

BUILDINGS & SITES

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OBJECTIVES OF BUILDINGS & SITES

This series of the board policy manual sets forth the board objectives and goals for the school district's buildings and sites. It shall be the goal of the board to provide sufficient school district buildings and sites for the education program. The board shall strive to provide an environment which will encourage and support learning.

In providing this environment the Central Lyon school district buildings and sites will accommodate the organizational and instructional patterns that support the education program. The board shall have final authority to determine what is necessary to meet the needs of the education program.

It shall be the responsibility of the superintendent to oversee the day-to-day operations of the school buildings and sites and to notify the board or his/her designee and make recommendations on major projects which are in need of improvement or replacement.

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BUILDINGS & SITES LONG RANGE PLANNING

As part of the board's long range plan for the school district's education program, the board shall include the buildings and sites needs for the education program. The long-term needs for building and sites shall be recommended by the Superintendent and/or his/her designee and discussed and determined by the board.

It shall be the responsibility of the superintendent to provide information including, but not limited to, enrollment projections, education program and facility requirements to the board.

Legal Reference: Iowa Code §§ 280.3, .12, .14; 297 (1995).

Cross Reference: 103 Educational and Operational Planning

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BUILDINGS & SITES SURVEYS

The board may engage the services of consultants or other personnel to study the needs of the school district's buildings and sites in providing the education program. The results of these services will be considered in planning the education program and in making decisions about the improvement and acquisition of additional buildings and sites.

It shall be the responsibility of the superintendent to make a recommendation to the board regarding the need for such services and who should perform such services for the board.

Legal Reference: Iowa Code §§ 280.3, .14; 297 (1995).

Cross Reference: 103 Educational and Operational Planning
801 Site Acquisition and Building Construction

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EDUCATIONAL SPECIFICATIONS FOR BUILDINGS & SITES

Buildings and sites considered for purchase or construction by the board or currently owned by the school district and used for the education program must meet, or upon improvement be able to meet, the specifications set by the board. The board will make this determination.

Prior to remodeling or other construction of buildings and sites, the board may appoint a committee of consultants, employees, citizens, or others to assist the board in developing the specifications for the new or improved buildings and sites. These specifications will be consistent with the education program, and they will provide the architect with the information necessary to determine what is expected from the facility. It is within the discretion of the board to determine whether a committee is appointed.

The education specifications will include, but not be limited to, the financial resources available for the project, the definition and character of classrooms, the functional use to be made of the rooms, description of specialized needs, and other pertinent information as the board deems necessary.

It is the responsibility of the superintendent to make a recommendation to the board regarding the specifications of buildings and sites.

Legal Reference: Cedar Rapids Community School District, Linn County v. City of Cedar Rapids, 252 Iowa 205, 106 N.W.2d 655 (1960).
Iowa Code §§ Ch 26; 280.3, .14; 297; 544A (2007).
1974 Op. Att'y Gen. 529.

Cross Reference: 801 Site Acquisition and Building Construction

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SITE ACQUISITION

Sites acquired by the board shall meet or, upon improvement, be able to meet the specifications set out by the board prior to using the site for the education program. The board may meet in closed session to discuss potential purchases of sites.

It shall be the responsibility of the superintendent to assist the board and to make recommendations concerning the acquisition of sites.

Legal Reference: Iowa Code §§ 21.5(j); 297 (1995).

Cross Reference: 212 Closed Sessions
705.1 Purchasing - Bidding
801 Site Acquisition and Building Construction

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BIDS AND AWARDS FOR CONSTRUCTION CONTRACTS

The board supports economic development in Iowa, particularly in the school district community. Construction contracts will be made in the school district community or in Iowa from Iowa-based companies if the bids submitted are comparable in quality and can be received without additional cost in comparison to those submitted by other bidders. The board will have the authority to approve or reject construction contracts.

Public, competitive sealed bids are required for construction projects, including renovation and repair, with a cost exceeding the statutory minimums required by law. The public, competitive sealed bid requirement is waived in the case of emergency repairs when the repairs are necessary to prevent the closing of a school. The AEA administrator will certify that the emergency repairs are necessary to prevent the closing of a school. The superintendent will comply with the competitive quote process for those projects subject to the competitive quote law. The superintendent will determine the process for obtaining quotes for projects below the competitive quote limit. The Board, shall approve the quote for the project.

The award of construction contracts will, generally, be made to the lowest responsible bidder. The board, in its discretion, after considering factors relating to the construction, including, but not limited to, the cost of the construction, availability of service and/or repair, completion date, and any other factors deemed relevant by the board, may choose a bid other than the lowest bid. The board will have the right to reject any or all bids, or any part thereof, and to enter into the contract or contracts deemed to be in the best interests of the school district.

It is the responsibility of the superintendent to make a recommendation and the reason for it to the board for construction contract bids. The board secretary shall recommend, to the board, which bid to accept.

Legal Reference: Iowa Code §§ Ch 26; 72; 73; 297.7-.8 (2007).

Cross Reference: 705 Expenditures
801 Site Acquisition and Building Construction

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MAINTENANCE SCHEDULE

The school district buildings and sites, including the grounds, buildings and equipment, will be kept clean and in good repair. Employees should notify the building principal when something is in need of repair or removal, including graffiti.

It shall be the responsibility of the superintendent and his/her designee to maintain the school district buildings and sites. As part of this responsibility, a maintenance schedule shall be created and adhered to in compliance with this policy.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (1995).

Cross Reference: 502.2 Care of School Property/Vandalism
502.5 Student Lockers
802 Maintenance, Operation and Management
804.1 Facilities Inspections

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REQUESTS FOR IMPROVEMENTS

Generally, except for emergency situations, requests for improvements or repairs shall be made to the superintendent by building principals and the supervisor of building's grounds. Requirements for requests outlined in the maintenance schedule shall be followed.

Improvements, not exceeding a cost of \$10,000, shall be approved by the superintendent. Improvements exceeding \$10,000 shall be approved by the board. Improvements of \$25,000 or more shall be bid. Routine maintenance and repairs outlined in the maintenance schedule shall be followed.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (1995).

Cross Reference: 802.1 Maintenance Schedule
802.3 Emergency Repairs

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EMERGENCY REPAIRS

In the event an emergency requiring repairs in excess of \$25,000 to a school district facility are necessary to correct or control the situation and to prevent the closing of school, the provisions relating to bidding shall not apply.

It shall be the responsibility of the superintendent to obtain certification from the area education agency administrator stating such repairs in excess of \$25,000 were necessary to prevent the closing of school.

It shall be the responsibility of the superintendent to notify the board as soon as possible considering the circumstances of the emergency.

Legal Reference: Iowa Code §§ 280.3, .14; 297.8 (1995).

Cross Reference: 705.1 Purchasing - Bidding
802 Maintenance, Operation and Management

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CAPITAL ASSETS

The school district will establish and maintain a capital assets management system for reporting capitalized assets owned or under the jurisdiction of the school district in its financial reports in accordance with generally accepted accounting principles (GAAP) as required or modified by law; to improve the school district's oversight of capital assets by assigning and recording them to specific facilities and programs and to provide for proof of loss of capital assets for insurance purposes.

Capital assets, including tangible and intangible assets, are reported in the government-wide financial statements (i.e. governmental activities and business type activities) and the proprietary fund financial statements. Capital assets reported include school district buildings and sites, construction in progress, improvements other than buildings and sites, land and machinery and equipment. Capital assets reported in the financial reports will include individual capital assets with an historical cost equal to or greater than \$5000. The Federal regulations governing school lunch programs require capital assets attributable to the school lunch program with a historical cost of equal to or greater than \$500 be capitalized. Additionally, capital assets are depreciated over the useful life of each capital asset.

All intangible assets with a purchase price equal to or greater than \$5000 with useful life of two or more years, are included in the intangible asset inventory for capitalization purposes. Such assets are recorded at actual historical cost and amortized over the designated useful lifetime applying a straight-line method of depreciation. If there are no legal, contractual, regulatory, technological or other factors that limit the useful life of the asset, then the intangible asset needs to be considered to have an indefinite useful life and no amortization should be recorded.

Phase III districts, as determined under GASB 34, will not retroactively report intangible assets. If actual historical cost cannot be determined for intangible assets due to lack of sufficient records, estimated historical cost will be used.

This policy applies to all intangible assets. If an intangible asset that meets the threshold criteria is fully amortized, the asset must be reported at the historical cost and the applicable accumulated amortization must also be reported. It is not appropriate to "net" the capital asset and amortization to avoid reporting. For internally generated intangible assets, outlays incurred by the government's personnel, or by a third-party contractor on behalf of the government, and for development of internally generated intangible assets should be capitalized.

The capital assets management system must be updated monthly to account for the addition/acquisition, disposal, relocation/transfer of capital assets. It is the responsibility of the superintendent to count and reconcile the capital assets with capital assets management system on June 30 each year.

It is the responsibility of the superintendent to develop administrative regulations implementing this policy. It will also be the responsibility of the superintendent to educate employees about this policy and its supporting administrative regulations.

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Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22-.25; 298A (2011).

Cross Reference: 709 Insurance Program
701.3 Financial Records

CAPITAL ASSETS REGULATION

A. Capital Assets Management System

The superintendent, and/or other designated staff, shall:

- 1) Conduct the capital assets physical count;
- 2) Develop the capital assets listing;
- 3) Tag capital assets included in the capital assets management system with a bar code identification number;
- 4) Make a recommendation of a computer software program for managing the capital assets management system;
- 5) Enter the necessary data into the capital assets management system and compile the appropriate reports;
- 6) Develop forms and procedures for maintaining the integrity of the capital assets management system; and,
- 7) Maintain responsibility for an accurate capital assets management system.

B. Determining historical cost

1. The historical cost of a capital asset is based on the actual costs expended in making the capital assets serviceable.
2. Gifts of capital assets are valued at the estimated fair market value at the addition/acquisition date.
3. Capital assets purchased under a capital lease are valued at historical cost of the ~~the~~ net present value of the minimum lease payments on the addition/acquisition date.
4. The historical cost of capital assets must include capitalized interest.

C. Annual capital assets listing reconciliation

1. The superintendent, and/or other designated staff, in conjunction with the capital assets management team, will conduct an annual capital assets physical count to develop the annual capital assets listing in a manner similar to the initial capital assets listing process in B above. At least every three years, someone other than the person in custody of the capital assets in the building/department/room will perform the capital assets physical count for the building/department/room.
2. Upon completion of the annual capital assets listing, the capital assets listing is reconciled to the capital assets management system data base.
3. Capital assets found to have been excluded from the data base are added to the capital assets management system. The capital assets management system process should be reviewed to prevent future incidents of excluding a capital asset.
4. Capital assets unaccounted for are reported to the superintendent who contacts the supervisor of and the individual in charge/control/custody of the capital asset. The individual in charge/control/custody of the capital asset has thirty days to account for the capital asset.

CAPITAL ASSETS REGULATION

5. Capital assets unaccounted for after thirty days are reported to the superintendent for appropriate action and documentation. "Appropriate action" may include discipline, up to and including discharge, and may require the employee/person in charge/control/custody of the capital asset to replace the asset.
6. The superintendent is responsible for documenting the reasons each asset was not reconciled to the capital assets management system.

D. Addition/acquisition of capital assets.

1. The school district's purchasing policy and administrative regulations must be followed when acquiring capital assets. The school district's policy and administrative regulations must be followed for receiving a gift of capital assets.
2. The capital assets addition/acquisition documentation must be completed for each additional capital assets with an addition/acquisition cost of equal to or greater than \$5000. The following information should be collected, if applicable:
 - a. Name of location-building/department/room;
 - b. Location-building/department/room code;
 - c. Balance sheet accounting/class code;
 - d. Government or BTA program;
 - e. Addition/acquisition date;
 - f. Check/purchase order number or gift;
 - g. Bar code identification number assigned to and placed on the capital asset;
 - h. Serial/model number;
 - i. Cost-historical;
 - j. Fair market value on acquisition date (donated assets only);
 - k. Estimated useful life;
 - l. Vendor;
 - m. Purchasing fund and function;
 - n. Description of capital asset;
 - o. Department/person charged with custody,
 - p. Method of addition/acquisition-purchase, trade, gift etc.,
 - q. Quantity;
 - r. Replacement cost;
 - s. Addition/acquisition authorization; and,
 - t. Function for depreciation.
3. Capital assets acquired in a month must be entered into the capital assets management system in the same month.
4. The actual costs of construction in progress, other than infrastructure, is entered into the capital assets management system in the month in which costs are incurred until the total cost of addition/acquisition is entered. Upon completion of construction, the total costs accumulated over the period of construction are reclassified to buildings.

CAPITAL ASSETS REGULATION

5. Capital assets acquired in a month must be entered into the capital assets management system in the same month.

E. Relocation/transfer of machinery and equipment capital assets.

1. A capital assets relocation/transfer documentation must be completed prior to removing machinery and equipment capital assets from their current location. The following information must be collected:
 - a. Relocation/transfer date;
 - b. Quantity;
 - c. Bar code identification number;
 - d. Current location-building/department/room code;
 - e. Name of current location-building/department/room;
 - f. New location-building/department/room code;
 - g. Name of new location-building/department/room;
 - h. Date placed at new location-building/department/room;
 - i. Department/person charged with custody; and
 - j. Relocation/transfer authorization.
2. Capital assets relocated/transferred in a month must be entered into the capital assets management system in the same month.

F. Disposal of capital assets

1. A Capital Assets disposal documentation must be completed prior to disposing of real property. The following information must be collected:
 - a. Disposal date;
 - b. Quantity;
 - c. Bar code tag identification number;
 - d. Legal description,
 - e. Location/Address;
 - f. Purchaser;
 - g. Disposal methods for real property trade, sale, stolen, etc.; and,
 - h. Disposal authorization.
2. Capital assets disposed of in a month must be entered into the capital assets management system in the same month.
3. When assets are sold or disposed of, it is necessary to calculate and report a gain or loss in the statement of activities. The gain/loss is calculated by subtracting the net book value (historical cost less any accumulated amortization) from the net amount realized on the sale or disposal.

G. Lost, damaged or stolen capital assets.

1. A Lost, Damaged or Stolen Capital Assets Report must be completed when a capital asset has been lost, damaged or stolen. The following information must be collected:

CAPITAL ASSETS REGULATION

- a. Date of loss, damage or theft;
- b. Employee/person discovering;
- c. Quantity;
- d. Description of capital asset;
- e. Bar code tag identification number;
- f. Location-building/department/room;
- g. Description of loss, damage, etc.;
- h. Filing of police report-yes or no;
- i. Filing of insurance report-yes or no;
- j. Sent for repair-yes or no;
- k. Date returned from repair;
- l. Date returned to location-building/department/room;
- m. Department/person charged with custody; and,
- n. Authorization.

2. Capital assets damaged, lost or stolen in a month must be entered into the capital assets management system in the same month.

H. Capital assets reports

1. Annual reports for June 30 each year.
 - a. Capital assets listing including the following items:
 - 1) Balance sheet accounting/class code;
 - 2) Purchasing fund, function and depreciation function;
 - 3) Bar code tag identification number;
 - 4) Description of the capital asset;
 - 5) Historical cost or other;
 - 6) Location;
 - 7) Current year depreciation/expense; and,
 - 8) Accumulated depreciation/amortization.
 - b. Capital assets listing by location/building;
 - c. Capital assets listing by department/employee/person charged with custody; and,
 - d. Capital assets listing by replacement cost.

CAPITAL ASSETS MANAGEMENT SYSTEM DEFINITIONS

Back trending/standard costing - an estimate of the historical original cost using a known average installed cost for like units as of the estimated addition/ acquisition date. This cost is only applied to the capital assets initially counted upon implementation of the capital assets management system when the historical original cost cannot be determined. It is inappropriate to apply the back trending/standard costing method to any capital assets acquired after the assets management system implementation date.

Balance sheet accounting/class codes - the codes set out for assets in the Iowa Department of Education Uniform Accounting Manual. They are: 200-capital assets; 211- land and land improvements; 221-site improvements; 222-accumulated depreciation on site improvements; 231-buildings and building improvements; 232-accumulated depreciation on buildings and building improvements; 241-machinery and equipment; 242-accumulated depreciation on machinery and equipment, 251-works of art and historical treasures; 252-accumulated depreciation on works of art and historical treasures, 261-infrastructure, 262-accumulated depreciation on infrastructure, and 271-construction in progress.

Book value - the value of capital assets on the records of the school district, which can be the cost or, the cost less the appropriate allowances, such as depreciation.

Buildings and building improvements - a capital assets account reflecting the addition/acquisition cost of permanent structures owned or held by a government and the improvements thereon.

Business-type activities – one of two classes of activities reported in the government-wide financial statements. Business-type activities are financed in the whole or in part by fees charged to external parties for goods or services. These activities are usually reported in enterprise funds.

Capital expenditures/expenses - expenditures/expenses resulting in the addition/acquisition of or addition/acquisition to the school district's capital assets.

Capital assets - Capital assets with a value of equal to or greater than \$5000 based on the historical cost include: long-lived assets obtained or controlled as a result of past transactions, events or circumstances. Capital assets include buildings, construction in progress, improvements other than facilities, land, machinery and equipment, and intangible assets.

Capitalization policy - the criteria used by the school district to determine which capital assets will be reported as capital assets on the school district's financial statements and records

Capitalization threshold - The dollar value at which a government elects to capitalize tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

Capitalized interest - interest accrued and reported as part of the cost of the capital assets during the construction phase of a capital project. The construction phase extends from the initiation of pre-construction activities until the time the asset is placed in service.

Construction in progress - buildings in the process of being constructed other than infrastructure.

Cost - the amount of money or other consideration exchanged for goods or services.

CAPITAL ASSETS DEFINITIONS

Depreciation/Amortization - expiration in the service life of capital assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. In accounting for depreciation/amortization, the cost of a capital asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost.

Fixtures - attachments to buildings that are not intended to be removed and cannot be removed without damage to the buildings. Those fixtures with a useful life presumed to be as long as that of the building itself are considered a part of the building. Other fixtures are classified as machinery and equipment.

General capital assets - capital assets that are not capital assets of any fund, but of the governmental unit as a whole. Most often these capital assets arise from the expenditure of the financial resources of governmental funds.

General capital assets account group (GFAAG) - a self-balancing group of accounts established to account for capital assets of the school district, not accounted for through specific proprietary funds.

Government activities – activities generally financed through taxes, intergovernmental revenues, and other non-exchange revenues. These activities are usually reported in governmental funds and internal service funds.

Government-wide financial statements – Financial statements that incorporate all of a government's governmental and business-type activities, as well as its nonfiduciary component units. There are two basic government-wide financial statements the statement of net assets and the statement of activities. Both basic government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting.

Historical (acquisition) cost - the actual costs expended to place a capital asset into service. For land and buildings, costs such as legal fees, recording fees, surveying fees, architect fees and similar fees are included in the historical cost. For machinery and equipment, costs such as freight and installation fees and similar fees are included in the historical cost.

Improvements – In addition made to, or change made in, a capital asset, other than maintenance, to prolong its life or to increase the efficiency or capacity. The cost of the addition or change is added to the book value of the asset.

Improvements other than buildings - attachments or annexation to land that are intended to remain so attached or annexed, such as sidewalks, trees, drives, tunnels, drains and sewers. Sidewalks, curbing, sewers and highways are sometimes referred to as "betterments," but the term "improvements" is preferred.

Infrastructure – long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include; roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems.

Investment in general capital assets - an account in the GFAAG representing the school district's investment in general capital assets. The balance in this account generally is subdivided according to the source of the monies that finance the capital assets addition/acquisition, such as general fund revenues and special assessments.

CAPITAL ASSETS DEFINITIONS

Land and buildings - real property owned by the school district.

Machinery and equipment - capital assets which maintain their identity when removed from their location and are not changed materially or consumed immediately (e.g., within one year) by use. Machinery and equipment are often divided into specific categories such as: transportation machinery and equipment which includes school buses and school district owned automobiles, trucks and vans; other motor machinery and equipment which includes lawn maintenance machinery and equipment, tractors, motorized carts, maintenance machinery and equipment, etc.; other machinery and equipment which includes furniture and machinery and equipment contained in the buildings whose original cost is equal to or greater than (\$ *capitalization threshold*), and capital assets under capital leases and capital assets being acquired under a lease/purchase agreement.

Proprietary funds – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

Replacement cost - the amount of cash or other consideration required today to obtain the same capital assets or its equivalent.

BUILDINGS & SITES ADAPTATION FOR PERSONS WITH DISABILITIES

The board recognizes the need for access to its buildings and sites by persons with disabilities. School district buildings and sites currently in use will be altered to be accessible to persons with disabilities unless the alteration would cause an undue hardship for the school district. Renovated and new buildings and sites shall be accessible to persons with disabilities.

It is the responsibility of the superintendent, upon board approval, to take the necessary action to ensure school district buildings and sites are accessible to persons with disabilities.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).
42 U.S.C. §§ 12101 *et seq.* (1994).
Iowa Code chs. 104A; 216 (2003).

Cross Reference: 102 Equal Educational Opportunity
603.3 Special Education

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VANDALISM

The board believes everyone should treat school district buildings and sites and property with respect for the benefit of the education program. Users of school district property shall treat it with care. Employees discovering vandalism should report it to the building principal as soon as possible.

Persons suspected, found or proven to have destroyed or otherwise harmed school district property may be subject to discipline by the school district, if the person is under the jurisdiction of the school district, and may be reported to local law enforcement officials. Persons who are not under the jurisdiction of the school district and who are suspected, found or proven to have destroyed or otherwise harmed school district property shall be reported to the local law enforcement authorities.

Persons responsible for vandalism shall be disciplined and their parent or the person shall be liable for all costs to repair or replace the damaged property.

Legal Reference: Iowa Code § 279.8 (1995).

Cross Reference: 502 Students Rights and Responsibilities
903.4 Public Conduct on School District Premises

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ENERGY CONSERVATION

In concert with the board's goal to utilize public funds in an effective and efficient manner, employees and students shall practice energy conservation methods when utilizing the school district's buildings and sites. These methods include, but are not limited to, turning off lights and equipment when not in use, reducing the temperature of the facility, particularly when it is not in use, and keeping windows and doors properly closed or open, depending upon the weather.

It shall be the responsibility of the superintendent to develop energy conservation guidelines for employees and students. Employees and students shall abide by these guidelines.

Legal Reference: Iowa Code §§ 279.44; 473.19-.20 (1995).

Cross Reference: 700 Purpose of Noninstructional and Business Services

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DISPOSITION OF OBSOLETE EQUIPMENT

School property, such as equipment, furnishings, equipment and/or supplies (hereafter equipment), will be disposed of when it is determined to be of no further use to the school district. It shall be the objective of the school district in disposing of the equipment to achieve the best available price or most economical disposal.

Obsolete equipment shall be disposed of in a manner determined by the board. A public hearing may be held regarding the disposal of the equipment with a value of \$25,000 or more prior to the board's final decision.

In the case of a sale, advertisements for bids may be taken. If the bids received by the board are deemed inadequate, the board may decline to sell the property and re-advertise.

It shall be the responsibility of the superintendent to develop a procedure regarding disposal of equipment or material that does not exceed \$6,000, of no further use or is objective to the school district when said items value.

Legal Reference: Iowa Code §§ 297.22-.25 (1995).

Cross Reference: 704 Revenue
705.1 Purchasing - Bidding
803 Selling and Leasing

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LEASE, SALE OR DISPOSAL OF SCHOOL DISTRICT BUILDINGS & SITES

Decisions regarding the lease, sale, or disposal of school district real property shall be made by the board. In making its decision the board will consider the needs of the education program and the efficient use of public funds.

Prior to its lease, sale, or disposal, real property, unless otherwise exempted, shall be appraised. Prior to the board's final decision regarding real property with a value of \$25,000 or more, a public hearing may be held.

In the case of a sale or lease of school district real property not being used for the education program, unless otherwise exempted, advertisements for bids shall be taken. If the bids received by the board are deemed inadequate, the board may decline to sell or lease the property and re-advertise.

In the case of the razing of a school district facility, at a cost of \$25,000 or more, the board will advertise and take bids for the purpose of awarding the contract for the project.

The superintendent shall be responsible for coordinating the action necessary for the board to accomplish the lease, sale, or disposal of school district real property, including student-constructed buildings. It shall also be the responsibility of the superintendent to make a recommendation to the board regarding the use of school district real property not being utilized for the education program.

Legal Reference: Iowa Code §§ 297.15-.25 (1995).

Cross Reference: 704 Revenue
705.1 Purchasing - Bidding
803 Selling and Leasing

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SAFETY COORDINATOR

The Supervisor of building and grounds shall serve as the safety coordinator for the district. He or she shall work with building principals, instructional, and support personnel in each building, make recommendations, take action to promote safety, conduct periodic safety inspections, and prepare necessary reports to the board, state, and federal agencies.

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WARNING SYSTEM AND EMERGENCY PLANS

The school district will maintain a warning system designed to inform students, employees, and visitors in the facilities of an emergency. This system is maintained on a regular basis under the maintenance plan for school district buildings and sites.

Students are informed of this system according to board policy. Each classroom and office will have a plan for helping those in need of assistance to safety during an emergency. This will include, but not be limited to, students and employees with disabilities.

Licensed employees are responsible for instructing students on the proper techniques to be followed during an emergency. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code § 100.31 (2011).

Cross Reference: 507 Student Health and Well-Being
711.7 School Bus Safety Instruction
804 Safety Program

Approved 9/11/95

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BOMB THREATS

As soon as a bomb threat is reported to the administration, the school district facility should be cleared immediately. A thorough search will be made by the appropriate school district or law enforcement officials. Employees and students shall remain outside the school district facility until it is determined that danger no longer exists.

It shall be the responsibility of the superintendent to file a report and keep a report of each incident for the school district records.

In the event that considerable class time is lost due to bomb threats, the superintendent may determine to make-up missed time.

Legal Reference: Iowa Code § 279.8 (1995).

Cross Reference: 804 Safety Program

Approved 9/11/95

Reviewed 2/10/14

Revised 9/11/95

ASBESTOS CONTAINING MATERIAL

Friable and non-friable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos it will be replaced with non-asbestos containing materials. Each school building will maintain a copy of the asbestos management plan.

The school district will appoint and train appropriate employees as necessary.

Legal Reference: 20 U.S.C. §§ 3601 et seq. (1988).
40 C.F.R. Pt. 763 (1993).
Iowa Code §§ 279.52-.54 (1995).

Cross Reference: 403.4 Hazardous Chemical Disclosure
802 Maintenance, Operation and Management

Approved 9/11/95 Reviewed 2/10/14 Revised 9/11/95

HAZARDOUS MATERIALS

In the event the use of a product which could be a health hazard is questionable, it will be approved by the district Superintendent or his/her designee prior to usage.

1. The Building Principals and staff will continue vigilance regarding the safe use of potentially toxic substances in their curriculum areas.
2. Building Principals will continue to monitor course offerings and prevent the introduction of any and all suspected carcinogenic materials.
3. Materials identified for use in classrooms and laboratories will be examined for potential toxic effects and substitutions be made at the recommendation of the classroom teacher. Student use of toxic materials will be stringently limited and monitored at all times by classroom teacher.
4. Purchase, storage, and disposal of toxic substances will be monitored by the appropriate building principals and supervisor of building and grounds.
5. The regular disposal of excess, dangerous chemicals will be accommodated by neutralization with a proper base and flushing with copious amounts of water at the end of the learning unit or other approved methods of disposal which meet state and federal statutes and guidelines.

Approved: 9/11/95 Reviewed: 2/10/14 Revised: 9/11/95

Legal Reference: 20 U.S.C. §§ 3601 et seq. (1988).
 40 C.F.R. Pt. 763 (1993).
 Iowa Code §§ 279.52-.54 (1995).

Cross Reference: 403.4 Hazardous Chemical Disclosure
 802 Maintenance, Operation and Management
 804.5 Asbestos Containing Material

TOXIC SUBSTANCES AND INFECTIOUS AGENTS;
EMPLOYEE'S RIGHT TO KNOW

The Board directs the Superintendent to develop and implement procedures to ensure compliance with the "Employee's Right To Know Law,". The law addresses the employee's right to know about toxic substances, infectious agents and pesticides, and employee's rights regarding occupation safety.

The Board of Directors recognizes the necessity to transmit information by means of a comprehensive hazard communication program, which includes container labeling, material safety data sheets and employee training, and to transmit that program to district employees, the community and to Emergency Response personnel.

The following specific steps shall be taken to comply with statutory requirements:

1. Notices shall be posted in appropriate places to inform employees that the school district is required, upon request, to provide an employee with information regarding the identity of, precautions to be taken with, and procedures for treatment due to over exposure to toxic substances and infectious agents.
2. Employees may request information on toxic substances or infectious agents which they work with or are likely to be exposed to. Such information shall be provided within fifteen (15) days or as statutory requirements permit.
3. Education or training programs shall be provided those employees who may be routinely exposed to any toxic substances or infectious agent.

Approved: 9/11/95 Reviewed: 2/10/14 Revised: 9/11/95

Legal Reference: 20 U.S.C. §§ 3601 et seq. (1988).
 40 C.F.R. Pt. 763 (1993).
 Iowa Code §§ 279.52-.54 (1995).

Cross Reference: 403.4 Hazardous Chemical Disclosure
 802 Maintenance, Operation and Management
 804.5 Asbestos Containing Material
 804.06 Hazardous Materials

MEANS OF ESCAPE FROM FIRE

Every facility is to have at the minimum escape exits from each story, and shall be equipped with fire prevention and fire fighting equipment as outlined in Iowa Statutes.

Additionally, each building will comply with Department of Education regulations on the number of fire drills each school year and shall file such drills with the Department of Education and the Superintendent's office.

Approved: 9/11/95

Reviewed: 2/10/14

Revised: 9/11/95

Legal Reference: 20 U.S.C. §§ 3601 et seq. (1988).
40 C.F.R. Pt. 763 (1993).
Iowa Code §§ 279.52-.54 (1995).

Cross Reference: 403.4 Hazardous Chemical Disclosure
802 Maintenance, Operation and Management

Code No. 804.91A

ACCIDENT REPORT FORM
INJURY/ACCIDENT REPORT

Date _____

Student/Adult Injured:

Name _____ Age _____

Type of Injury: Describe Fully.

Location of Injury:

Treatment of Injury:

Treatment of Injury by:

Parent/Guardian Notified: Time _____ Date _____

Parent/Guardian Directions:

Individual Reporting Accident:

Name _____

Position _____

Date _____

ACCIDENT REPORTS

PURPOSE:

Due to the diversity of operations inherent in the typical school system, there is a need to provide an effective accident reporting system. The element which provides the foundation for a safety program lies in an effective accident reporting system. Therefore, all accidents and injuries occurring on school grounds or while under school supervision shall be reported immediately to the building principal's office. A written accident report must be filed with the building principal. A copy of the report shall also be forwarded to the Superintendent's office. The building principal shall be responsible for follow-up and maintaining records of any accident involving a student in physical education, regular classroom, playground activities or other accidents which results in the student's absence of three (3) or more consecutive days. A report of such accidents shall be compiled and reported to the school board on as needed.

Specifically, the systematic accumulation of school and non-school jurisdictional accident and injury data can provide school administrators information upon which to base:

1. Curriculum guidance to educate the child for safe living.
2. A realistic evaluation of safety program efforts on a regular basis.
3. Changes in building structures, facilities, procedures and/or staffing to improve the environment and safety of the school systems.
4. Organizational and administrative improvements to strengthen the management aspects of the safety program.
5. A strong public relations program, thus lessening public demands for crash programs of little value if any unusual incident occurs.
6. A strong leadership role in community efforts.
7. An assessment of the costs of accidents and injuries and their relationship to the operating expenses of the school system.

Approved: 9/11/95 Reviewed: 2/10/14 Revised: 4/15/09

Legal Reference: 20 U.S.C. §§ 3601 et seq. (1988).
40 C.F.R. Pt. 763 (1993).
Iowa Code §§ 279.52-.54 (1995).

Cross Reference: 403.4 Hazardous Chemical Disclosure
802 Maintenance, Operation and Management

SCHOOL DISTRICT - COMMUNITY RELATIONS

Series 900

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PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

Successful education programs require the support of the school district community. The Central Lyon board addresses the importance of the role of the community in the school district in this series of the policy manual. The board recognizes this support is dependent on the community's understanding of participation in the efforts, goals, problems and programs of the school district.

In this section, the board sets out its policies defining its relationship with the community. In striving to obtain the support of the school district community, the board will:

- Provide access to school district records;
- Inform the school district community of the school district's goals, objectives, achievements, and needs;
- Invite the input of the school district community; and,
- Encourage cooperation between the school district and the school district community.

Approved 10/09/95

Reviewed 2/10/14

Revised 3/14/00

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the board secretary and make arrangements for the viewing. The board secretary will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

Persons may request copies of public records by telephone or in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

Pursuant to Iowa law, the board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

Legal Reference: Iowa Code §§ 21.4; 22; 291.6 (2007).
1980 Op. Att'y Gen. 88.
1972 Op. Att'y Gen. 158.
1968 Op. Att'y Gen. 656.

Cross Reference: 215 Board of Directors' Records
401.5 Employee Records
506 Student Records
708 Care, Maintenance, and Disposal of School District Records
902.1 News Media Relations

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PUBLIC ACCESS TO RECORDS

General

The School Board of the Central Lyon School District shall allow persons to have access to School District records in accordance with this policy and in compliance with State and Federal law. The Board Secretary is designated as the legal custodian of records for Central Lyon School District. The legal custodian shall safely keep and preserve records of the District and shall have full legal power to render decisions and carry out duties related to those public records maintained by any School District authority. The legal custodian is authorized and encouraged to consult with the District's legal counsel in determining whether to deny access to a record in whole or in part.

Public Records

Public records may be inspected, copied, and/or abstracted during established District office hours. (9:00 a.m.- 12:00 p.m.) (1:00 p.m.-4:00 p.m.) The legal custodian may establish fees in accordance with the law. A list of such fees shall be made available at the District Office upon request.

Definitions

Legal Custodian means any person or position designated by this Board or otherwise designated by law to carry out responsibilities under this Policy and the Public Records Law.

Record means any material on which written, drawn, printed, spoken, visual, or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. Record includes, but is not limited to handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes) and computer printouts.

Record does not include drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent, or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

Custody and Delivery Of Official Property

Except as provided under Board Policy, each officer and employee of the School District shall safely keep and preserve all records received from his or her predecessor or other persons and required by law to be filed, deposited, or kept in his or her office or which are in the lawful possession or control of which he/she or they may be lawfully entitled as such officers or employees.

Legal Custodians

The legal custodians of records will designate one or more deputies to act as legal custodian of such records in his/her absence or as otherwise required to respond to requests for records.

The legal custodians have the full legal power to render decisions and carry out the duties of the authorities identified in Board Policy. The designation of a legal custodian does not affect the powers and duties of an authority under the public records law.

Public Access To Records

Except as provided in Board Policy, any person has a right to inspect a record and to make or receive a copy of any record as provided in Iowa Statutes.

Records shall be available for inspection and copying during regular office hours. (9:00 a.m.-12:00 p.m.) (1:00 p.m. - 4:00 p.m.)

A requester shall be permitted to use facilities available to School District employees to inspect, copy, or abstract a record.

The legal custodian(s) may require supervision of the requester during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.

A request for a record may be denied as provided in Board Policy. Oral requests may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within five (5) business days of the oral denials. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for the denial. Written denials must include a statement informing the requester that the denial may be reviewed by a court by mandamus under Iowa Statutes or upon application to the attorney general or a district attorney.

Limitation on the Right To Access

As provided by Iowa Statutes, the following records are exempt from disclosure under these procedures:

- a. Records specifically exempted from disclosure by State or Federal law or authorized to be exempted from disclosure by State law. Employee and pupil records are exempted as provided by Iowa Statutes.
- b. Any record relating to investigative information obtained for law enforcement purposes if Federal law or regulation requires exemption from disclosure is a condition to receipt of aids by the State.
- c. Computer programs, although the material used as input for a computer program or the material produced as a product of the computer program is subject to inspection.
- d. A record or any portion of a record containing information qualifying as a common law trade secret.

If a record contains information that may be made public and information that may not be made public, the authority having custody of the record shall provide the information that may be made public and delete the information that may not be made public from the record(s) before release.

A legal custodian may deny access to a record, in whole or in part, only if he/she determines that the harm to the public through disclosure of the record outweighs the public benefit of access to the

record. The legal custodian is authorized and encouraged to consult with the School District's legal counsel in making determinations.

A requester will be charged a fee for the cost of copying and locating records as follows:

- a. The fee for photocopying will be: Twenty (.20) cents per page for 1-10 copies; thirty (.30) cents per page for more than ten (10) copies.
- b. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing will be charged.
- c. The actual full cost of providing a copy of other records not in printed form on paper, such as film, computer printouts and audio- or video-tapes shall be charged.
- d. If mailing or shipping is necessary, the actual cost thereof shall also be charged.
- e. There shall be no charge for locating and/or duplicating a record unless the actual cost therefore exceeds twenty-five (\$25.00) in which case the actual cost shall be determined by the legal custodian and billed to the requester.
- f. The legal custodian will estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds ten dollars (\$10.00).
- g. The legal custodian may provide copies of a record without charge or at a reduced charge where he or she determines that waiver or reduction of the fee is in the public interest.

Access Procedures

A request to inspect or copy a record shall be made to the legal custodian or designee. The request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. No request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request.

However, if the record is kept at a private resident or if security reasons or federal/state law so dictates, identification may be required. Mail requests may not be denied unless a fee prepayment is required.

Each legal custodian, upon request for any record, will as soon as practicable and without delay, but no later than forty-five (45) days, either fill the request or notify the requester of the authority's denial.

Destruction of Records

All School District records will be kept for a period of not less than seven (7) years unless a shorter period is fixed by the Public Records and Forms Board per the Statutes of the State of Iowa and except as provided below.

Any taped recording of a meeting by a governmental body may be destroyed no sooner than ninety (90) days after the minutes have been approved and published if the purpose of the recordings was to make minutes of the meeting.

Hatch Amendment Rights

Under the guidelines of this Federal Statute, programs funded and administered by the Department of Education must follow specific procedures aimed at protecting the rights of students and parents involved in these programs. The specific procedures are:

Inspection of materials. All instructional materials used in programs designed to explore or develop new or unproved teaching methods or techniques shall be made available for inspection by parents/guardians of the students involved in the research/experimental program or project.

Psychiatric/Psychological Examination

Testing or Treatment. Students involved in such D.O.E. programs or projects shall not be required to submit to psychiatric or psychological examination, tests, or treatments in which the primary purpose is to obtain information of a non-academic nature concerning political affiliations, mental and psychological problems potentially embarrassing to the student or his or her family, sex behavior attitudes, illegal/anti-social/self-incriminating/demeaning behavior, criteria appraisals or other individuals with whom the students have close family relationships, legally recognized privileged and analogous relationships such as those of lawyers/physicians/ministers, or income other than that necessary to determine eligibility for a program or financial assistance without the written consent of the student's parent/guardian. Students of adult age need only give their own written consent.

Limitations. Nothing in this law gives parents/guardians/students or the Department of Education authority to restrict, revise, or otherwise affect curriculum in the program/projects or to affect the instructional materials and assessment procedure/tools used in these projects/programs.

Complaints. Parents/guardians directly affected by a violation of this statute may file a complaint with the Family Educational Rights and Privacy Act office of the Department of Education. Such complaints must be in writing and must contain specific allegations of fact, giving reasonable cause to believe a violation has occurred, and demonstrating evidence that efforts were made to resolve the dispute at the local level.

Legal Reference: Iowa Code §§ 21.4; 22; 291.6 (1995).
1980 Op. Att'y Gen. 88.
1972 Op. Att'y Gen. 158.
1968 Op. Att'y Gen. 656.

Approved: 10/09/95 Reviewed 2/10/14 Revised: 3/14/00

NEWS MEDIA RELATIONS

The board recognizes the value of and supports open, fair and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The board president shall be the spokesperson for the board, and the superintendent shall be the spokesperson for the Central Lyon school district. It shall be the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Members of the news media seeking information about the Central Lyon school district shall direct their inquiries to the superintendent. The superintendent shall accurately and objectively provide the facts and board positions in response to inquiries from the news media about the school district.

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (1995).

Cross Reference: 902 Press, Radio and Television News Media

Approved 10/09/95 Reviewed 2/10/14 Revised 3/14/00

NEWS CONFERENCES AND INTERVIEWS

The superintendent, on behalf of the board and the Central Lyon school district, may hold a news conference or respond to a request for an interview with the news media.

The superintendent shall respond accurately, openly, honestly, and objectively to inquiries from the news media about the Central Lyon school district.

News conferences and interviews planned or pre-arranged for Central Lyon school district activities shall include the board and the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It shall be within the discretion of the superintendent to determine whether a news conference or interview shall be held to provide an immediate response to an issue.

It shall be the responsibility of the superintendent to keep the board apprised of news conferences and interviews.

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (1995).

Cross Reference: 902 Press, Radio and Television News Media

Approved 10/09/95 Reviewed 2/10/14 Revised 3/14/00

NEWS RELEASES

The superintendent shall determine when a news release about internal Central Lyon school district and board matters will be issued. In making this determination, the superintendent shall strive to keep the media and the Central Lyon school district community accurately and objectively informed. Further, the superintendent shall strive to create and maintain a positive image for the Central Lyon school district. It shall be the responsibility of the superintendent to approve news releases originating within the school district prior to their release.

News releases will be prepared and disseminated to news media in the Central Lyon school district community. Questions about news releases shall be directed to the superintendent.

Legal Reference: Widmer v. Reitzler, 182 N.W.2d 177 (Iowa 1970).
Dobrovolny v. Reinhardt, 173 N.W.2d 837 (Iowa 1970).
Iowa Code §§ 21.4; 22.2 (1995).
1980 Op. Att'y Gen. 73.
1952 Op. Att'y Gen. 133.

Cross Reference: 902 Press, Radio and Television News Media

Approved 10/09/95 Reviewed 2/10/14 Revised 3/14/00

LIVE BROADCAST OR VIDEOTAPING

Individuals may broadcast or videotape public school district events, including open board meetings, as long as it does not interfere with or disrupt the Central Lyon school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request.

It shall be within the discretion of the superintendent to determine whether the request is unduly burdensome and whether the broadcast or videotaping will interfere with or disrupt the Central Lyon school district event.

Videotaping of classroom activities will be allowed at the discretion of the superintendent. Parents will be notified prior to videotaping of classroom activities if the videotaping is by an outside entity.

It shall be the responsibility of the superintendent to develop administrative regulations outlining the procedures for making the request and the rules for operation if the request is granted.

Legal Reference: Iowa Code §§ 21.4, .7; 22; 279.8 (1995).

Cross Reference: 902.1 News Media Relations
903.3 Visitors to School District Buildings and Sites

Approved 10/09/95 Reviewed 2/10/14 Revised 3/14/00

SCHOOL - COMMUNITY GROUPS

The board values the participation and the support of Central Lyon school district- community groups, including, but not limited to, booster clubs, Kiwanis, and parent-teacher organizations, which strive for the betterment of the school district and the education program. The board will work closely with these groups.

Prior to any purchase of, or fund raising for, the purchase of goods or services for the Central Lyon school district, the group shall confer with the superintendent or his/her designee to assist the group in purchasing goods or services to meet the school district's needs.

Funds raised by these groups for the school district may be kept as part of the accounts of the school district.

It shall be the responsibility of the building principal to be the liaison with the school district- community groups affiliated with the building principal's attendance center.

Legal Reference: Iowa Code §§ 279.8; 291.13 (1995).

Cross Reference: 903 Public Participation in the School District

Approved 10/09/95 Reviewed 2/10/14 Revised 3/14/00

COMMUNITY RESOURCE PERSONS AND VOLUNTEERS

The board recognizes the valuable resource it has in the members of the Central Lyon school district community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of school district volunteers are the responsibility of the superintendent.

Legal Reference: Iowa Code §§ 279.8; 670 (1995).

Cross Reference: 603.1 Basic Instruction Program
903.3 Visitors to School District Buildings and Sites

Approved 10/09/95 Reviewed 2/10/14 Revised 3/14/00

VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES

The Central Lyon board welcomes the interest of parents and other members of the Central Lyon school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized.

Visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It shall be the responsibility of employees to report inappropriate conduct. It shall be the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee shall act to cease the inappropriate conduct.

Legal Reference: Iowa Code §§ 279.8; 716.7 (1995).

Cross Reference: 902 Press, Radio and Television News Media
903.2 Community Resource Persons and Volunteers

Approved 10/09/95 Reviewed 2/10/14 Revised 3/14/00

PUBLIC CONDUCT ON SCHOOL PREMISES

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

Approved 10/09/95

Reviewed 4/15/09

Revised 12/10/07

Legal Reference: Iowa Code §§ 279.8, .66; 716.7 (2007).

Cross Reference: 205 Board Member Liability

504 Student Activities

802.6 Vandalism

903 Public Participation in the School District

DISTRIBUTION OF MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are noncurricular. Noncurricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

It shall be the responsibility of the superintendent, in conjunction with the building principals to draft administrative regulations regarding this policy.

Legal Reference: U.S. Const. amend. I.
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel School District v. Fraser, 478 U.S. 675 (1986).
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
Iowa Code §§ 279.8; 280.22 (1995).

Cross Reference: 502.3 Freedom of Expression
503.1 Student Conduct
504 Student Activities
603.9 Academic Freedom

Approved 10/09/95 Reviewed 2/10/14 Revised 3/14/00

DISTRIBUTION OF MATERIALS REGULATION

I. Guidelines.

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

- (a) is obscene to minors;
- (b) is libelous;
- (c) contains indecent, vulgar, profane or lewd language;
- (d) advertises any product or service not permitted to minors by law;
- (e) constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
- (f) presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (a) through (d) to any student is prohibited. Distribution on school premises of material in categories (e) and (f) to a substantial number of students is prohibited.

II. Procedures.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four (24) hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Approved 10/09/95 Reviewed 2/10/14 Revised 3/14/00

DISTRIBUTION OF MATERIALS REGULATION

Within twenty-four (24) hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four (24) hours of submission, the person shall contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days of submitting the appeal, the person shall contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either the Central Lyon school district, the board, the administration or the individual reviewing the material submitted.

III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

1. The material shall be distributed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entrance ways, but which shall give reasonable access to students.

DISTRIBUTION OF MATERIALS REGULATION

2. The material shall be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
 - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen (18).
3. "Material and substantial disruption" of a normal school activity is defined as follows:
 - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

DISTRIBUTION OF MATERIALS REGULATION

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be notified.

VI. Notice of policy to students.

A reference of this policy shall be published in student handbooks and posted on the Central Lyon website.

Approved 10/09/95 Reviewed 2/10/14 Revised 3/14/00

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Generally, transporting students for school purposes shall be done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes only when a school vehicle is not available. It shall be within the discretion of the superintendent to determine when this is appropriate.

All individuals transporting students for school purposes in private vehicles must have the permission of the superintendent. Private vehicles will be used only when proof of insurance has been supplied to the superintendent and when the parents of the students to be transported have given written permission to the superintendent. The school district assumes no responsibility for those students who have not received the approval of the superintendent and who ride in private vehicles for school purposes.

This policy statement applies to transportation of students for school purposes inclusive of all activities in addition to transporting students to and from their designated attendance center. Students shall not transport other students and may with the authorization of the Superintendent, in an emergency, transport themselves. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8; 285; 321 (1995).
281 I.A.C. 43.

Cross Reference: 401.6 Transporting of Students by Employees
401.7 Employee Travel Compensation
711 Transportation

Approved 10/09/95 Reviewed 2/10/14 Revised 3/14/00

ADVERTISING AND PROMOTION

The use of students, the school district name, or its buildings and sites for advertising and promoting products and/or services of entities and organizations may be allowed if the purpose is educationally related and prior approval has been obtained from the Superintendent.

Legal Reference: Iowa Code § 279.8 (1995).

Cross Reference: 504.5 Student Fund Raising
904 Community Activities Involving Students

Approved 10/09/95 Reviewed 2/10/14 Revised 1/12/04

TOBACCO-FREE ENVIRONMENT

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

An individual who violates this policy may be referred to legal authorities at any time in this process.

EMPLOYEES:

1. The building principal who becomes aware of the fact an employee is not complying with this policy will verbally remind the employee of this policy and ask the employee to abide by the policy in the future. A copy of the policy shall be provided to the employee.
2. After an initial warning, if an employee violates the terms of this policy, the employee shall be given a non-compliance written report advising the employee that they must abide by the terms of the policy or be subject to more serious disciplinary action.

PUBLIC EVENTS-SPECTATORS:

1. Persons who use tobacco in school buildings, on school grounds, at school-sponsored activities, in school district vehicles, or in school district-provided transportation will be informed of prohibition contained in this policy against the use of tobacco products and will be directed to comply with the policy.
2. Persons who refuse to comply with this policy or who refuse to extinguish or dispose of the tobacco products will be directed to leave the building, grounds, or activity immediately.

STUDENTS:

1. The first (1st) violation by a student of this policy shall result in a written warning and may also result in a suspension (in or out of school).
2. The second (2nd) violation of this policy by a student shall result in a suspension of not less than one (1) day from school and a recommendation for counseling.
3. The third (3rd) violation of this policy by a student shall result in a suspension of not less than three (3) days from school and a mandatory conference with the building Principal, Superintendent, parent(s) or guardians(s) and student before the student will be re-admitted to school.
4. The fourth (4th) violation of this policy by a student with tobacco shall result in a suspension of not less than three (3) days nor more than ten (10) days from school and an appearance before the Board of Education by the student and his/her parent(s) to determine the final course of action.

The Central Lyon Community School District shall not discriminate in standards or rules of behavior or disciplinary measures, including suspensions and expulsions, on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional learning disability, or handicapping condition, discrimination complaints shall be processed in accordance with established procedures and with Iowa Statutes.

Approved: 10/09/95 Reviewed 2/10/14 Revised: 12/9/13

Code No. 905.2

TOBACCO-FREE ENVIRONMENT

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).
House File 2212, Iowa General Assembly (2008)
Iowa Code §§ 142D; 279.8, .9; 297 (2013).

Cross Reference: 903.4 Public Conduct on School Premises
905.1 Community Use of School District Buildings & Sites & Equipment

COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT

The buildings and sites and equipment of the Central Lyon school district will be made available for a fee to local nonprofit entities which promote cultural, educational, civic, community, religious, or recreational activities. Such use will be permitted only when the use does not interfere with or disrupt the education program or school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district buildings and sites. The board reserves the right to deny use of the buildings and sites and the equipment to any group. It shall be within the discretion of the superintendent to allow use of school district buildings and sites on Sundays.

Organizations, individuals, and other entities that wish to use the Central Lyon school district property must apply at the superintendent's office. It shall be the responsibility of the superintendent and/or his/her designee to determine whether the school district facility requested is available and whether the application for use meets board policy and administrative regulations. It shall be the responsibility of the superintendent or the specified designee to provide application forms, obtain proof of insurance, and draw up the contract for use of Central Lyon school district property.

Activities in the Central Lyon school district buildings and sites shall be supervised by an employee of the school district unless special prior arrangements are made with the superintendent. All district employees shall be paid for their hours at a set rate established by the district. The employee shall not accept a fee from the user. If appropriate, the school district employee will be paid by the school district.

The board may allow groups, such as the Boy and Girl Scouts, 4-H, River Valley Players, and Central Lyon Booster Clubs to use the buildings and sites without charge. While such groups may use the buildings and sites without charge, they may be required to pay a custodial fee.

It shall be the responsibility of the superintendent to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 276; 278.1(4); 279.8; 288; 297.9-.11 (1995).
1982 Op. Att'y Gen. 561.
1940 Op. Att'y Gen. 232.
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

Approved 10/09/95 Reviewed 2/10/14 Revised 3/14/00

COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT

Central Lyon Board Policy – Code No. 905.1

The buildings and sites and equipment of the Central Lyon school district will be made available for a fee to local nonprofit entities which promote cultural, educational, civic, community, religious, or recreational activities. Such use will be permitted only when the use does not interfere with or disrupt the education program or school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district buildings and sites. The board reserves the right to deny use of the buildings and sites and the equipment to any group. It shall be within the discretion of the superintendent to allow use of school district buildings and sites on Sundays.

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The board may allow groups, such as the Boy and Girl Scouts, 4-H, River Valley Players, and Central Lyon Booster Clubs to use the buildings and sites without charge. While such groups may use the buildings and sites without charge, they may be required to pay a custodial fee.

It shall be the responsibility of the superintendent to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

Approved 10/09/95 Reviewed 4/15/09 Revised 4/15/09

USE OF SCHOOL FACILITIES - INDEMNITY AND LIABILITY INSURANCE AGREEMENT

Central Lyon Board Policy – Code No. 905.1E2

The undersigned, hereafter referred to as "organization," states that it shall hold the Central Lyon School District, hereafter referred to as "district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the organization or the district, and its officers, employees or agents, in the use by the organization of any facilities owned by the Central Lyon district. In case any action is brought therefore against the district or any of its officers, employees or agents, the organization shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the organization.

The organization agrees to furnish and maintain during the usage of the facilities owned by the district such bodily injury and property damage liability insurance as shall protect the organization and the district from claims for damages for personal injury, including accidental death, and from claims for property damages, which may arise from the organization's use of the district's facilities, whether such operations be by the organization or by anyone directly or indirectly employed by the organization. Such insurance shall include the Central Lyon Community School District as an additional named insured in the policy carried by the organization and described above.

The organization shall furnish the Central Lyon district with a certificate of insurance acceptable to the district's insurance carrier before the contract is issued.

Organization: _____ Date: _____

Applicant's Signature: _____ Title: _____

Applicant's Address: _____

Superintendent's or Designee's Signature: _____

Approved 10/09/95 Reviewed 4/15/09 Revised 4/15/09

USE OF FACILITIES - APPLICATION FORM

The undersigned applicant makes application for the use of the school building designated below. Please refer to Policy 905.1 to determine the proper use of school facilities. The applicant is responsible for enforcing these regulations.

The undersigned, hereafter referred to as "organization," states that it shall hold the Central Lyon Community School District, hereafter referred to as "district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the organization or the district, and its officers, employees or agents, in the use by the organization of any facilities owned by the district. In case any action is brought therefore against the district or any of its officers, employees or agents, the organization shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the organization.

Organization making application: _____

Person making application: _____ Date: _____

School Facility to be Used:

	<u>For Profit</u>	<u>Non-Profit</u>
<input type="checkbox"/> Activities Center Gym	\$60.00	\$40.00
<input type="checkbox"/> Activities Center Multi (seating for 60) – includes tables, chairs and refrigerator	\$90.00	\$60.00
<input type="checkbox"/> High School Auditorium	\$250.00	\$150.00
<input type="checkbox"/> High School Auditorium with Light and Sound System*	\$275.00	\$175.00
<input type="checkbox"/> High School Commons**	\$175.00	\$100.00
<input type="checkbox"/> High School Kitchen***	\$40.00	\$30.00
<input type="checkbox"/> Elementary/Middle School Kitchen***	\$40.00	\$30.00
<input type="checkbox"/> Elementary/Middle School Multi-Purpose Room*	\$175.00	\$100.00
<input type="checkbox"/> Classroom	\$45.00	\$30.00

* Includes light and sound system for 2 ½ hours. Additional charge of \$15.00 per hour for light and sound use after the initial 2 ½ hours.

** Includes tables, chairs, sound system

*** Includes stove, sink, freezer, refrigerator

The above fees do not include the custodial fee of 20.00 per hour per custodian.

Purpose: _____

Date: _____ Hours: _____

I have read the policy "Community Use of School District Buildings & Equipment" and, as the person responsible for the group, agree to abide by the policies as stated. I realize failure to abide by the policies may result in suspension of facility use privileges.

(Signature of Applicant)

(Phone Number)

(Date)

The Central Lyon athletic facilities, including the high school gym, are not available for rent. Exceptions may be made by the superintendent of schools on a case by case determination. Fees will be set at the time of the determination.

Approved _____ Not Approved _____

Total Fee \$ _____ Superintendent's Signature _____

Fee is due when the above request is approved unless other arrangements are made. After action is taken, a copy will be returned to the applicant.

USE OF SCHOOL DISTRICT FACILITIES REGULATION

1. There shall be no alcoholic beverages, drugs, or tobacco products brought to, consumed or used in the building or on the grounds.
2. There shall be no smoking in school facilities or on school grounds.
3. A custodian or district employee may be present while the facility is being used.
4. After a school building has been used by an outside group, cleaning will be done by employees. Fees for such work will be paid by the group in addition to the rental fee charged (if applicable) for the use of the building.

Approved 10/09/95 Reviewed 2/10/14 Revised 2/10/14

USE OF SCHOOL FACILITIES - INDEMNITY AND LIABILITY INSURANCE AGREEMENT

The undersigned, hereafter referred to as "organization," states that it shall hold the Central Lyon School District, hereafter referred to as "district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the organization or the district, and its officers, employees or agents, in the use by the organization of any facilities owned by the Central Lyon district. In case any action is brought therefore against the district or any of its officers, employees or agents, the organization shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the organization.

The organization agrees to furnish and maintain during the usage of the facilities owned by the district such bodily injury and property damage liability insurance as shall protect the organization and the district from claims for damages for personal injury, including accidental death, and from claims for property damages, which may arise from the organization's use of the district's facilities, whether such operations be by the organization or by anyone directly or indirectly employed by the organization. Such insurance shall include the Central Lyon Community School District as an additional named insured in the policy carried by the organization and described above.

The organization shall furnish the Central Lyon district with a certificate of insurance acceptable to the district's insurance carrier before the contract is issued.

Dated at _____, Iowa, this _____ day of _____, 19____.

(Organization)

Central Lyon Community School District

By _____

Title _____

Address _____

By _____
Superintendent

By _____
Secretary/Business Manager

Approved 10/09/95 Reviewed 2/10/14 Revised 3/14/00