PARENT VISITATION

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

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

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

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

STUDENT DROP-OFF/PICK-UP

Before and afterschool is a busy time in the hallways with students preparing for school or preparing to go home. Our hallways become very congested. It is asked that you drop-off or pick-up your child(ren) on the southside of the new elementary (Jackson Street). When construction permits students that are picked up will be released from the southwest door of the elementary. If you need to pick-up or drop-off your child during the school day you may do so by reporting to the elementary office.

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

Grade	Begin	Dismiss
Preschool	8:15(a.m. class)	11:30
	12:00 (p.m. class)	3:15
	8:15(all day)	3:15
K-5	8:20	3:25

CANCELLATIONS/LATE STARTS/EARLY DISMISSALS
In the event school is canceled or delayed due to bad weather or other conditions, the announcement will be made over television and radio stations: TV – KWWL, KCRG, and KGAN.

KQMG Independence (1220 AM/95.3 FM) KOEL Oelwein (95 AM/92.3 FM)
WMT Cedar Rapids (600 AM/96FM) KFMW Waterloo (108FM)
KMCH Manchester (94.7 FM)

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.

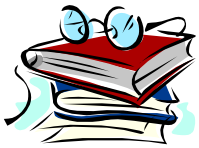
Toy weapons(guns, knives, swords etc.) are not allowed on the bus or at school. **If a student does bring a toy weapon to school they will be issued a one day out of school suspension.**

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), inschool suspension(s), and out of school suspension(s).**

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

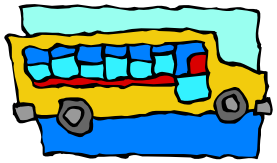
PERSONAL PROPERTY AT SCHOOL
Students are discouraged from bringing extra money, toys and other objects from home unless they have been given permission by the teacher. The school cannot assume responsibility for the loss or damage of things brought from home or for ANY personal property at school.

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



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

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



CONDUCT ON SCHOOL BUSES

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

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

STUDENT USE OF THE TELEPHONE

Student use of the telephone to call home will be allowed only for an emergency.
Cell phones will not be allowed in the elementary during the school day.

SPECIAL TEACHERS AND CLINICIANS

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

DRESS CODE/APPROPRIATE ATTIRE

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

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

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

First Time:

Clothing - A. Turn it inside out, B. Remove the item and put on another piece of clothing.
Item other than clothing - A. Put the item in their book bag, B. Put the item in the office.

Second Time:

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

Third Time:

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

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

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

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

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

DRESS FOR PHYSICAL EDUCATION

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

GUM, CANDY, POP

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

LUNCH

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

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

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

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

Procedure for Implementing Life-Threatening Allergy/Medical Alerts Awareness

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

NO 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. The classroom teacher may distribute treats for special occasions, such as birthdays or holiday parties. 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 at the secondary level (grades 6-12) with the principal's and health care professional's pre-approval. An exception will be made for food preparation as related to the Individual Education Plan of individual student's goals served in special education in PreK-12 grades. Precautions will be taken for students with life threatening allergies.

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

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

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

ARRIVAL AT SCHOOL

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

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

DISMISSAL

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

EMERGENCIES

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

1. The phone number of the parent's home and place of employment.

2. The name of the family physician.
3. Relatives or friends to be called in case of emergencies when the parents cannot be reached.

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

HOMEWORK

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

SCHOOL EXPENSES

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

APPOINTMENTS DURING SCHOOL HOURS

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

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

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

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

ILLNESS AND MEDICATIONS

Any child with an above normal temperature **must remain at home until temperature is back to normal for 24 hours without the aide of Tylenol, etc.** 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 aide of Tylenol, etc.**
Please contact the school if a student has a communicable disease, such as chicken pox. This will allow us to alert other parents to watch for any symptoms.
Prescription and nonprescription medications may be dispensed at school provided the following occurs:

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

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

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

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

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

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

HEAD LICE

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

INSURANCE

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

A pupil dental insurance is available also. Brochures explaining the low-cost coverage for accidents may be obtained from the school office.

Both medical and dental insurance information is available at registration.

OBTAINING SCHOOL INFORMATION

If something has happened in school during the day that you feel you need more information about, please call your child's teacher first. Many times the principal is called first, and in most cases he/she has no knowledge of what has happened. The teacher usually can give you first hand information about the situation in question.

PICKING UP AND UNLOADING ELEMENTARY CHILDREN

The street east of the school (5th Street) will be used for bus traffic from 7:45 - 8:30 am and from 3:10 - 3:40 pm. If you are bringing or picking up your child at school during these times, please do so on the **south** side of the new elementary building (Jackson Steet) away from the school bus traffic. Please, for the safety of your children and to relieve the bus drivers, follow the above procedure.

STUDENT RECORDS

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

Exceptions:

1. Other school officials, including teachers, within institution or local educational system.

2. Officials of other schools or school systems in which the student intends to enroll.

3. Authorized representative of State and Federal Governmental agencies, or administrative heads of educational agencies.

4. In connection with a student's application for, or receipt of financial aid.

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

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

QUESTIONING OF STUDENTS BY OUTSIDE AGENCIES:

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

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

It shall be the responsibility of the investigator in abuse cases to determine who will be present during an

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

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

SEARCH AND SEIZURE

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

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

INTERNET/NETWORK POLICY:

The purpose of the Internet at East Buchanan is:

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

The purpose of the Network at East Buchanan is to:

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

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

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

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

First Offense:

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

Second Offense:

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

Third and each subsequent Offense:

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

The discipline for these offenses will be for the duration of the studentÕs 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 student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and / or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

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

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

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

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

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

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

bullying or harassment. The equity coordinator or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

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

Students who feel they have been harassed should:

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

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

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

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

STUDENT ABUSE

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

DUE PROCESS:

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

1. Set up a time to meet with the faculty member privately. Do this later in the day or early the next day. Discuss your opinions and listen to the faculty member's opinion. Normally most disagreements are a misunderstanding of the facts of a particular situation and will be cleared up with this type of discussion. You will not always agree with the faculty member, but will be more likely to understand why the action of the teacher was necessary.

2. If you still feel the action was unjust or improper after meeting with the faculty member, you should contact the principal. The principal will listen to your explanation. Normally, he/she will schedule a meeting with you and the faculty member to discuss the situation and a possible solution.

3. If you still feel the action is unjust or improper after this meeting, you should contact the Superintendent of Schools to discuss the situation.

NOTIFICATION OF SECTION 504

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

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

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.
If there are questions, please feel free to contact the Superintendent, Section 504 Coordinator for the East Buchanan School District, at phone #935-3767.

STUDENT FEE WAIVER AND REDUCTION PROCEDURES

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

PARENT INVOLVEMENT POLICY

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

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

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

- Problem Solving: Parents are invited to join regular and special educators, AEA personnel, administration, other related staff to meet and discuss problem-solving strategies to help students who are experiencing difficulty in school.
- Parent-Teacher Conferences: Parents are invited to meet with classroom teachers to discuss student progress.
- Open house: Parents are invited to take a look at student work and class areas and meet the teachers.
- Friends & Family Day: K-2 parents, relatives, and friends are invited to visit classrooms to view student programs.

- Mentor and Volunteer Program: Parents, grandparents, and community members are asked to volunteer time during the school day helping and mentoring students.
- Parent Visitation: Parents are encouraged to request a visitation to their student's classroom to observe learning in progress as well as encouraged to attend parent involvement conferences.
- PTO: Parents are invited to join the Parent-Teacher Organization as they plan and prepare for activities during the year.
- Title I Open House: Parents of Title I students and their families are invited to attend and learn about the Title I program.
- Student Performances: Various grade levels present band and vocal music presentations for the public.

NONDISCRIMINATION POLICY

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

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

POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS)

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

Buccaneer Pride

Be Responsible

Understanding

Caring

Safe

Go Bucs!