

205 BOARD MEMBER LIABILITY

Board members ~~shall~~ will not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Iowa and the members of the school district community. In carrying out the duties and responsibilities of their office, board members ~~shall~~ will act in good faith.

The school district ~~shall~~ will defend, save harmless and indemnify board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their official duties, unless ~~it~~ the act constitutes a willful or wanton act or omission. ~~However,~~ The school district ~~shall not~~, however, cannot save harmless or indemnify board members for punitive damages.

Legal Reference: Wood v. Strickland, 420 U.S. 308 (1975).
42 U.S.C. §§
Iowa Code ch. 670.

Cross Reference: 709 Insurance Program

Approved 5/8/95

Reviewed 1/11/16

Revised 5/8/95

RESCINDED! 205.1—EMERGENCY CLOSINGS

~~In the event of weather conditions, disaster, or other circumstances which could be considered to create an emergency, the Superintendent or his/her designee will have the authority to cancel school classes. An assessment of conditions shall be made by the Superintendent or his/her designee as early as possible in the day. If a decision to cancel school is made, the radio/TV stations that serve the Rock Rapids/Central Lyon geographic area will be informed so the announcement may be broadcast.~~

~~If emergency conditions occur during the time students are in school, the superintendent or his/her appointee is empowered to close the schools. In the event of such a situation the radio/TV stations will be notified of the emergency closing. Students who normally walk to their homes will be released and students transported by bus will be taken home as soon as drivers and vehicles are available and if conditions are such that life and/or limb would not be unduly endangered by so doing.~~

~~If it is determined that it would be unsafe or unwise to permit students to leave the school they will be detained at the school with faculty supervision until conditions for release are favorable or until parents personally pick up their children.~~

EMERGENCY CLOSING: THREAT TO LIFE-LIMB-FACILITY

~~In the event of a threat that could cause injury, the loss of life, or the destruction of property, students are to be evacuated from the building or area threatened.~~

~~As soon as the evacuation is complete, a roll call of all students in the affected area and the district will be taken. The Federal Bureau of Investigation, the County Sheriff, and the Rock Rapids Police shall be notified.~~

~~Upon completion of the foregoing, every effort shall be made to safely continue the day's instruction. If conditions are such that it is unreasonable to continue classes, steps shall be initiated to dismiss all students of the district.~~

~~The District will dismiss or begin school on the schedule listed below to accommodate student safety.~~

HOT WEATHER POLICY

~~Should the temperature within the high school, and/or elementary/middle school, rise above an acceptable level for providing educational services, that building shall be dismissed as soon as feasible. Such determination will be left to the discretion of the administration. Notice will be given over the regular radio/TV stations.~~

WIND CHILL FACTOR

- ~~0 degrees to -59 degrees — Regular Day~~
- ~~-60 degrees to -70 degrees — 2 Hour Delay~~
- ~~-71 degrees to -80 degrees — 3 Hour Delay~~
- ~~-81 degrees to Colder — School Closed Entire Day~~

BOMB THREATS

~~School time missed due to bomb threats or similar conditions may be made up on a subsequent Saturday or day of vacation in accordance with the State Statute/Regulations and CLEA agreement. Notice of an early dismissal or closing of school shall be given over the regular radio/TV stations.~~

Cross Reference: _____ 601.2 School Day
_____ 205.1 Transportation in Inclement Weather

Approved 5/8/95 _____ Reviewed 1/11/16 _____ Revised 1/11/16

RESCINDED! 205.2—EMERGENCY CLOSING/INCLEMENT WEATHER/ACTIVITIES

The Central Lyon School Board is concerned with the safety and welfare of the students and district personnel thus, their attendance or scheduling of practices, open gym, voluntary practices and contests when school has been dismissed early or closed due to inclement weather shall be restricted within the following conditions:

- ~~When school is closed for the entire school day due to inclement weather, the building principal/athletic director shall evaluate the weather conditions utilizing information from the weather bureau, law enforcement agencies, other school districts, the director of transportation and any other sources to determine if it is safe and prudent for school personnel and students to participate in the contest or practice session. Participation will be voluntary at all times and no student will be disciplined or penalized for failure to attend or participate.~~
- ~~The decision regarding whether to continue the activity, cancel and/or reschedule the activity shall be made by the host school and visiting school. The decision will be made by the building principal, after consulting with the superintendent, if available, on or before two o'clock (2:00 p.m.) and will be announced over the radio/tv on the regular stations utilized for inclement weather notification. The athletic director shall be notified as to the determination to hold an activity after a full day closing by the principal.~~
- ~~When the school is closed or dismissed after the school day has begun and students are dismissed to return to their residences due to inclement weather, there shall not be any practices, open gym, voluntary activities or contests after the closing for any student(s).~~
- ~~When school is dismissed early or closed for the school day and there is a state sponsored contest, it shall be the determination of the building principal, athletic director, and superintendent as to the appropriateness to participate in the contest. The same inquiries shall be made of officials to determine safety of advisors and participants prior to leaving for or returning from an activity.~~
- ~~When school is closed for the day, dismissed early for inclement weather, or inclement weather develops during the contest and the student activity is outside the school district the coach, athletic director or sponsor shall contact the building principal as to the safety of returning to the district and/or to make other arrangements for the safety of students and school personnel.~~

206 BOARD OF DIRECTORS' OFFICERS

206.1 PRESIDENT

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

The president of the board is elected to serve a one-year term by a majority vote at the organizational meeting in odd-numbered years, or, in even-numbered years, at a regular meeting held between twelve to thirteen months after the most recent organizational meeting.

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

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

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

NOTE: Board presidents were required by law to be elected during the organizational meeting following elections, and at the annual meeting in even-numbered years, and could only serve on year terms. After school elections changed to November, that required boards to wait until November each year to hold their annual meetings and settle their financials from the fiscal year prior. This 2021 change in the law separates out the election of the board president from the annual meeting. This change allows the annual meeting to be held after August 31, but closer to the end of the preceding fiscal year, and the board president to be elected during the board's regular meeting in November to maintain a one year term of office.

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

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

Approved 5/8/95

Reviewed 9/13/21

Revised 9/13/21

206.2 VICE-PRESIDENT

The vice-president of the board is elected by a majority vote at the organizational meeting of in odd-numbered years, or, in even-numbered years, at a regular meeting held between twelve to thirteen months after the most recent organizational meeting, to serve a one-year term of office.

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

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

Legal Reference: Iowa Code § 279.5

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

Approved 5/8/95

Reviewed 9/13/21

Revised 9/13/21

206.3 BOARD SECRETARY/BUSINESS MANAGER

~~It shall be the responsibility of the board to appoint a board secretary.~~ A board secretary may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary shall will take the oath of office during the meeting at which the individual was appointed or no later than ten (10) days thereafter. It shall be is the responsibility of the superintendent to evaluate the board secretary annually.

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

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

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

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

Approved 5/8/95

Reviewed 1/11/16

Revised 5/8/95

206.4 TREASURER

It is the responsibility of the board to appoint a treasurer. The board may appoint a treasurer from its employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the treasurer will take the oath of office at during the meeting at which the individual was appointed or no later than 10 days thereafter.

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

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

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

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

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

Approved 11/11/02

Reviewed 1/11/16

Revised 11/10/03

207 BOARD OF DIRECTORS' LEGAL COUNSEL

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

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

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

NOTE: It is recommended that both the superintendent and board president have authority to contact the board's legal counsel without prior approval of the board. If other individuals have this authority, the board secretary for example, then they, too, should be listed in this policy.

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

Cross Reference: 200 Legal Status of the Board of Directors

Approved 5/8/95

Reviewed 1/11/16

Revised 5/8/95

208 AD HOC COMMITTEES

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

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

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

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

Legal Reference: Iowa Code §§ 21; 279.8; 280.12(2).
281 I.A.C. 12.3(3), .3(8); .5(8).

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

Approved 5/8/95

Reviewed 1/11/16

Revised 5/8/95

208.1E1 AD HOC COMMITTEES EXHIBIT

Ad Hoc Committee Purpose and Function

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

Role of an Ad Hoc Committee Member

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

Ad Hoc Committee Membership

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

105 ASSISTANCE ANIMALS

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

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

Establishing the Need for a Service Animal

When no prior notice is given to the district of the use of a service ~~or assistive~~ animal, the Superintendent and/or school administrators are permitted to ask the following questions: *"Do you need/require this animal because of a disability?"*

If the animal's trained tasks are not readily apparent, the administrator may ask: *"What work or task has the animal been trained to perform?"*

Service and Assistive Animals in Training

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

Exclusion of Service and Assistive Animals

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

NOTE: The use of service animals is a civil right established by federal and state laws. However, the use of emotional support and therapy animals does not necessarily have the same legal protections. The portion of this policy in italics reflects optional language for your district to consider.

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

Cross References: 606.3 Animals in the Classroom

Approved 11/9/20

Reviewed 11/9/20

Revised 11/9/20

RESCINDED! 307 COMMUNICATION CHANNELS

~~Questions and problems shall be resolved at the lowest organizational level nearest to the complaint. School employees shall be responsible for conferring with their immediate supervisor on questions and concerns that cannot be resolved. Students and other members of the school district community shall confer with a district employee and then with the principal on questions and concerns.~~

~~It is imperative that questions and problems be resolved at the lowest organizational level nearest to the complaint. This includes all school sponsored or approved activities. School employees shall be responsible for conferring with their immediate supervisor on questions or concerns. Following communication channels (chain of command) is a professional courtesy that must be followed. Students and other members of the school district community shall confer with a licensed employee and/or immediate supervisor and then with the principal on questions and concerns.~~

~~If resolution is not possible by any of the above, individuals may bring it to the attention of the superintendent within ten (10) school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within ten (10) school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem be placed on the board agenda. Requests for items to be placed on the agenda are routed through the superintendent and/or board president. The action of the board will be final.~~

Legal Reference: _____ Iowa Code § 279.8 (1995).

Cross Reference: _____ 213 Public Participation in Board Meetings
_____ 401.4 Employee Complaints
_____ 502.4 Student Complaints and Grievances
_____ 504.3 Student Publications

Approved 6/12/95 _____ Reviewed 3/11/19 _____ Revised 6/12/95

401.4 EMPLOYEE COMPLAINTS

Complaints of employees against fellow employees should be discussed directly between employees. ~~If necessary, complaints will be brought directly to as appropriate for the immediate supervisor, principal or superintendent and will~~ nature of the complaint. Complaints should be made in a constructive and professional manner. Complaints ~~will never~~ should generally not be made in the presence of other employees, students or outside persons.

~~A formal grievance procedure is contained in the master contract between the employee's licensed bargaining unit and the board. This policy will not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.~~

If the complaint cannot be resolved, the employee may discuss the matter with their immediate supervisor. If the matter cannot be resolved within five (5) days of speaking with the immediate supervisor, the employee may discuss it with the principal within five (5) days of the supervisor's decision. If the matter cannot be resolved by the principal, the employee may discuss it with the superintendent within five (5) days after speaking with the principal.

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

This policy is designed to create an appropriate process for pursuing general employee complaints. However, employees wishing to address a complaint on a topic with a more specialized procedure such as master contract grievances, or bullying or harassment claims should follow the appropriate process set forth in the master contract, employee handbook or other board policies specific to that topic.

[Insert additional information (e.g., specific steps, contacts, etc.) regarding the district's complaint process, if one is not contained in another district document].

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

NOTE: There should be reasonable limits on the number of days an employee has to pursue a complaint. Cross reference with the number of days listed in policy 502.4 for consistency.

Legal Reference: Iowa Code §§ 20; 279.8

Cross Reference: 210.8 Board Meeting Agenda

Approved 11/12/01

Reviewed 10/10/16

Revised 11/12/01

502.4 STUDENT COMPLAINTS AND GRIEVANCES

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

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

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

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

Legal Reference: Iowa Code § 279.8

Cross Reference: 210.8 Board Meeting Agenda
213 Public Participation in Board Meetings
502 Student Rights and Responsibilities
504.3 Student Publications

Approved 7/17/95

Reviewed 12/9/19

Revised 12/9/19

606.6 INSUFFICIENT CLASSROOM SPACE

It is the goal of the district to create learning environments that encourage the growth and development of each student. Providing classrooms with an appropriate student-teacher ratio is central to achieving this goal. Insufficient classroom space exists when conditions in the district adversely affect the implementation of the district's goals and its educational program.

Insufficient classroom space is determined on a case-by-case basis.

In making its determination whether insufficient classroom space exists, the board may consider several factors, including but not limited to, the nature of the education program, the grade level, the available licensed employees, the instructional method, the physical space, student-teacher ratios, equipment and materials, facilities either being planned or under construction, facilities planned to be closed, financial condition of the school district and projected to be available, a sharing agreement in force or planned, a bargaining agreement in force, laws or rules governing special education class size, board-adopted school district goals and objectives, and other factors considered relevant by the board.

This policy is reviewed by the board annually. It is the responsibility of the superintendent to bring this policy to the attention of the board each year.

NOTE: This is a policy mandated by Iowa's open enrollment law and reflects the requirements of the law.

Legal Reference: Iowa Code § 282.18(13).
281 I.A.C. 17.6(3).

Cross Reference: 103 Long-Range Needs Assessment
501.15 Open Enrollment Transfers - Procedures as a Receiving District
606.1 Class Size - Class Grouping

Approved 8/14/95

Reviewed 4/12/21

Revised 4/12/21