT LIBRARY CIRCULATION RECORDS

Student library circulation records are designed to be used internally to assist in the orderly administration of the school district libraries and media center. As a general rule, student library circulation records are considered confidential records and will not be released without parental consent. Individuals who may access such records include a student's parents, the student, authorized licensed employees, authorized government officials from the U.S. Comptroller General, the Secretary of Education, the Commissioner and Director of the National Institute of Education, and the Assistant Secretary for Education and State Education Department. Appropriate authorities in a health or safety emergency may access the student's library circulation records without the approval or the notification of the student's parents. Parents may not access records, without the student's permission, of a student who has reached the age of majority or who is attending a post-secondary educational institution unless the student is considered a dependent for tax purposes.

It is the school librarian's responsibility, as the person maintaining the student library circulation records, to approve requests for access to student library circulation records. Students' library circulation records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying is charged.

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

NOTE: This is a mandatory policy and a reflection of federal and Iowa law. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #1 - August 31, 2007.

Legal Reference: 20 U.S.C. § 1232g
34 C.F.R. Pt. 99
Iowa Code §§ 22
281 I.A.C. 12.3(4).

Cross Reference: 506 Student Records

Approved February 14, 2007 Reviewed November 11, 2015 Revised _____

STUDENT HEALTH AND IMMUNIZATION CERTIFICATES

Students desiring to participate in athletic activities or enrolling in kindergarten or first grade in the school district will have a physical examination by a licensed ~~physician~~ **healthcare provider** and provide proof of such an examination to the school district. A physical examination and proof of such an examination may be required by the administration for students in other grades enrolling for the first time in the school district.

A certificate of health stating the results of a physical examination and signed by the ~~physician~~ **licensed healthcare provider** is on file at the attendance center. Each student will submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and other immunizations required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

NOTE: Physical examinations are not required by law but are strongly recommended. Immunizations and the certificate of immunization are legal requirements.

Legal Reference: Iowa Code §§ 139.9; 280.13
281 I.A.C. 33.5.
641 I.A.C. 7.

Cross Reference: 402.2 Child Abuse Reporting
501.4 Entrance – Admissions
501.16 Homeless Children and Youth
604.1 Private Instruction
604.8 Foreign Students

Approved: March 19, 2007
Reviewed: Nov 11, 2015

507.2 – ADMINISTRATION OF MEDICATION TO STUDENTS

The board is committed to the inclusion of all students in the education program and recognizes that some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container. Administration of medication may also occur consistent with board policy 804.05 – Stock Prescription Medication Supply.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by ~~an authorized practitioner~~ **licensed health personnel working under the auspice of the school with collaboration from the parent or guardian, individual's health care provider or education team pursuant to 281.14.2(256)** with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma, airway constricting diseases, respiratory distress or students with a risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency.

Persons administering medication shall include authorized practitioners, such as, licensed registered nurses and physicians and persons to whom authorized practitioners have delegated the administration of medication (who have successfully completed a medication administration course **conducted by a registered nurse or pharmacist that is provided by the department**). ~~A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion shall be maintained by the school.~~ **The medication administration course is completed every five years with an annual procedural skills check completed with a registered nurse or a pharmacist. A record of course completion shall be maintained by the school.**

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. **The development of** emergency protocols for medication-related reactions ~~shall be posted~~ **is required**. Medication information shall be confidential information as provided by law.

Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

Legal Reference: Disposing on Behalf of Ultimate Users, 79 Fed. Reg. 53520, 53546 (Sept. 9, 2014)
Iowa Code §§124.101(1); 147.107; 152.1; 155A.4(2) 280.16; 280.23
281 IAC §14.1, 2
655 IAC §6.2(152).

Cross Reference: 603.3 Special Education
607.2 series Student Health Services
804.5 series Stock Prescription Medication Supply

Approved: July 12, 2000

Revised: August 10, 2022

507.2E1 - AUTHORIZATION - ASTHMA OR AIRWAY CONSTRICTING OR RESPIRATORY DISTRESS
MEDICATION ADMINISTRATION CONSENT FORM

_____/_____/_____
Student's Name (Last), (First) (Middle) Birthday School Date

In accordance with applicable laws, students with asthma, airway constricting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency. The following must occur for a student to self-administer asthma medication, bronchodilator canisters or spacers or other airway constricting disease medication or ~~for a student with a risk of anaphylaxis~~ to self-administer an epinephrine auto-injector:

- Parent/guardian provides signed, dated authorization for student medication self-administration.
- Parent/guardian provides a written statement from the student's licensed health care professional (A person licensed under chapter 148 to practice medicine and surgery or osteopathic medicine and surgery, an advanced registered nurse practitioner licensed under chapter 152 or 152E and registered with the board of nursing, or a physician assistant licensed to practice under the supervision of a physician as authorized in chapters 147 and 148C) containing the following:
 - Name and purpose of the medication or epinephrine auto-injector;
 - Prescribed dosage; and
 - Times or special circumstances under which the medication or epinephrine auto-injector is to be administered.
- The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.
- Authorization shall be renewed annually. In addition, if any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.

Provided the above requirements are fulfilled, the school shall permit the self-administration of **prescribed** medication by a student ~~with asthma, respiratory distress, or other airway constricting disease or the use of an epinephrine auto-injector by a student with a risk of anaphylaxis~~ while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent.

Pursuant to state law, the school district and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication or use of an epinephrine auto-injector by the student. The parent or guardian of the student shall sign a statement acknowledging that the school district is to incur no liability, except for gross negligence, as a result of self-administration of medication or an epinephrine auto-injector by the student as provided by law.

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION OF MEDICATION TO STUDENTS

Student's Name (Last), (First), (Middle) / / Birthday School / / Date

School medications and health services are administered following these guidelines:

- Parent has provided a signed, dated authorization to administer prescription medication, an epinephrine auto-injector, and/or provide the health services listed. Electronic signatures meet the requirement of written signatures.
• The prescribed medication is in the original, labeled container as dispensed. or the manufacturer's labeled container.
• The prescription medication label contains the student's name, name of the medication, directions for use, the medication dosage, time(s) to administer, route to administer, and date.
• Authorization is renewed annually and as soon as practical when the parent notifies the school that changes are necessary.

Prescribed Medication Dosage Route Time at School

Special Health Services and instructions, in indicated:

Four horizontal lines for entering special health services and instructions.

/ / Discontinue/Re-Evaluate/Follow-up Date for Prescribed Medication or Special Health Services Listed

Prescriber's Signature And credentials (when indicated for health service delivery) / / Date

Parent/Guardian Signature / / Date

Parent/Guardian Address Home Phone

Additional Information Business Phone

Three horizontal lines for additional information.

Authorization Form

~~AUTHORIZATION ASTHMA OR AIRWAY CONSTRICTING MEDICATION SELF-
ADMINISTRATION CONSENT FORM~~

~~_____ / / _____ / /
Student's Name (Last), (First), Middle Birthday School Date~~

~~In order for a student to self-administer medication for asthma or any airway constricting disease:~~

- ~~• Parent/guardian provides signed, dated authorization for student medication self-administration.~~
- ~~• Physician (person licensed under chapter 148, 150, or 150A, physician, physician's assistant, advanced registered nurse practitioner, other person licensed or registered to distribute or dispense a prescription drug or device in the course of professional practice in Iowa in accordance with section 147.107, or a person licensed by another state in a health field in which, under Iowa law, licensees in this stat may legally prescribe drugs provides written authorization containing:

 - ~~➤ purpose of the medication;~~
 - ~~➤ prescribed dosage;~~
 - ~~➤ times or;~~
 - ~~➤ special circumstances under which the medication is to be administered~~~~
- ~~• The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.~~
- ~~• Authorization is renewed annually. If any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.~~

~~Provided the above requirements are fulfilled, a student with asthma or other airway constricting disease may possess and use the student's medication while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be imposed.~~

~~Pursuant to state law, the school district or accredited nonpublic school and its employees are to incur no liability, except for gross negligence, as a result of any injury arising from self-administration of medication by the student. The parent or guardian of the student shall sign a statement acknowledging that the school district or nonpublic school is to incur no liability, except for gross negligence, as a result of self-administration of medication by the student as establishing by Iowa Code 280.16.~~

~~_____~~

Medication	Dosage	Route	Time
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~~_____~~
 Purpose of Medication & Administration/Instructions

~~_____~~
 Special Circumstances

AUTHORIZATION ASTHMA OR AIRWAY CONSTRICTING MEDICATION SELF-ADMINISTRATION CONSENT FORM

Discontinue/Re-Evaluate ____/____/____.

Follow-up Date ____/____/____.

Prescriber's Signature _____ Date

Prescriber's Address _____ Emergency Phone

I request the above named student possess and self administer asthma or other airway constricting disease medication(s) at school and in school activities according to the authorization and instructions.

I understand the school district and its employees acting reasonably and in good faith shall incur no liability for any improper use of medication or for supervision, monitoring, or interfering with a student's self administration of medication.

I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.

I agree to provided safe delivery of medication and equipment to and from school and to pick up remaining medication and equipment.

I agree the information is shared with school personnel in accordance with the Family Education Rights and Privacy Act (FERPA).

I agree to provide the school with back-up medication approved in this form.

Student maintains self administration record.

Parent/Guardian Signature (agrees to above statement) _____ Date

Parent/Guardian Address _____ Home Phone

Business Phone

Self Administration Authorization Additional Information _____

PARENTAL AUTHORIZATION AND RELEASE FORM FOR INDEPENDENT SELF CARRY AND
ADMINISTRATION OF PRESCRIBED MEDICATION OR INDEPENDENT DELIVERY OF
HEALTH SERVICES BY THE STUDENT

_____/_____/_____
Student's Name (Last), (First), (Middle) Birthday School Date

I request the above-named student (Parent/Guardian initial all that apply)

_____. Carry and complete co-administration of prescribed medication, when competency has been demonstrated to licensed health personnel working under the auspices of the school. In accordance with applicable laws, students with asthma, airway constricting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency. The information provided by the parent for medication administration is confidential as provided by the Family Education Rights and Privacy Act (FERPA) and any other applicable laws. I agree to provide safe delivery of the medication to and from school and to pick up remaining medication at the end of the school year or when medication is expired. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent.

Prescribed Medication	Dosage	Route	Time at School
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_____. Co-administer, participate in planning, management and implementation of special health services at school and school activities after demonstration of proficiency to licensed health personnel working under the auspices of the school. The information provided by the parent for health service delivery is confidential as provide by the Family Education Rights and Privacy Act (FERPA) and any other applicable laws. I agree to coordinate and work with school personnel and the prescriber (if indicated) when questions arise. I agree to provide safe delivery of the student's equipment necessary for health service delivery to and from school and to pick up remaining equipment at the end of the school year.

Special Health Services Delivery:

Procedures for abandoned medication disposal shall be in accordance with applicable laws.

_____/_____/_____
Prescriber's Signature Date
and credentials (when indicated for health service delivery)

Parent/Guardian Signature Date

Parent/Guardian address Home phone

PARENTAL AUTHORIZATION AND RELEASE FORM FOR THE ADMINISTRATION
OF VOLUNTARY SCHOOL STOCK OF OVER-THE-COUNTER MEDICATION TO
STUDENTS

_____/_____/_____
Student's Name (Last), (First), (Middle) Birthday School Date

The district supplies the following nonprescription, over-the-counter medications that are listed below. Generic brands may be substituted, *(select all that apply)*:

- *Acetaminophen administered per manufacturer label*
- *Throat Lozenges administered per manufacturer label*
- *Other: _____ administered per manufacturer label (Please Specify)*
- *Other: _____ administered per manufacturer label (Please Specify)*
- *Other: _____ administered per manufacturer label (Please Specify)*
- *Other: _____ administered per manufacturer label (Please Specify)*

Voluntary school stock of nonprescription, over-the-counter medications are administered following these guidelines:

- Parent has provided a signed, dated annual authorization to administer of the nonprescription, over-the-counter medication(s) listed according to the manufacturer instructions. Electronic signature meets the requirement of written signature.
- The nonprescription, over-the-counter medication is in the original, labeled container and dispensed per the manufacturing label.
- All other nonprescription, over-the-counter medication not listed will require a written parent authorization and supply for the over-the counter medication.
- Supplements are not nonprescription, over-the-counter medications approved by the Federal Drug Administration and are **NOT** applicable.
- Nonprescription, over-the-counter medications approved by the Federal Drug Administration that require emergency medical service (EMS) notification after administration are **NOT** applicable.
- Persons administering nonprescription, over-the-counter medication include licensed health personnel working under the auspices of the school and individuals, whom licensed health personnel have delegated the administration of medication with valid certification who have successfully completed a medication administration course approved by the department and annual medication administration procedural skills check.
 - Districts stocking the administration of a voluntary stock of nonprescription, over-the-counter medications, collaborate with licensed health personnel to develop and adopt a protocol shared with the parent to define at a minimum:
 - when to contact the parent when a nonprescription medication, over the counter medication is administered;

- documentation of the administration of the nonprescription, over-the-counter medication and parent contact;
- a limit to the administration of a school's stock nonprescription, over-the-counter medications that would require a prescriber signature for further administration of a school's nonprescription, over-the-counter medications for the remaining school year;
- the development of an individual health plan for ongoing medication administration or health service delivery at school.

I request that the above-named student receive the voluntary stock nonprescription, over-the-counter medications supplied by the school in accordance with the district guidelines and protocol.

Parent Signature

Date

Parent/Guardian Address

Home Phone

COMMUNICABLE DISEASES - STUDENTS

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school district's bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan is reviewed annually by the superintendent and school nurse.

The health risk to immunosuppressed students is determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease is determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials.

It is the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

For more information on communicable disease charts, and reporting forms, go to the Iowa Department of Public Health Web site: <https://idph.iowa.gov/CADE/reportable-diseases>.

NOTE: This policy is consistent with current health practices regarding communicable diseases. The bloodborne pathogen language in the second paragraph and accompanying regulation is in compliance with federal law on control of bloodborne pathogens.

Legal Reference: School Board of Nassau County v. Arline, 480 U.S. 273 (1987).
29 U.S.C. §§ 701 *et seq.*
45 C.F.R. Pt. 84.3
Iowa Code ch. 139A.8
641 I.A.C. 1.2-.5, 7.

Cross Reference: 403.3 series Communicable Diseases - Employees

Approved: March 19, 2007

Reviewed: November 11, 2015

STUDENT ILLNESS OR INJURY AT SCHOOL

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents as soon as possible.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible.

It is the responsibility of the principal to file an accident report with the superintendent within twenty-four hours after the student is injured.

Annually, parents are required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parents and alternative numbers to call in case of an injury or illness.

The superintendent is responsible, in conjunction with the school nurse, to develop rules and regulations governing the procedure in the event a student should become ill or be injured at school.

NOTE: This policy outlines the recommended practice.

Legal Reference: Iowa Code § 613.17

Approved: March 19, 2007

Reviewed: November 11, 2015

EMERGENCY PLANS AND DRILLS

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters are conducted each school year. Fire and tornado drills are each conducted regularly during the academic school year with a minimum of two before December 31 and two after January 1.

Each attendance center will develop and maintain a written plan containing emergency and disaster procedures. The plan will be communicated to and review with employees. Employees will participate in emergency drills. Licensed employees are responsible for instructing the proper techniques to be followed in the drill.

NOTE: The last sentence of the first paragraph is a legal requirement.

Legal Reference: Iowa Code § 100.31

Cross Reference: 711.7 School Bus Safety Instruction

Approved: March 19, 2007

Reviewed: November 11, 2015

STUDENT INSURANCE

Students will have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the health and accident insurance program is borne by the student. Participation in the health and accident insurance plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

~~It is recommended~~ Students participating in intramural or extracurricular athletics **are required to** have health and accident insurance. The student ~~shall~~ **will** bring written proof of insurance ~~or~~ participate in the health and accident insurance program selected by the school district, ~~or parents shall sign a waiver.~~

~~Persons signing waivers shall be counseled by appropriate staff.~~

NOTE: Although it is a recommended practice, it is within the board's discretion to determine whether it wants to require student athletes to have insurance.

Legal Reference: Iowa Code § 279.8

Approved: March 19, 2007

Reviewed: November 11, 2015

CUSTODY AND PARENTAL RIGHTS

Disagreements between family members are not the responsibility of the school district. The school district will not take the "side" of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued are followed by the school district. It is the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

This policy does not prohibit an employee from listening to a student's problems and concerns.

It is the responsibility of the superintendent to ensure employees remain neutral in a disagreement about custody and parental rights.

Legal Reference: Iowa Code §§ 232.67, .70, .73, .75; 235A; 279.8; 710.6
441 I.A.C. 9.2; 155; 175.

Approved: March 19, 2007
Reviewed: November 11, 2015

STUDENT SPECIAL HEALTH SERVICES

The board recognizes that some special education students need special health services during the school day. These students will receive special health services in conjunction with their individualized health plan.

The superintendent, in conjunction with licensed health personnel, will establish administrative regulations for the implementation of this policy.

Legal Reference: *Board of Education v. Rowley*, 458 U.S. 176 (1982).
Springdale School District #50 v. Grace, 693 F.2d 41 (8th Cir. 1982).
Southeast Warren Comm. School District v. Dept. of Public Instruction, 285 N.W.2d 173 (Iowa 1979).
20 U.S.C. §§ 1400 *et seq.*
34 C.F.R. Pt. 300 *et seq.*
Iowa Code §§ 256.11(7); 256B; 273.2, .5, .9(2)-(3); 280.8.
281 I.A.C. 14.2

Cross Reference: 603.3 Special Education
711.1 Student School Transportation Eligibility

Approved: March 19, 2007

Reviewed: November 11, 2015; April 14, 2021

SPECIAL HEALTH SERVICES REGULATION

Some students who require special education need special health services in order to participate in the educational program. These students will receive special health services in accordance with their individualized educational program.

A. Definitions

"Assignment and delegation" - occurs when licensed health personnel, in collaboration with the education team, determine the special health services to be provided and the qualifications of individuals performing the health services. Primary consideration is given to the recommendation of the licensed health personnel. Each designation considers the student's special health service. The rationale **in accordance with licensed practice** for the designation is documented. If the designation decision of the team differs from the licensed health professional, team members may file a dissenting opinion **in the student's education record**.

"Co-administration" - the eligible student's participation in the planning, management and implementation of the student's special health service and demonstration of proficiency to licensed health personnel.

"Educational program" - includes all school curricular programs and activities both on and off school grounds.

"Education team" - may include the eligible student, the student's parent, administrator, teacher, licensed health personnel, and others involved in the student's educational program, **or as described in the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 .**

"Health assessment" - health data collection, observation, analysis, and interpretation relating to the eligible student's educational program.

"Health instruction" - education by licensed health personnel to prepare qualified designated personnel to deliver and perform special health services contained in the eligible student's health plan. Documentation of education and periodic updates are on file at school.

"Individual health plan" - the confidential, written, preplanned and ongoing special health service in the educational program. It includes assessment, **nursing diagnosis, outcomes, planning, interventions, implementation, documentation, evaluation, student goals, if applicable,** and a plan for emergencies. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with **collaboration from the parent or guardian, individual's health care provider or** education team.

"Licensed health personnel" - includes licensed registered nurse, licensed physician, and other licensed health personnel legally authorized to provide special health services and medications.

"Prescriber" - licensed health personnel legally authorized to prescribe special health services and medications.

"Qualified designated personnel" - persons instructed, supervised and competent in implementing the eligible student's health plan.

SPECIAL HEALTH SERVICES REGULATION

"Special health services" - includes, but is not limited to, services for eligible students whose health status (stable or unstable) requires:

- Interpretation or intervention,
- Administration of health procedures and health care, or
- Use of a health device to compensate for the reduction or loss of a body function.

"Supervision" - the assessment, delegation, evaluation and documentation of special health services by licensed health personnel. Levels of supervision include situations in which licensed health personnel are:

- physically present.
- available at the same site.
- available on call.

B. Licensed health personnel will provide special health services under the auspices of the school. Duties of the licensed personnel include the duty to:

- Participate as a member of the education team.
- Provide the health assessment.
- Plan, implement and evaluate the written individual health plan.
- Plan, implement and evaluate special emergency health services.
- Serve as liaison and encourage participation and communication with health service agencies and individuals providing health care.
- Provide health consultation, counseling and instruction with the eligible student, the student's parent and the staff in cooperation and conjunction with the prescriber.
- Maintain a record of special health services. The documentation includes the eligible student's name, special health service, prescriber or person authorizing, date and time, signature and title of the person providing the special health service and any unusual circumstances in the provision of such services.
- Report unusual circumstances to the parent, school administration, and prescriber.
- Assign and delegate to, instruct, provide technical assistance and supervise qualified designated personnel.
- Update knowledge and skills to meet special health service needs.

C. Prior to the provision of special health services the following will be on file:

- Written statement by the prescriber detailing the specific method and schedule of the special health service, when indicated.
- Written statement by the student's parent requesting the provision of the special health service.
- Written report of the preplanning staffing or meeting of the education team.
- Written individual health plan available in the health record and integrated into the IEP or IFSP.

SPECIAL HEALTH SERVICES REGULATION

- D. Licensed health personnel, in collaboration with the education team, will determine the special health services to be provided and the qualifications of individuals performing the special health services. The documented rationale will include the following:
- Analysis and interpretation of the special health service needs, health status stability, complexity of the service, predictability of the service outcome and risk of improperly performed service.
 - Determination that the special health service, task, procedure or function is part of the person's job description.
 - Determination of the assignment and delegation based on the student's needs **and qualifications of school personnel performing health services.**
 - Review of the designated person's competency.
 - Determination of initial and ongoing level of supervision, **monitoring and evaluation** required to ensure quality services.
- E. Licensed health personnel will supervise the special health services, define the level **and frequency** of supervision and document the supervision.
- F. Licensed health personnel will instruct qualified designated personnel to deliver and perform special health services contained in the eligible individual health plan. Documentation of instruction, **written consent of personnel as required in Iowa Code 280.23** and periodic updates are on file at school.
- G. Parents will provide the usual equipment, supplies and necessary maintenance for such, **unless the school is required to provide the equipment, supplies, and maintenance under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973.** The equipment is stored in a secure area. The personnel responsible for the equipment are designated in the individual health plan. The individual health plan will designate the role of the school, parents, and others in the provision, supply, storage and maintenance of necessary equipment.

WELLNESS POLICY

The East Buchanan Board of Education promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The Board of Education is committed to the optimal development of every student. The board believes for students to have the opportunity to achieve personal, academic, developmental, and social success, there needs to be a positive, safe, and health-promoting learning environment at every level, in every setting.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. **In accordance with law and this belief, the board commits to the following areas:**

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. Foods available on school grounds and at school sponsored activities during the instructional day should be with consideration of the school district nutrition standards. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high quality meals.

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals.

The school district will maintain a local wellness policy committee comprised of representatives of the board, parents, students, leaders in food/exercise authority and employees. The local wellness policy committee will develop a plan to implement and measure the local wellness policy and monitor the effectiveness of the policy. The committee will designate an individual to monitor implementation and evaluation the implementation of the policy. The committee will report to the board regarding the effectiveness of this policy.

The school district will identify at least one goal in each of the following areas:

- **Nutrition Education and Promotion: Schools will provide nutrition education and engage in nutrition promotion that helps students develop lifelong healthy eating behaviors.**
- **Physical Activity: Schools will provide students with age and grade appropriate opportunities to engage in physical activity that meet the Iowa Healthy Kids Act.**
- **Other School Based Activities that Promote Wellness: As appropriate, schools will support students, staff, and parents' efforts to maintain a healthy lifestyle.**

The following nutritional guidelines for food available on school campuses will be adhered to:

- **Meals served through the National School Lunch and School Breakfast Program will be appealing and meet, at a minimum, nutrition requirements established by state and federal law;**
- **Schools providing access to healthy foods outside the reimbursable meal programs before school, during school and thirty minutes after school shall meet the United States Department of Agriculture ("USDA") Smart Snacks in Schools nutrition standards, at a minimum. This includes such items as those sold through a la carte lines, vending machines, student run stores, and fundraising activities;**
- **Snacks provided to students during the school day without charge (e.g., class parties) will meet standards set by the district in accordance law. The district will provide parents a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations; and**
- **Schools will only allow marketing and advertising of foods and beverages that meet the Smart Snacks in school nutritional standards on campus during the school day.**

WELLNESS POLICY

The superintendent or superintendent's designee shall implement and ensure compliance with the policy by:

- Reviewing the policy at least every three years and recommending updates as appropriate for board approval;
- Implementing a process for permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, administrators and the public to participate in the development, implementation, and periodic review and update of the policy;
- Making the policy and updated assessment of the implementation available to the public (e.g., posting on the website, newsletters, etc). This information shall include the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of the policy; and
- Developing administrative regulations, which shall include specific wellness goals and indicators for measurement of progress consistent with law and district policy.

Specific Wellness Goals are shown in the following: ~~WELLNESS POLICY: ADMINISTRATIVE GUIDELINES APPENDIX. 507.9R1 Wellness Regulation~~

NOTE: This is a mandatory policy.

NOTE: The Iowa Department of Education has tools and resources available to help districts with progress reports and other aspects of policy implementation and review. Please visit the "School Wellness Policy" section of the Iowa Department of Education's website, located at: <https://www.educateiowa.gov/pk-12/nutrition-programs/school-wellness>.

NOTE: School districts are required by federal law to have at least one wellness goal in each of the goal areas identified in paragraph three of the sample policy. These goal areas include the following: nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. School districts should select goals to include in the regulation (507.09R1) from the options provided in the sample regulation (507.9R1) or identify a district specific goal. Districts must remember the sample policy and sample regulation cannot be adopted in the current format. School boards and administration must make a choice for all text in italicized brackets.

Legal Reference: Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 *et seq.*
 Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*,
 Iowa Code 256.7(29), 256.11(6)
 281 IAC 12.5(19), 12.5(20), 58.11

Cross Reference: 504.6 Student Activity Program

Approved: June 14, 2006

Reviewed: November 9, 2011; August 6, 2014; November 11, 2015

WELLNESS POLICY

(Code No. 507.9)

ADMINISTRATIVE GUIDELINES APPENDIX

The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards and be in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals. (See the DE guidance on Healthy Kids Act) .

The school district will make every effort to eliminate any social stigma attached to and prevent the overt identification of students who are eligible for free and reduced meals. Toward this end, the school district may utilize electronic identification and payment systems; provide meals at no charge to all children, regardless of income; and promote the availability of meals to all students.

The school district will develop a local wellness policy committee composed of parents, students, and representatives of the school food authority, the school board, school administrators and the public, physical education teachers, and school health professionals. The local wellness policy committee will develop a plan to implement the local wellness policy and review and update the policy every three years. The committee will designate an individual to monitor implementation and evaluation of the implementation of the policy. The committee will report annually to the board and community regarding the content and effectiveness of this policy and recommend updates if needed. When monitoring implementation, schools will be evaluated individually with reports prepared by the school district. The report will include if the school is in compliance with this policy, the extent to which this policy compares to the model Wellness policies and describe the progress made in achieving the goals of this policy.

SPECIFIC GOALS

- SPECIFIC GOALS FOR NUTRITION EDUCATION AND PROMOTION (SEE APPENDIX A)
- PHYSICAL ACTIVITY (SEE APPENDIX B)
- OTHER SCHOOL-BASED ACTIVITIES THAT ARE DESIGNED TO PROMOTE STUDENT WELLNESS (SEE APPENDIX C)

APPENDIX A

NUTRITION EDUCATION AND PROMOTION

The school district will provide nutrition education and engage in nutrition promotion that:

- is offered at Pre, K,1,2,3,4 ,5,8 & Food and Consumer Science as part of a comprehensive program throughout a students educational career; elementary teachers will teach units reinforcing proper nutrition; high school health classes will each review the essentials and the importance of proper nutrition.
- includes enjoyable, developmentally appropriate, culturally relevant participatory activities such as contests, promotions, taste-testing, farm visits and work on getting a school garden started.
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;

PHYSICAL ACTIVITY GUIDELINES

DAILY PHYSICAL EDUCATION

The school district will provide physical education classes that:

- are taught by a certified physical education teacher;
- are for all students in grades K-12 for the entire school year, grades 9-12 for 2 trimesters, and can only have a waiver for one trimester for sport involvement and academic schedule. If a waiver is signed, the parent is responsible for making sure the time in physical activity is completed by the student.
- includes students with disabilities, students with special health-care needs may be provided in alternative educational settings;
- engage students in moderate to vigorous activity during at least 50 percent of physical education class time, examines possible fitness options for secondary students, (i.e. Pilates, yoga, tae chi, aerobic exercise), and encourages personal recordkeeping of fitness endeavors;

(The Center for Disease Control and Prevention recommends at least 150 minutes a week for elementary students and 225 minutes for middle and high school students);

Daily Recess:

Elementary schools should provide recess for students that:

- is at least 20 minutes a day;
- is preferably outdoors and if weather prohibits will be physically active in the classroom or other facilities within the building;
- encourages moderate to vigorous physical activity verbally and through the provision of space and equipment; recess monitors shall engage themselves with inactive students.
- discourages extended periods (i.e., periods of two or more hours) of inactivity.

When activities, such as mandatory school wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity and Punishment

Employees should not use physical activity (e.g. running laps, pushups) or withhold opportunities for physical activity (e.g. recess, physical education) for punishment.

Note- Iowa law now requires elementary students, k-5, to have 30 minutes of physical activity, not physical education, per day. This requirement can be met through a combination of PE, recess, classroom and other activities. Middle and high school students must have at least 120 minutes of physical activity per week. Again this is not just physical education but can be met with a combination of PE, school and non-school sponsored athletics and other activities where the body is exerted. Should a student wish to meet the requirements outside of school, the student and the school district must have an agreement detailing the outside activity. A physical activity sample agreement may be found at [East Buchanan Physical Activity Contract](#)

OTHER SCHOOL-BASED ACTIVITIES THAT PROMOTE STUDENT WELLNESS

Integrating Physical Activity into Classroom Settings

For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, the school district will:

- encourage classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate.

OPTIONAL ISSUES

COMMUNICATION WITH PARENTS

The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school district will:

- provide nutrient analyses of school menus;
- encourage parents to pack healthy lunches and to refrain from including beverages and foods that do not meet the established nutrition standards for individual foods and beverages or are larger than 20 ounces. (e.g. no pop or juice containing less than 50% fruit juice for cold lunches and field trips).

Food Marketing in Schools

School-based marketing will be consistent with nutrition education and health promotion. The school district will:

- limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually;
- promote healthy foods, including fruits, vegetables, whole grains and low fat dairy products.

Staff Wellness

The school district values the health and well-being of every staff member and will plan and implement activities and policies that support efforts by staff to maintain a healthy lifestyle:

- establish and maintain a staff wellness committee composed of staff members, school nurse, students, physical education teacher, students, food service, administration, parents, school board members and community members.

Appendix D

NUTRITION GUIDELINES FOR ALL FOODS AVAILABLE ON CAMPUS

School Meals

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children
- be served in a clean and pleasant setting
- meet, at a minimum, nutrition requirements established by local, state and federal law
- offer a variety of fruits and vegetables, legumes and whole grains;
- serve only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA)
- have nutritional substitutes (salads or salad bar) for the main entrée .

Schools should:

- engage students and parents, through taste-tests of new entrée and surveys (establish Taste-Test Ambassadors from student council and each elementary classroom), in selecting foods offered through the meal programs in order to identify new, healthful and appealing food choices: and,
- share information about the nutritional content of meals with parents and students. Enlist a student cadet to help food service publish the nutritional content on the school website and menu board.

Breakfast

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn the school will:

- operate the breakfast program, to the extent possible;
- arrange bus schedules and utilize methods to serve breakfasts that encourage participation,

Free and Reduced-Priced Meals

The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end the school district may:

- utilize electronic identification and payment systems;
- provide meals at no charge to all children, regardless of income; and,
- promote the availability of meals to all students.

Meal Times and Scheduling

The school district:

- will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch
- should schedule meal periods at appropriate times, e.g. lunch should be scheduled

between 11 a.m. and 1 p.m.: should not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities;

- will attempt to schedule lunch periods to follow recess periods (in elementary schools)
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks
- take reasonable steps to accommodate students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Qualification of Food Service Staff

Qualified nutrition professionals will administer the meal programs. As part of the school district's responsibility to operate a food service program, the school district will

- provide continuing professional development for all nutrition professionals; and,
- provide staff development programs that include appropriate certification and/or training programs for cafeteria workers according to their levels of responsibility.
- hire a part time dietician or other food service specialist to help food service staff develop and serve healthy attractive complete meals that meet federal guidelines.

Sharing of Foods

The school district discourages students from sharing their foods or beverages, except from the sharing table, with one another during meal or snack times, given concerns about allergies and some children's diet restrictions.

Foods Sold Outside the Meal (e.g. vending, a la carte, sales)

All foods and beverages sold individually outside the reimbursable meal programs(including those sold through a la carte lines, vending machines, student stores or fundraising activities) during the school day, or through programs for students after the school day will meet nutrition standards as required by state and federal law.

Fundraising Activities

There are two types of fundraising-regulated and other. Regulated fundraisers are those that offer the sale of foods or beverages on school property and that are targeted primarily to PK-12 students by or through other PK-12 students, student groups, school organizations or through on-campus school stores. Regulated fundraising activities must comply with the state nutritional guidelines. All other fundraising activities are encouraged, but not required, to comply with the state nutritional guidelines if the activities involve foods and beverages.

The school district encourages fundraising activities that promote physical activity.

Snacks

Snacks served during the school day will make a positive contribution to children's diets and health. With an emphasis on serving fruits and vegetables as the primary snack, a fruit or a vegetable will be offered for elementary snacks on Tuesday and Thursday. The wellness committee will look into applying for a fruit and vegetable grant for the upcoming years. Schools will assess if and when to offer snacks based on timing of meals, children's nutritional needs, children's ages and other considerations. Snacks offered at school will come from the cafeteria.

Rewards

The school district will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through meals) as a punishment.

Celebrations

Schools should evaluate their celebrations/birthday practices that involve food during the school day.

School-Sponsored Events

Foods and beverages offered or sold at school-sponsored events outside the school day are encouraged to comply with nutrition standards for meals or for foods and beverages sold individually.

Food Safety

All foods made available on campus comply with the state and local food safety and security guidelines.

- All foods made available on campus comply with state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.
- For the safety and security of food and facility, access to the food service operations are limited to food service staff and authorized personnel.

MONITORING GUIDELINES

The superintendent will ensure compliance with established school district-wide nutrition and physical activity wellness policies.

In each school:

- the principal will ensure compliance with those policies in the school and will report on the schools compliance to the superintendent; and
- food service staff will ensure compliance with nutrition policies within food service areas and will report on this matter to the superintendent or principal.

In the school district:

- The school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the school district has not received a SMI

review from the state agency within the past five years, the school district will request from the state agency that a SMI review be scheduled as soon as possible;

- the superintendent will develop a summary report every three years on school district-wide compliance with the school district's established nutrition and physical activity, wellness policies; based on input from schools within the district' and
- The report will be provided to the school board and also distributed to all school wellness committee, principals and health service personnel in the school district.

POLICY REVIEW

To help with the initial development of the school district's wellness policies, each building in the school district will conduct a baseline assessment of the school's existing nutrition and physical activity environments and practices. The results of those assessments will be compiled at the school district level to identify and prioritize needs.

Assessments will be repeated every year to help review policy compliance, assess progress and determine areas in need of improvement. As part of that review, the school district will review the nutrition and physical activity policies and practices and the provision of an environment that supports healthy eating and physical activity. The school district will revise the wellness policies and develop work plans to facilitate their implementation.

Approved September 13, 2023

Reviewed September 13, 2023

CLASS OR STUDENT GROUP GIFTS

The board welcomes gifts to the school district from a class or student group. While class gifts to the school district do not require the approval of the superintendent, the board encourages students to consult with the superintendent or other licensed employees prior to selecting a gift for the school district.

Legal Reference: Iowa Code §§ 68B; 722.1, .2

Cross Reference: 704.4 Gifts - Grants – Bequests
704.6 series Fundraising Within the District

Approved: March 19, 2007

Reviewed: November 11, 2015

OPEN NIGHT

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:00 p.m. whenever possible. It is the responsibility of the principal to oversee the scheduling of school activities for compliance with this policy.

Legal Reference: Iowa Code § 279.8

Cross Reference: 900 Principles and Objectives for Community Relations

Approved: March 19, 2007
Reviewed: November 11, 2015

