

## BUILDINGS & SITES

### Series 800

- 800 Objectives of Buildings & Sites
  
- 801 Site Acquisition and Building Construction
  - 801.1 Buildings & Sites Long Range Planning
  - 801.2 Buildings & Sites Surveys
  - 801.3 Educational Specifications for Buildings & Sites
  - 801.4 Selection of an Architect
  - 801.5 Site Acquisition
  - 801.6 Bids and Awards for Construction Contracts
  - 801.7 Financing Sites and Construction
  - 801.8 Supervision of Construction
  
- 802 Maintenance, Operation and Management
  - 802.1 Maintenance Schedule
  - 802.2 Requests for Improvements
  - 802.3 Emergency Repairs
  - 802.4 Fixed Assets Management System
  - 802.4R1 Fixed Assets Management System Regulation
  - 802.4R2 Fixed Assets Management System Definitions
  - 802.5 Buildings & Sites Adaptation for Persons with Disabilities
  - 802.6 Parking
  - 802.7 Vandalism
  - 802.8 Energy Conservation
  - 802.9 Contract for Maintenance Services
  
- 803 Selling and Leasing
  - 803.1 Disposition of Obsolete Equipment
  - 803.2 Lease, Sale or Disposal of School District Buildings & Sites
  - 803.3 Vacant Facilities
  
- 804 Safety Program
  - 804.1 Facilities Inspections
  - 804.2 Warning System, Emergency Plans and Drills
  - 804.3 First Aid
  - 804.4 Facilities Security
  - 804.5 Employee Safety Inservice
  - 804.6 Asbestos Containing Material

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 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 of areas in need of improvement.

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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 discussed and determined by the board.

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

Legal Reference: Iowa Code §§ 280.3, .12, .14; 297 (1999).

Cross Reference: 105 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 (1999).

Cross Reference: 105 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 be 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 be 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 §§ 73A.2, .18; 280.3, .14; 297; 544A (2003).  
1974 Op. Att'y Gen. 529.

Cross Reference:        801        Site Acquisition and Building Construction

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SELECTION OF AN ARCHITECT

The board shall have the authority to select the architect for construction projects. The financial condition of the school district, the ability of the architect to meet the building and site specifications, the experience of the architect and other factors deemed relevant by the board will be considerations for selection of an architect.

It shall be the responsibility of the Facilities Committee to interview the architects and bring a recommendation to the board.

Legal Reference: Iowa Code chs. 297; 544A (1999).

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 (1999).

Cross Reference: 213 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 shall 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 shall have the authority to approve or retain 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 shall 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 shall have the right to reject any or all bids, or any part thereof, to waive informalities, and to enter into the contract or contracts deemed to be in the best interests of the school district.

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

Legal Reference: Iowa Code §§ 72; 73; 73A.2, .18; 297.7-8 (1999).

Cross Reference: 705 Expenditures  
801 Site Acquisition and Building Construction

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FINANCING SITES AND CONSTRUCTION

Prior to the approval of a construction contract, except emergency construction, the board shall review methods for financing the project. The board may use the means it deems necessary to pay for the purchase of sites and construction. In determining the means of financing for these purposes, the board shall consider the financial condition of the school district and the uses allowed for the monies of the school district.

It shall be the responsibility of the superintendent to analyze the various methods of financing for the purchase of sites and construction and make a recommendation to the board.

Legal Reference:        Harney v. Clear Creek Community School District, 261 Iowa 315, 154 N.W.2d 88 (1967).  
                              Liggett v. Abbott, 192 Iowa 742, 185 N.W. 569 (1921).  
                              Iowa Code §§ 73A; 74; 74A; 75; 278.1; 296; 297; 298 (1999).  
                              1974 Op. Att'y Gen. 598.  
                              1938 Op. Att'y Gen. 167.  
                              1936 Op. Att'y Gen. 423.

Cross Reference:        705     Expenditures  
                              801     Site Acquisition and Building Construction

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SUPERVISION OF CONSTRUCTION

Construction authorized by the board must be supervised for proper execution. The board will tour the completed construction area before allowing final payment on the project.

It shall be the responsibility of the architect and the superintendent to supervise construction projects of the school district as they are completed. The superintendent shall work closely with the architect and provide the board with progress reports at each meeting until the construction is completed.

Legal Reference: Iowa Code § 279.8 (1999).

Cross Reference: 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 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 (1999).

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

Approved October 11, 1999

Reviewed April 14, 2014

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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 head custodian. Requirements for requests outlined in the maintenance schedule shall be followed.

Minor improvements, not exceeding a cost of \$5,000 may be approved by the superintendent. Improvements exceeding \$5,000 must be approved by the board. Routine maintenance and repairs outlined in the maintenance schedule shall be followed.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (1999).

Cross Reference: 802.1 Maintenance Schedule  
802.3 Emergency Repairs

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EMERGENCY REPAIRS

In the event an emergency requiring repairs costing more than the competitive bid threshold in section 26.3, or as established in section 314.1B 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 costing more than the competitive bid threshold in section 26.3, or as established in section 314.1B 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 (1999).

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

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FIXED ASSETS MANAGEMENT SYSTEM

To improve the school district's oversight of fixed assets by assigning and recording them to specific facilities and programs and to provide for proof loss of fixed assets for insurance purposes, the school district shall establish and maintain a fixed assets management system for reporting capitalized fixed 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.

A separate fixed assets listing shall be prepared for fixed assets in the general fixed assets account group (GFAAG) and for the fixed assets of each proprietary and fiduciary fund. "Fixed assets" in the GFAAG shall include school district buildings and sites, construction in progress, improvements other than buildings and sites, land and machinery and equipment. "Fixed assets" in the proprietary funds shall include school district buildings and sites, construction in progress, improvements other than buildings and sites, capitalized interest, infrastructure, land and machinery and equipment. Fixed assets reported in the financial reports shall include individual fixed assets with an historical cost equal to or greater than \$3,000. Fixed assets accounted for and reported in the proprietary funds shall be depreciated over the useful life of each fixed asset.

The fixed assets management system shall be updated monthly to account for the addition/acquisition, disposal, relocation/transfers of fixed assets. It shall be the responsibility of the superintendent to count and reconcile the fixed assets listing for the general fixed assets account group and for each proprietary and fiduciary fund with the fixed assets management system on June 30 each year.

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

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22-.25; 298A (1999).

Cross Reference: 709.1 Insurance Program  
701.5 Financial Records

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FIXED ASSETS MANAGEMENT SYSTEM REGULATION

A. Fixed assets management team.

1. The board secretary shall appoint a fixed assets management team. Members of the fixed assets management team shall include:
  - a. Superintendent, chair;
  - b. fixed assets manager;
  - c. Building principals;
  - d. Transportation director;
  - e. One or more facility maintenance personnel;
  - f. One or more technology personnel; and
  - g. Others deemed necessary by the board secretary.
2. The board secretary in conjunction with the fixed assets management team, shall:
  - a. Conduct the initial fixed assets physical count;
  - b. Develop the initial fixed assets listing;
  - c. Tag fixed assets included in the fixed assets management system with a bar code identification number;
  - d. Make a recommendation of a computer software program for managing the fixed assets management system;
  - e. Enter the necessary data into the fixed assets management system and compile the appropriate reports;
  - f. Develop forms and procedures for maintaining the integrity of the fixed assets management system; and
  - g. Maintain responsibility for an accurate fixed assets management system.
3. The initial fixed assets listing process must be completed by June 30, 1997.

B. Initial machinery and equipment fixed assets listing process.

1. Assign up to three individuals from each building, one of which is a member of the fixed assets management team, to oversee their building.
  - a. Teachers are responsible for their rooms.
  - b. Administrators are responsible for their offices.
  - c. Transportation directors are responsible for school district vehicles.
  - d. Food service supervisors are responsible for their food service areas.
  - e. Maintenance supervisors are responsible for their supply/storage/office areas.
  - f. Open areas are the responsibility of the board secretary.

## FIXED ASSETS MANAGEMENT SYSTEM REGULATION

2. An Initial Machinery and Equipment Fixed Assets Listing Form must be completed for each fixed asset with an historical cost equal to or greater than \$3,000. The following information must be collected and entered into the fixed assets management system:
  - a. Name of location-building/department/room;
  - b. Location-building/department/room code;
  - c. Balance sheet accounting/class code;
  - d. General fixed assets account group or proprietary fund asset (state proprietary fund);
  - e. Addition/acquisition date;
  - f. Check/purchase order number or gift;
  - g. Bar code identification number assigned to and placed on the fixed assets in a consistent manner by the board secretary;
  - h. Serial/model number;
  - i. Cost-historical/addition/acquisition or estimated cost;
  - j. Estimated useful life (proprietary funds only);
  - k. Vendor;
  - l. Purchasing fund;
  - m. Description of fixed asset;
  - n. Fair market value on acquisition date (donated fixed assets only);
  - o. Department/person charged with custody;
  - p. Method of addition/acquisition-purchase, trade, gift, etc.;
  - q. Quantity; and
  - r. Replacement cost.

## C. Initial real property fixed assets listing process.

1. The board secretary is responsible to complete the initial real property fixed assets listing.
2. An Initial Real Property fixed assets Listing Form must be completed. The following information must be collected and entered into the fixed assets management system.
  - a. Acquisition date;
  - b. Seller;
  - c. Cost-historical/addition/acquisition, including legal, architect, surveying and other related fees;
  - d. Fair market value on acquisition date (donated fixed assets only);
  - e. Estimated useful life of buildings (proprietary funds only);
  - f. Balance sheet accounting/class code;
  - g. Legal description;
  - h. Location/address; and
  - i. Addition/acquisition authorization.



## FIXED ASSETS MANAGEMENT SYSTEM REGULATION

## D. Determining historical cost.

1. The historical cost of a fixed assets is based on the actual costs expended in making the fixed assets serviceable. For the initial fixed assets listing of currently owned fixed assets, records indicating the actual costs expended in making the fixed assets serviceable may be available in the central administrative office.
2. Gifts of fixed assets are given an "historical cost" of the estimated fair market value on the addition/acquisition date.
3. Fixed assets purchased under a capital lease are given an historical cost of their net present value of the minimum lease payments on the addition/acquisition date.
4. The historical cost of fixed assets in the proprietary funds must include capitalized interest and infrastructure.
5. Fixed assets for which the historical cost cannot be determined.
  - a. Search board minutes to determine the approximate acquisition date, contract approval date or project approval date.
  - b. Search central administrative office records at the time of the presumed addition/acquisition date, including those in storage, on microfiche or archives, to determine the actual costs expended in making the fixed assets serviceable.
  - c. If no records can be found to determine the actual costs expended in making the fixed assets serviceable the school district may estimate the historical cost using back trending/standard costing after consulting with the school auditor.

## E. Annual fixed assets listing reconciliation.

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

## FIXED ASSETS MANAGEMENT SYSTEM REGULATION

6. The board secretary is responsible for documenting the reasons each fixed asset was not reconciled to the fixed assets management system.
- F. Addition/acquisition of machinery and equipment fixed assets.
1. The school district's required purchasing administrative regulations and procedures must be followed to acquire machinery and equipment fixed assets. The school district's required administrative regulations and procedures must be followed for receiving a gift of machinery and equipment fixed assets.
  2. The Machinery and Equipment fixed assets Addition/Acquisition Form must be completed for each additional machinery and equipment fixed assets with an addition/acquisition cost of equal to or greater than \$3,000. The following information must be collected:
    - a. Name of location-building/department/room;
    - b. Location-building/department/room code;
    - c. Balance sheet accounting/class code;
    - d. General fixed assets account group or proprietary fund asset (name proprietary fund);
    - e. Addition/acquisition date;
    - f. Check/purchase order number or gift;
    - g. Bar code identification number assigned to and placed on the fixed asset;
    - h. Serial/model number;
    - i. Cost-historical;
    - j. Fair market value on acquisition date (donated fixed assets only);
    - k. Estimated useful life (for proprietary funds only);
    - l. Vendor;
    - m. Purchasing fund;
    - n. Description of fixed asset;
    - o. Department/person charged with custody,
    - p. Method of addition/acquisition-purchase, trade, gift etc.,
    - q. Quantity;
    - r. Replacement cost; and
    - s. Addition/acquisition authorization.
  3. Machinery and equipment fixed assets acquired in a month must be entered into the fixed assets management system in the same month.
- G. Addition/acquisition of real property fixed assets.
1. The school district's required purchasing administrative regulations and procedures must be followed to acquire a real property fixed asset. The school district's required administrative regulations and procedures must be followed for receiving a gift of a real property fixed asset.
  2. The Real Property Fixed Assets Addition/Acquisition Form must be completed for each additional real property fixed asset. The following information must be collected:
    - a. Addition/acquisition date;
    - b. Seller;

## FIXED ASSETS MANAGEMENT SYSTEM REGULATION

- c. Cost-historical/addition/acquisition, cost including legal, architect, surveying and related fees;
  - d. Balance sheet accounting/class code;
  - e. Fair market value on a requisition date (donated fixed assets only);
  - f. Estimated useful life of buildings (for proprietary funds only);
  - g. Legal description,
  - h. Location/address; and
  - i. Addition/acquisition authorization.
3. For real property fixed assets in the general fixed assets account group, the actual costs of construction in progress, other than infrastructure, is entered into the fixed 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.
  4. For real property fixed assets in the proprietary funds, the actual costs of construction in progress, including infrastructure construction, is entered into the fixed 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.
  5. Real property fixed assets acquired in a month must be entered into the fixed assets management system in the same month.
- H. Relocation/transfer of machinery and equipment fixed assets.
1. A fixed assets Relocation/Transfer Form must be completed prior to removing machinery and equipment fixed 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. Machinery and equipment fixed assets relocated/transferred in a month must be entered into the fixed assets management system in the same month.
- I. Disposal of machinery and equipment and real property fixed assets.
1. A Machinery and Equipment fixed assets Disposal Form must be completed prior to disposing of machinery and equipment fixed assets. The following information must be collected:
    - a. Disposal date;
    - b. Quantity;

## FIXED ASSETS MANAGEMENT SYSTEM REGULATION

- c. Bar code tag identification number;
  - d. Disposal method-junk, trade, sale, trade-in, etc.; and
  - e. Disposal authorization.
2. A Real Property fixed assets Disposal Form must be completed prior to disposing of real property fixed assets. The following information must be collected:
    - a. Disposal date;
    - b. Legal description,
    - c. Location/Address;
    - d. Purchaser;
    - e. Disposal method-trade, sale, stolen, etc.; and
    - f. Disposal authorization.
  3. Machinery and equipment/real property fixed assets disposed of in a month must be entered into the fixed assets management system in the same month.
- J. Lost, damaged or stolen machinery and equipment fixed assets.
1. A Lost, Damaged or Stolen fixed assets Report must be completed when a fixed assets has been lost, damaged or stolen. The following information must be collected:
    - a. Date of loss, damage or theft;
    - b. Employee/person discovering;
    - c. Quantity;
    - d. Description of fixed 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. Fixed assets damaged, lost or stolen in a month must be entered into the fixed assets management system in the same month.
- K. Fixed assets reports.
1. Annual reports for June 30 each year.
    - a. fixed assets listing including the following items for the school auditor:
      - (1) Balance sheet accounting/class code;
      - (2) Purchasing fund;
      - (3) Bar code tag identification number;
      - (4) Description of the fixed asset;
      - (5) Historical cost; and
      - (6) Location.
    - b. fixed assets listing by location/building;
    - c. fixed assets listing by department/employee/person charged with custody; and
    - d. fixed assets listing by replacement cost.

## FIXED ASSETS MANAGEMENT SYSTEM DEFINITIONS

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

Balance sheet accounting/class codes - the codes set out for fixed assets in the Iowa Department of Education Uniform Accounting Manual. They are: 211-sites; 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, and 251-construction in progress.

Book value - The value of a fixed assets on the records of the school district, which can be the cost or, in the case of fixed assets in the proprietary fund, the cost less the appropriate allowances, such a depreciation.

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

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

Capital fixed assets - fixed assets with a value of equal to or greater than \$300 based on the historical cost.

Capitalization policy - the criteria used by a the school district to determine which fixed assets will be reported as fixed assets on the school districts financial statements and records.

Capitalization threshold - dollar limit set for capitalizing fixed assets.

Capitalized interest - interest accrued and reported as part of the cost of the fixed 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.

Contributed capital - the permanent fund capital of a proprietary fund. It is created when a residual equity transfer is received by a proprietary fund; a general fixed assets is "transferred" to a proprietary fund; or a grant received is restricted to a capital acquisition or construction.

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

## FIXED ASSETS MANAGEMENT SYSTEM DEFINITIONS

Depreciation - expiration in the service life of fixed assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. In accounting for depreciation, the cost of a fixed 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.

Fixed assets - long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, construction in progress, improvements other than facilities, land and machinery and equipment.

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

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

Historical (acquisition) cost - the actual costs expended to place a fixed assets 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 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 assets - public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems and similar assets that are immovable and of value only to the governmental unit.

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

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

## FIXED ASSETS MANAGEMENT SYSTEM DEFINITIONS

Machinery and equipment - fixed 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 is 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 \$300 and fixed assets under capital leases and fixed assets being acquired under a lease/purchase agreement.

Proprietary fund fixed assets - capital fixed assets that are fixed assets specific to a proprietary fund, such as school nutrition fund or child care fund. Most often these fixed assets arise from the expenditure of financial resources of a proprietary fund.

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

BUILDINGS & SITES ADAPTATION FOR PERSONS WITH DISABILITIES

The board recognizes the need to comply with the Americans with Disabilities Act (ADA) and the regulations pertaining to ADA. 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 (1999).

Cross Reference: 103 Equal Educational Opportunity  
603.2 Special Education

Approved October 11, 1999

Reviewed April 14, 2014

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PARKING

Employees shall park only in the areas designated as employee parking and abide by school district parking regulations.

Visitors to the school district shall park in the parking area designated for visitor parking. Students shall abide by board policies dealing with the use of bicycles and motor vehicles. Parking areas designated for persons with disabilities may be used only by persons with disabilities.

Failure to comply with this policy or school district regulations will be reason for revocation of school district parking privileges.

Legal Reference: Iowa Code §§ 104A.7; 279.8; 321 (1999).  
661 I.A.C. 18.1-.8.

Cross Reference: 502 Student Rights and Responsibilities  
904.4 Public Conduct on School Premises

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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.

Legal Reference: Iowa Code § 279.8 (1999).

Cross Reference: 502 Students Rights and Responsibilities  
904.4 Public Conduct on School 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 (1999).

Cross Reference: 700 Purpose of Noninstructional and Business Services

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Reviewed April 14, 2014

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CONTRACT FOR MAINTENANCE SERVICES

The board may contract for custodial and other maintenance services for the school district buildings and sites. The superintendent is authorized to contract for such services. Except in the case of an emergency, the board shall approve the contracts for these services if the cost exceeds \$5,000.

It shall be the responsibility of the superintendent to consider the financial condition of the school district and other factors deemed relevant by the superintendent in making such contracts.

Legal Reference: Iowa Code § 279.8 (1999).

Cross Reference: 703 Budget  
705 Expenditures  
802.3 Emergency Repairs

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DISPOSITION OF OBSOLETE EQUIPMENT

School property, such as equipment, furnishings, 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 having a value of less than \$5000 shall be sold or disposed of in a manner determined by the board. Sealed bids will be the method used by the district. However, the sale of equipment, furnishings or supplies disposed of in this manner shall be published in a newspaper of general circulation. The publication of the sale or disposition shall be published with at least one insertion each week for two consecutive weeks. Any other disposition may be done in any other manner so with only one insertion in same newspaper.

A public hearing shall be held regarding the disposal of the equipment with a value of \$5,000 or more prior to the board's final decision. The board shall adopt a resolution announcing the proposed sale and shall publish notice of the time and place of the public hearing and the description of the property shall be in the resolution. Notice of the public hearing shall be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the equipment.

It shall be the responsibility of the superintendent to make a recommendation to the board regarding the method for disposing of equipment of no further use to the school district.

Legal Reference: Iowa Code §§ 297.22-.25 (2014).

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 the board's final decision regarding real property with a value of \$5,000 or more, a public hearing shall be held. The board shall adopt a resolution announcing the proposed sale which shall contain notice of the time and place of the public hearing and the description of the property or locally known address. Notice of the time and place of the public hearing shall be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the property.

If the real property contains less than two acres, is located outside of a city, is not adjacent to a city and was previously used as a schoolhouse site, the property may revert to the owner of the tract from whom the property was taken following the procedures set forth in Iowa Code §§ 297.15-.25.

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 \$5,000 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 (1999).

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

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VACANT FACILITIES

School district facilities which have been vacated by the school district and are available for lease or purchase shall be reported to the city, county, and Iowa Department of General Services.

It shall be the responsibility of the board secretary to complete and send this notice. The board secretary should also notify the school district insurance carrier.

Legal Reference: Iowa Code § 297.4 (1999).

Cross Reference: 803 Selling and Leasing

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FACILITIES INSPECTIONS

A program for annual inspection, in addition to those conducted by authorized agencies, of the equipment, facilities, and grounds shall be conducted as part of the maintenance schedule for school district buildings and sites. The results of this inspection shall be reported to the board at its annual meeting. Further, the board may conduct its own inspection of the school district buildings and sites annually.

Legal Reference: Iowa Code § 279.8 (1999).

Cross Reference: 802 Maintenance, Operation and Management

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DISTRICT EMERGENCY OPERATIONS PLANS

The safety and security of the school community is paramount to Danville CSD. While there is no absolute guarantee of safety, it is the goal of the district to encourage and support a physically secure learning and working environment within its buildings. The district shall work in conjunction with community stakeholders including local emergency management coordinators and local law enforcement agencies to create emergency operations plans for all district buildings and school buildings where students are educated.

The superintendent shall be responsible for the development, review and implementation of the district emergency operations plan. The plan shall include procedures for transmitting alerts regarding emergency situations to school personnel, students, and employers for non-school employees whose presence is regularly required in the school building. The emergency operations plan shall be updated and reviewed annually by the Board and shall address responses to natural disasters, active shooter scenarios and other emergencies as determined by the district. The emergency operations plans are confidential and shall not be subject to disclosure under Iowa Code Chapter 22. However, the district shall publish procedures for students, school personnel, parents, and family members to report possible safety threats on school grounds and at school activities.

The administration shall hold annual emergency operations drills at each district building covered by an emergency operations plan in accordance with law. The district shall determine which school personnel shall participate and whether local law enforcement and students participate in annual drills.

Legal Reference: Iowa Code 280.30

Cross Reference: 800 Objectives of Building and Sites

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FIRST AID

The board will provide training to employees, and give students access to training in emergency first aid care and cardio-pulmonary resuscitation (CPR). The school district may provide a program annually for those employees who wish to learn or update emergency first aid care.

Legal Reference: Iowa Code §§ 279.8; 613.17 (1999).

Cross Reference: 403.2 Employee Injury on the Job  
507.4 Student Illness or Injury at School

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FACILITIES SECURITY

To protect the school district buildings and sites and equipment, the facilities shall be locked when school is not in session. When school activities or public activities are held in the school district facilities, only the appropriate doors, as determined by the superintendent and the building principals, shall be unlocked for access to the school district facilities.

It shall be the responsibility of employees and users of the school district facilities to abide by this policy.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (1999).

Cross Reference: 401.9 Use of School District Facilities & Equipment by Employees  
709 Insurance  
906 Use of School District Facilities & Equipment

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EMPLOYEE SAFETY INSERVICE

The administration and custodians may conduct in-services for employees to review safety practices and accident prevention.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (1999).

Cross Reference: 804 Safety Program

Approved October 11, 1999

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ASBESTOS CONTAINING MATERIAL

Friable and nonfriable 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 nonasbestos 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.* (1994).  
40 C.F.R. Pt. 763 (1996).  
Iowa Code §§ 279.52-.54 (1999).

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

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## SCHOOL DISTRICT - COMMUNITY RELATIONS

### Series 900

- 900 Principles and Objectives for Community Relations
- 901 Public Communications
  - 901.1 Public Examination of School District Records
  - 901.2 Board of Directors and Community Relations
- 902 Press, Radio, and Television News Media
  - 902.1 News Media Relations
  - 902.2 News Conferences and Interviews
  - 902.3 News Releases
  - 902.4 Students and the News Media
  - 902.5 Employees and the News Media
  - 902.6 Live Broadcast or Videotaping
- 903 Other Intradistrict Relations
- 904 Public Participation in the School District
  - 904.1 School - Community Groups
  - 904.2 Community Resource Persons and Volunteers
  - 904.3 Visitors to School District Buildings & Sites
  - 904.4 Civility
  - 904.5 Distribution of Materials
  - 904.5R1 Distribution of Materials Regulation
- 905 Community Activities Involving Students
  - 905.1 Transporting Students in Private Vehicles
- 906 Use of School District Facilities & Equipment
  - 906.1 Community Use of School District Facilities & Equipment
  - 906.1E1 Community Use of School District Facilities & Equipment Application Form
  - 906.1E2 Community Use of School District Facilities & Equipment Indemnity and Liability Insurance Agreement
  - 906.1R1 Community Use of School District Facilities & Equipment Regulation
  - 906.2 Tobacco-Free Environment

PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

Successful education programs require the support of the school district community. The board addresses the importance of the role of the school district community in the school district in this series of the policy manual. The board recognizes this support is dependent on the school district 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 school district 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.

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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 8:00 a.m. to 4:30 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records shall 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 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 shall 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 shall be the responsibility of the board secretary to maintain accurate and current records of the school district. It shall be 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 (1999).  
1980 Op. Att'y Gen. 88.  
1972 Op. Att'y Gen. 158.  
1968 Op. Att'y Gen. 656.

Cross Reference: 218 Board of Directors' Records  
401.6 Employee Records  
506 Student Records  
708 Care, Maintenance, and Disposal of School District Records  
902.1 News Media Relations

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BOARD OF DIRECTORS AND COMMUNITY RELATIONS

The board recognizes the need for a communications program to provide effective two-way communication between the school district and the school district community. The school district's communications program shall strive to meet the following goals.

- To keep citizens informed through a regular flow of information about the school district and its programs;
- To encourage and organize the interchange of ideas between the school district and the community by developing and implementing techniques for community involvement in the school district and for school district involvement in the community; and
- To assess public knowledge, attitudes and concerns on a regular basis.

It shall be the responsibility of the superintendent to establish and maintain an on-going communications program with the community. The superintendent shall make a recommendation to the board annually for changes in the communications program.

Legal Reference: Iowa Code §§ 21; 22; 279.8 (1999).

Cross Reference: 104 The People and Their School District  
209 Committees of the Board of Directors  
217 Board of Directors' Relationships  
302 Administration Relationships  
402 Employees and Outside Relations  
902 Press, Radio and Television News Media  
904 Public Participation in the School District

Approved October 11, 1999

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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 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 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 (1999).

Cross Reference: 901 Public Communications  
902 Press, Radio and Television News Media

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NEWS CONFERENCES AND INTERVIEWS

The superintendent, on behalf of the board and the 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 school district.

News conferences and interviews planned or pre-arranged for 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 (1999).

Cross Reference: 901 Public Communications  
902 Press, Radio and Television News Media

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NEWS RELEASES

The superintendent shall determine when a news release about internal school district and board matters will be issued. In making this determination, the superintendent shall strive to keep the media and the school district community accurately and objectively informed. Further, the superintendent shall strive to create and maintain a positive image for the 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 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 (1999).  
                              1980 Op. Att'y Gen. 73.  
                              1952 Op. Att'y Gen. 133.

Cross Reference:        902     Press, Radio and Television News Media

Approved October 11, 1999                      Reviewed April 14, 2014                      Revised May 14, 2014

STUDENTS AND THE NEWS MEDIA

Generally, students will not be interviewed during the school day by members of the news media. The students, while on the school district premises, shall refer interview requests and information requests from the news media to their principal.

It shall be within the discretion of the principal, after consulting with the superintendent, to allow or disallow the news media to interview and to receive information from the student while the student is under the supervision of the school district. The principal may also contact the student's parents.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code § 279.8 (1999).

Cross Reference: 502.10 Interviews of Students by Outside Agencies  
902 Press, Radio and Television News Media

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EMPLOYEES AND THE NEWS MEDIA

Employees shall refer interview requests and information requests from the news media to the superintendent's office. Employees may be interviewed or provide information about school district matters after receiving permission from the superintendent.

It shall be within the discretion of the superintendent to allow the news media to interview and to receive information from employees.

It shall be the responsibility of the superintendent to develop guidelines for assisting employees in complying with this policy.

Legal Reference: Iowa Code § 279.8 (1999).

Cross Reference: 901 Public Communications  
902 Press, Radio and Television News Media

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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 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 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.

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 (1999).

Cross Reference: 901.2 Board of Directors and Community Relations  
902.1 News Media Relations  
904.3 Visitors to School District Buildings and Sites

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OTHER INTRADISTRICT RELATIONS

The board shall work with other local government units, colleges and universities, technical schools, businesses and industries, private schools, education associations, local community organizations and associations to provide additional education opportunities for the students in the school district.

It shall be the responsibility of the superintendent to bring opportunities for cooperation to the attention of the board.

Legal Reference: Iowa Code § 279.8 (1999).

Cross Reference: 217 Board of Directors' Relationships  
302 Administration Relationships  
402 Employees and Outside Relations

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SCHOOL - COMMUNITY GROUPS

The board values the participation and the support of school district-community groups, including, but not limited to, the booster club 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 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 (1999).

Cross Reference: 104 The People and Their School District  
904 Public Participation in the School District

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COMMUNITY RESOURCE PERSONS AND VOLUNTEERS

The board recognizes the valuable resource it has in the members of the 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 is the responsibility of the superintendent.

Legal Reference: Iowa Code §§ 279.8; 670 (1999).

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

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VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES

The board welcomes the interest of parents and other members of the 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 appropriate office to obtain a badge and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees shall not take time from their duties to discuss matters with visitors.

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 (1999).

Cross Reference: 220 School Visitation by Board of Directors  
902 Press, Radio and Television News Media  
904.2 Community Resource Persons and Volunteers

Approved October 11, 1999

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CIVILITY

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 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 spectators directed at students, school officials, 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 or obscene language directed at students, school officials employees, officials and activity sponsors of sponsored or approved activities participating in 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.

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..

Legal Reference: Iowa Code §§ 279.8; 716.7 (1999).

Cross Reference: 205.1 Board Security and Protection  
504 Student Activities  
802.7 Vandalism  
904 Public Participation in the School District

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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 (1999).

Cross References: 502.4 Freedom of Expression  
503.1 Student Conduct  
504 Student Activities  
603.8 Academic Freedom

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## 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:

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. 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);
6. 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.

### 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 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.

Within twenty-four 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.

## DISTRIBUTION OF MATERIALS REGULATION

If the person submitting the request does not receive a response within twenty-four 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 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 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.
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;

## DISTRIBUTION OF MATERIALS REGULATION

- (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.
  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, or other related forms of activity. 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 called.



DISTRIBUTION OF MATERIALS REGULATION

VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

## TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Generally, transporting students for school purposes is 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. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent and meet all applicable requirements set by the district. Private vehicles will be used only when:

- The vehicle is in good condition and meets all applicable safety requirements;
- The driver possesses a valid drivers' license;
- Proof of insurance has been supplied to the superintendent and the insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa ; 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. If transportation is not provided by the school district, or if transportation provided by the school district is declined by the student or parent/guardian, then the responsibility and corresponding liability for transportation for school purposes shall rest solely with the student and parent/guardian.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. The superintendent may develop an administrative process to implement this policy.

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

Cross Reference: 401.12 Employee Travel Compensation  
711 Transportation

Approved October 11, 1999

Reviewed April 11, 2016

Revised May 9, 2016

## COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

School district facilities and equipment will be made available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. "Entity(ies)" shall include organizations, groups and individuals and their agents. Such use will be permitted only when the use does not interfere with or disrupt the education program or a 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 facilities and equipment. The board reserves the right to deny use of the facilities and equipment to an entity. It shall be within the discretion of the superintendent to allow use of school district facilities and equipment on Sundays.

Entities who wish to use school district facilities or equipment must apply at the superintendent's office. It shall be the responsibility of the board secretary or superintendent to determine whether the school district facility or equipment requested is available and whether the application for use meets board policy and administrative regulations. It shall be the responsibility of the superintendent and board secretary to provide application forms, obtain proof of insurance, and draw up the contract for use of school district facilities and equipment.

Use of school district facilities and equipment by entities shall be supervised by a school district employee unless special prior arrangements are made with the superintendent. The school district employee shall not accept a fee from the entity using school district facilities and equipment. If appropriate, the school district employee may be paid by the school district.

Entities that use school district buildings or sites must leave the building or site in the same condition it was in prior to its use. Entities that use school district equipment must return the equipment in the same working condition it was in prior to its use. Inappropriate use of school district facilities and equipment may result in additional fees charged to, or the inability of, the entity to use school district facilities or equipment in the future.

The board may allow entities, such as the Boy and Girl Scouts and 4-H, to use the school district facilities and equipment without charge. While such entities may use the facilities and equipment 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.

The school district outdoor facilities, including the all weather track, are available and encouraged for public use by the community and families as long as the facilities are not being used for school district activities.

Legal Reference: Iowa Code §§ 8D; 276; 278.1(4); 279.8; 288; 297.9-.11 (1999).  
751 I.A.C. 14.  
1982 Op. Att'y Gen. 561.  
1940 Op. Att'y Gen. 232.  
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

Approved October 11, 1999

Reviewed May 9, 2011

Revised June 13, 2011

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT REGULATION

1. Alcoholic beverages shall not be brought to or consumed in the school district facilities or grounds.
2. Smoking is prohibited in school district facilities.
3. After a school district facility or site has been used by an entity, cleaning, including restoring the facility or site to the condition it was in prior to its use, will be done by employees assisted by a committee from the entity. The fee charged to the entity for the use of the facility or site will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility or site to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
4. After school district equipment has been used by an entity, the equipment must be returned to the school district in the condition it was in prior to its use. The fee charged to the entity for the use of the equipment will include these costs. However, if excessive costs are involved in restoring the equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
5. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
6. A cancellation after the facility or equipment is made ready for the entity shall be charged at the full rate. Cancellations made prior to that time shall be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT APPLICATION FORM

The undersigned entity makes application for the use of the school district facility or equipment as designated below. The entity will provide police protection at its own expense, if necessary, to maintain order and to properly protect the building or site. Police protection is required when admission is charged.

Please refer to Policy 906.1 to determine the proper use of school facilities and equipment. The entity is responsible for complying with the law, board policy and the administrative regulations.

The entity must provide an Indemnity and Liability Insurance Agreement, Code No. 906.1E2, prior to the use of school district buildings or sites.

Building/Site/Equipment \_\_\_\_\_ Date \_\_\_\_\_

Purpose \_\_\_\_\_ Hours \_\_\_\_\_

Gymnasium \$75 per day  
Classroom \$100 per month  
Custodian salary (if required)

Total Fee \$ \_\_\_\_\_

Name of entity making application: \_\_\_\_\_

Name of person making application: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT  
INDEMNITY AND LIABILITY INSURANCE AGREEMENT

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

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

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

Dated at \_\_\_\_\_, Iowa, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Danville School District  
(Entity)

By \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_

Superintendent

By \_\_\_\_\_

Secretary

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 nonschool-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.

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 §§ 142BD; 279.8, .9; 297 (~~1999~~2013).

Cross Reference:       906.1   Community Use of School District Buildings & Sites & Equipment

Approved October 11, 1999

Reviewed April 14, 2014

Revised May 14, 2014

## INDEX

### A

#### Absences

- Classified Employees Vacations and Leaves of Absence, 414
- Excused-Student, 501.9
- Licensed Employees Vacations and Leaves of Absences, 409
- Unexcused-Student, 501.10

#### Abuse

- Child, 402.2
- Students by Employees, 402.3

#### Academic Freedom, 603.8

#### Access to School Facilities

- Employees, 401.9
- Public, 906

#### Activities

- Community, 905
- Student, 504, 504.8

#### Activity Fees, 503.3

#### Activity Passes

- Board of Directors, 219.5

#### Activity Programs 504.8

#### Ad Hoc Committees, 209.1

#### Administration (See also Administrative Personnel; Superintendent), 300

- Code of Ethics, 307
- Communication Channels, 309
- Policy Implementation, 306
  - Development and Enforcement of Administrative Regulations, 306.1
  - Monitoring of Administrative Regulations, 306.2
- Relationships, 302
  - Adjoining District Administration, 302.3
  - Area Education Agency, 302.4
  - Board of Directors, 302.1
  - Employees, 302.2
- Role, 300
- Structure, 301
  - Management, 301.1
  - Management Teams, 301.2

#### Administration in Absence of Policy, 210.5

#### Administration of Medication to Students, 507.2

#### Administrative Personnel (See also Employees), 304

- Appointment, 304.2
- Civic Activities, 304.8
- Consulting/Outside Employment, 304.9
- Contract/Contract Nonrenewal, 304.3
- Duties, 304.5
- Evaluation, 304.6
- Positions, 304.1
- Professional Development, 304.7
- Qualifications, 304.2
- Recruitment, 304.2
- Reduction in Positions, 305
- Salary/Other Compensation, 304.4



- Administrative Regulations, 306.1, 306.2
- Administration Reports (See also Fiscal Reports), 707
  - Insurance, 709.2
  - Publication of, 707.3
  - Secretary's Report, 707.1
  - Treasurer's Annual Report, 707.2
- Agendas, 214
- Admission-Student, 501.4
- Adult Education, 608
- AIDS (See Communicable Diseases)
- Alcohol Use, 502.8, 403.6
- Alternative Programs, 604
- Animals in the Classroom, 606.5
- Architect, Selection, 801.4
- Asbestos (See Building & Sites)
- Assignment
  - Attendance Center, 501.5
  - Classified Employees, 411.5
  - Courses, 505.1
  - Licensed Employees, 405.6
- Association Memberships
  - Board of Directors, 219.1, 405.10
- Athletics (See Students)
- Attendance (See Students)
- Attorney, Board of Directors Selection of, 207
- Audit, 707.4
- Automobiles (See Students)
- Awards (See Students)

## **B**

- Basic Instruction Program, 603.1
- Bid/Award of Construction Contract, 801.6
- Bicycles (See Students)
- Board of Directors, 200
  - Activity Passes, 219.5
  - Administrative Regulations, Review, 210.7
  - Association Membership, 219.1
  - Code of Ethics, 204
  - Committees, 209
    - Ad Hoc, 209.1
    - Community Relations, 901.2
  - Complaints by Citizens, 215
  - Conflict of Interest, 203
  - Elections, 201
  - Gifts to Board Members, 221
  - Legal Counsel, 207
  - Legal Status, 200
  - Liability, 205.2
  - Management Procedures, 210

*Board of Directors (continued)*

Meetings

- Agenda, 214.1
- Annual, 211.1
- Closed Sessions, 213
- Notice, 211.5
- Open Meetings, 212
- Order of Regular Meetings, 214.2
- Public Participation, 215
- Quorum, 211.6
- Regular, 211.2
- Rules of Order, 211.7
- Special, 211.3
- Voting, 211.8
- Work Sessions, 211.4

Members

- Compensation/Expenses, 219.3
- Development/Training, 219.2
- Individual Authority, 202.5
- Oath of Office, 202.2
- Orientation, 219.4
- Qualifications, 202.1
- Term of Office, 202.3
- Vacancies, 202.4

Minutes, 218

Negotiations, 222

Officers, 206

- President, 206.1
- Secretary – Treasurer, 206.3
- Vice President, 206.2

Organization, 200.2

Policy, 210

- Administration in Absence of, 210.5
- Adoption, 210.2
- Development, 210.1
- Dissemination, 210.3
- Review/Revision, 210.6
- Suspension, 210.4

Powers, 200.3

Public Hearings, 216

Records, 218

Relationships, 217

- Adjoining District Board of Directors, 217.3
- Area Education Agency, 217.4
- Employees, 217.2
- Elected Officials, 217.5
- Superintendent, 217.1

Responsibilities, 200.4

Role, 200.1

School Visitation, 220

Security and Protection, 205.1

Self-Evaluation, 208

Board of Education (See Board of Directors)

- Budget, 703
  - Adoption and Certification, 703.1
  - Amendment, 703.1
  - Planning, 703.1
  - Public Hearing, 703.1
  - Publication, 703.1
  - Spending Plan, 703.2
- Buildings & Sites, 800
  - Adaptation for Persons with Disabilities, 802.5
  - Asbestos Containing Materials, 804.7
  - Bids/Awards for Construction Contracts, 801.6
  - Bomb Threats, 804.6
  - Community Use of, 906.1, 906.2
  - Contract for Maintenance Services, 802.9
  - Disposal of, 803.2
  - Disposition of Obsolete Equipment, 803.1
  - Educational Specifications, 801.3
  - Emergency Repairs, 802.3
  - Employee Safety Inservice, 804.5
  - Energy Conservation, 802.8
  - Financing Sites and Construction, 801.7
  - First Aid, 804.3
  - Fixed Assets Management System, 802.4
  - Inspections, 804.1
  - Lease of, 803.2
  - Long Range Planning, 801.1
  - Maintenance Schedule, 802.1
  - Nonprofit Use of, 906
  - Objectives, 800
  - Parking, 802.6
  - Profit Use For, 906
  - Requests for Improvements, 802.2
  - Safety Program, 804
  - Sale of, 803.2
  - Security, 804.4
  - Selection of an Architect, 801.4
  - Selling and Leasing, 803
  - Site Acquisition, 801.5
  - Smoking, 906.2
  - Supervision of Construction, 801.8
  - Survey of 801.2
  - Vacant Facilities, 803.3
  - Vandalism, 802.7
  - Warning Systems, Emergency Plans, 804.2
- Buses (See Transportation)

## C

- Calendar, 601.1
- Care, Maintenance and Disposal of School Records, 708
- Care of School Property/Vandalism, 502.2, 802.7
- Career Education, 603.6
- Cars (See Students)
- Cash in School Buildings, 702
- Certified Employees (See Licensed Employees)
- Chemical Use (See Students; Employees)
- Child Abuse Reporting, 402.2
- Citizen Complaints, 215, 402.5
- Citizens' Advisory Committee, 209
- Citizenship, 603.10
- Class Assignment, 501.5, 505.1
- Class or Group Gifts, 508.1
- Class Ring Display, 607.4
- Class Size-Class Grouping, 606.2
- Classification of Accounts, 701.3
- Classified Employees
  - Assignment, 411.5
  - Compensation, 412.1
  - Contracts, 411.3
  - Defined, 411.1
  - Dismissal, 413.5
  - Early Retirement, 413.3
  - Evaluation, 411.7
  - Group Insurance Benefits, 412.3
  - Leaves of Absence, 414
    - Bereavement, 414.5
    - Emergency, 414.4
    - Family and Medical Leave, 414.3
    - Jury Duty, 414.7
    - Military Service, 414.8
    - Personal, 414.1
    - Personal Illness, 414.2
    - Political, 414.6
    - Professional Purposes, 414.10
    - Unpaid, 414.9
  - Licensing/Certification, 411.4
  - Overtime Compensation, 412.2
  - Probationary Status, 411.8
  - Qualifications, 411.2
  - Recruitment, 411.2
  - Reduction in Force, 413.6
  - Resignation, 413.1
  - Retirement, 413.2
  - Selection, 411.2
  - Substitutes, 415
  - Suspension, 413.4
  - Tax Shelter Programs, 412.4
  - Termination of Employment, 413
  - Transfers, 411.6
  - Vacation, 414.1
  - Wage, 412.2
- Closed Sessions, 213

- Code of Ethics
  - Administration, 307
  - Board of Directors, 204
  - Employees, 404
- Commencement, 505.8
- Committees, 209
- Communicable Diseases
  - Employees, 403.3
  - Students, 507.3
- Community Activities Involving Students, 905
- Community Education, 609
- Community Use of School District Facilities, 906
- Competent Private Instruction, 604.1
- Compulsory Attendance, 501.3
- Conduct
  - Employee, 404
  - Public on School Premises, 904.4
  - Student, 503.1
- Conflict of Interest
  - Board of Directors, 203
  - Employees, 401.3
- Consulting/Outside Employment
  - Administrators, 304.9
  - Superintendent, 303.8
- Continued Education Credit, 406.3
- Contract for Maintenance Services, 802.9
- Contract Release, 407.2
- Controversial Issues, Teaching, 603.8R1
- Corporal Punishment, 503.5
- Credit Cards, 401.15
- Curriculum
  - Adoption, 602.2
  - Committee, 602.1
  - Development, 602.1
  - Evaluation, 602.3
  - Pilot-Experimental-Innovative Projects, 602.4
- Custody/Parental Rights, 507.6

## **D**

- Depository of Funds, 701.2
- Detention, 503.1
- Discretionary Stops by School Vehicles, 711.6
- Disposition of Obsolete Equipment, 803.1
- Distribution of Materials, 904.5
- Drinking, 403.6, 502.8
- Drug and Alcohol Testing, 403.7
- Drugs, 403.6, 502.8

## E

- Early Graduation, 505.7
- Early Release for Seniors, 606.10
- Early Retirement, 407.4, 413.3
- Education Aide, 410.5
- Education Program, 600
  - Adult Education, 608
  - Alternative Programs, 604
    - Competent Private Instruction, 604.1
    - Dual Enrollment, 604.8
    - Foreign Students, 604.9
    - Home Instruction, 604.8
    - Individualized Instruction, 604.2
    - Instruction at a Post-Secondary Educational Institution, 604.7
    - International Study, 604.3
    - Program for At-Risk Students, 604.5
    - Program for Talented and Gifted Students, 604.4
    - Religious-Based Exclusion, 604.6
  - Community Education, 609
  - Curriculum, 602
    - Adoption, 602.2
    - Committee, 602.1
    - Development, 602.1
    - Evaluation, 602.3
    - Pilot-Experimental-Innovative Projects, 602.4
  - Goals and Objectives, 600
  - Instructional Arrangements, 606
    - Animals in the Classroom, 606.5
    - Class Size-Class Grouping, 606.2
    - Early Release for Seniors, 606.10
    - Homework, 606.3
    - Insufficient Classroom Space, 606.9
    - School Assembly, 606.8
    - School Ceremonies and Observances, 606.4
    - Shared Students, 606.1
    - Student Field Trips/Excursions, 606.7
    - Student Production of Materials and Services, 606.6
  - Instructional Curriculum, 603
    - Academic Freedom, 603.8
    - Basic Instructional Program, 603.1
    - Career Education, 603.6
    - Citizenship, 603.10
    - Global Education, 603.9
    - Health Education, 603.4
    - Multicultural/Nonsexist Education, 603.3
    - Physical Education, 603.5
    - Special Education, 603.2
    - Teaching About Religion, 603.7
    - Teaching Controversial Issues, 603.8R1
  - Instructional Materials, 605
    - Inspection, 605.2
    - Media Centers, 605.5
    - Objection to, 605.3
    - Selection of, 605.1
    - Technology and, 605.4

*Education Program (continued)*

- Instructional Services, 607
  - Class Ring Display, 607.4
  - Guidance and Counseling, 607.1
  - Health, 607.2
  - Instrument Display Night, 607.3
- Educational and Operational Planning and Needs Assessment, 105
- Educational Materials Fees, 503.3
- Educational Philosophy, 101
- Emergency Drills, 804.2
- Emergency Repairs, 802.3
- Employees (See also Administrative Personnel), 400
  - Abuse of Students by District Employees, 402.3
  - Child Abuse Reporting, 402.2
  - Classified, 411-415
  - Communicable Diseases, 403.3
  - Complaints, 401.5
  - Conduct and Appearance, 404
  - Conflict of Interest, 401.3
  - Education Aide, 410.5
  - Equal Employment Opportunity, 401.2
  - Gifts to, 402.4
  - Guiding Principles, 400
  - Harassment, 403.5
  - Hazardous Chemical Disclosure, 403.4
  - Health and Well-Being, 403
  - Injury on the Job, 403.2
  - Internal Relations, 401
  - Involvement in Decision Making, 401.8
  - Licensed, 405-410
  - Nepotism, 401.4
  - Orientation, 401.1
  - Outside Employment, 402.7
  - Outside Relations, 402
  - Physical Examinations, 403.1
  - Political Activity, 401.14
  - Public Complaints, 402.5
  - Recognition for Service, 401.13
  - Records, 401.6
  - Relations
    - Administration, 401.7
    - Board of Directors, 401.7
    - Public, 402.6
    - Release of Credit Information, 402.1
  - Role, 400
  - Sexual Harassment, 403.5
  - Solicitations from Outside, 402.9
  - Substance-Free Workplace, 403.6
  - Telephone Calls, 402.8
  - Transporting of Students, 401.11
  - Travel Compensation, 401.12
  - Use of School District Facilities and Equipment, 401.9
  - Use of School Materials for Internal Communications, 401.10

- Employees and the News Media, 902.5
- Energy Conservation, 802.8
- Entrance-Admission, 501.4
- Equal Educational Opportunity, 103, 500
- Equal Employment Opportunity, 401.2
- Evaluation
  - Administrator, 304.6
  - Board of Directors, 208
  - Classified Employees, 411.7
  - Curriculum, 602.3
  - Licensed Employees, 405.8
  - Superintendent, 303.5
- Examination of District Records, 901.1
- Excused Absences, 501.9
- Expenditures, 705
- Expense Reimbursement
  - Administration, 303.3, 304.4
  - Board of Directors, 219.3
  - Employees, 401.12
- Expulsion, 503.2
- Extracurricular Activity/Good Conduct Rule, 503.4

## F

- Field Trips/Excursions, 606.7
- Financial Accounting System, 701
  - Classification of Accounts, 701.3
  - Depository of Funds, 701.2
  - Financial Records, 701.5
  - Fiscal Year, 701.1
  - Transfer of Funds, 701.4
- Financial Reports Published, 707.3
- Financing Sites and Construction, 801.7
- Fines-Fees-Charges, 503.3
- Fiscal Reports, 707
  - Audit, 707.4
  - Insurance Report, 709.2
  - Publication of, 707.3
  - Secretary's Reports, 707.1
  - Treasurer's Annual Report, 707.2
- Fiscal Year, 701.1
- Fixed Assets Management System, 802.4
- Food Services, 710
  - Free or Reduced Cost Meals Eligibility, 710.2
  - Records and Reports, 710.4
  - School Food Program, 710.1
  - Vending Machines, 710.3
- Foreign Students, 604.9
- Foreign Study, 604.3
- Free Night, 508.2
- Freedom of Expression, 502.4
- Fund Raising, 504.6



## G

Gate Receipts, 702

Gifts

    Board of Directors, 221

    Employees, 402.4

    Student Gifts to School, 508.1

Gifts-Grants-Bequests, 704.4

Good Conduct Rule, 503.4

Graduation Requirements, 505.6

Guidance/Counseling Services, 607.1

## H

Harassment

    Employee, 403.5

    Student-to-Student, 502.11

Hazardous Chemical Disclosure, 403.4

Health and Immunization Certificates, 507.1

Health Education, 603.4

Home Instruction, 604.8

Homeless Children and Youth, 501.17

Homework, 606.3

Honors and Awards, 505.4

## I

Illness or Injury at School, 403.2, 507.4

Inclement Weather, (See also Transportation), 711.11

Individual Authority of Board of Directors, 202.5

Individualized Instruction, 604.2

Inspection of Instructional Materials, 605.2

Insurance, 507.5, 709

Instruction at Post-Secondary Educational Institution, 604.7

Instruction Arrangements, (See also Education Programs), 606

Instructional Curriculum, (See also Education Program), 603

Instructional Materials (See also Education Program), 605

Instructional Materials Selection, 605.1

Instructional Organization, 102

Instructional Services, (See also Education Program), 607

Insufficient Classroom Space, 606.9

International Study, 604.3

Internet - Appropriate Use, 605.6

Interviews of Students by Outside Agencies, 502.10

Intradistrict Relations, 903

Investments, 704.3

Involvement in Decision Making, 401.8

## L

- Lease, Sale or Disposal of School District Facilities, 803.2
- Legal Status of Board of Directors, 200
- Legal Status of School District, 100
- Licensed Employees (See also Employees)
  - Assignment, 405.6
  - Continued Education Credit, 406.3
  - Compensation/Benefits, 406
  - Compensation for Extra Duty, 406.4
  - Continuing Contracts, 405.4
  - Contract Release, 407.2
  - Defined, 405.1
  - Early Retirement, 407.4
  - Evaluation, 405.8
  - Group Insurance Benefits, 406.5
  - Individual Contracts, 405.3
  - Leaves of Absence, 409
    - Bereavement Leave, 409.4
    - Emergency Leave, 409.3
    - Family and Medical Leave, 409.2
    - Jury Duty Leave, 409.6
    - Military Service, 409.7
    - Personal, 409.1
    - Political, 409.5
    - Unpaid Leave, 409.8
  - Organization Affiliation, 405.10
  - Other Licensed Employees, 410
  - Probationary Status, 405.9
  - Professional Development, 408.1
  - Publication/Creation of Materials, 408.2
  - Qualifications, 405.2
  - Recruitment, 405.2
  - Reduction in Force, 407.6
  - Resignation, 407.1
  - Retirement, 407.3
  - Salary Schedule, 406.1
  - Salary Schedule Advancement, 406.2
  - Selection, 405.2
  - Suspension, 407.5
  - Tax Shelter Programs, 406.6
  - Termination of Employment, 407
  - Transfers, 405.7
  - Tutoring, 408.3
  - Vacation, 409.1
  - Work Day, 405.5
- Licensing/Certification, 411.4
- Live Broadcast or Videotaping of School District Events, 902.6

## M

Maintenance Schedule, 802.1  
Maintenance, Operation & Management (See also Buildings & Sites), 802  
Management, 301.1  
Management Team, 301.2  
Married Students, 501.13  
Materials-Distribution of, 904.5  
Media Centers, 605.5  
Meetings (See Board of Directors)  
Minutes, 218  
Monitoring of Administrative Regulations, 306.2  
Multicultural and Nonsexist Education, 603.3  
Musical Instrument Display Night, 607.3

## N

Nepotism, 401.4  
Negotiations, 222  
New Board of Directors Member Orientation, 219.4  
News Conferences and Interviews, 902.2  
News Media  
    Employees and, 902.5  
    Live Broadcasts, 902.6  
    News Conferences and Interviews, 902.2  
    News Releases, 902.3  
    Relations, 902.1  
    Students and, 902.4  
    Videotaping, 902.6  
News Releases, 902.3  
Noninstructional Operations and Business Services, 700  
    Budget, 703  
        Adoption and Certification, 703.1  
        Amendment, 703.1  
        Planning and Preparation, 703.1  
        Public Hearing, 703.1  
        Publication, 703.1  
        Spending Plan, 703.2  
    Cash in School Buildings, 702  
    Expenditures, 705  
        Payment for Goods & Services, 705.5  
        Petty Cash, 705.7  
        Purchasing-Bidding, 705.1  
        Purchasing on Behalf of Employees, 705.2  
        Receiving Goods/Services, 705.4  
        Requisitions/Purchase Orders, 705.3  
        Unpaid Warrants, 705.6

*Noninstructional Operations and Business Services (continued)*

- Financial Accounting System, 701
  - Classification of Accounts, 701.3
  - Depository of Funds, 701.2
  - Fiscal Year, 701.1
  - Transfer of Funds, 701.4
- Fiscal Reports, 707
  - Audit, 707.4
  - Insurance Report, 709.2
  - Publication of Financial Reports, 707.3
  - Secretary's Reports, 707.1
  - Treasurer's Annual Report, 707.2
- Gate Receipts, 702
- Insurance Program, 709
- Payroll Procedures, 706
  - Deductions, 706.2
  - Periods, 706.1
  - (Purpose, 700)
- Revenue, 704
  - Federal, 704.1
  - Gifts-Grants-Bequests, 704.4
  - Investments, 704.3
  - Local, 704.1
  - Miscellaneous, 704.1
  - Sale of Bonds, 704.2
  - State, 704.1
  - Student Activities Fund, 704.5
- School Food Services (See also Food Services), 710
- School Records, 218, 401.6, 506, 708, 901.1
- Transportation (See Transportation), 711
- Nonresident Students, 501.2

**Q**

- Oath of Office, 202.2
- Objection to Instructional Materials, 605.3
- Open Enrollment, 501.15, 501.16
- Open Meetings, 212
- Open Night, 508.2
- Order of Regular Board Meetings, 214.2
- Organization of Board of Directors, 200.2
- Organizational Affiliation of Licensed Employees, 405.10
- Orientation
  - Board of Directors, 219.4
  - Employees, 401.1
- Other Classified Employees, 415
- Other Intradistrict Relations, 903
- Other Licensed Employees, 410
- Outside Employment of Employees, 402.7
- Overtime Compensation, Classified, 412.2

P

Parent-Teacher Student Conference, 505.2  
Parking, 802.6  
Payment for Goods/Services, 705.5  
Payroll, 706  
    Deductions, 706.2  
    Periods, 706.1  
People and Their School District, 104  
Performance at Events Outside of School, 504.5  
Personnel (See Administrative Personnel, Licensed Employees, Classified Employees)  
Petty Cash, 705.7  
Photographs, 506.3  
Physical Education, 603.5  
Physical Exams  
    Employees, 403.1  
    Students, 507.1  
Pilot-Experimental-Innovative Projects, 602.4  
Policy  
    Administration in Absence of, 210.5  
    Adoption, 210.2  
    Development, 210.1  
    Dissemination, 210.3  
    Review and Revision, 210.6  
    Suspension, 210.4  
Political Activity, 401.14  
Powers of Board of Directors, 200.3  
Pregnant Students, 501.12  
President, 206.1  
Press, Radio, and Television News Media, 902  
Probation, 503.1  
Probationary Status  
    Classified, 411.8  
    Licensed, 405.9  
Professional Development  
    Administrators, 304.7  
    Classified Employees, 414.10  
    Licensed Employees, 408.1  
    Superintendent, 303.6  
Program for Students At-Risk, 604.5  
Program for Talented and Gifted Students, 604.4  
Public Communications, 901  
Public Complaints about Employees, 402.5  
Public Conduct on School Premises, 904.4  
Public Examination of School District Records, 901.1  
Public Hearings, 216, 703.1  
Public Participation in Board of Director Meetings, 215  
Public Participation in the School District, 904  
Public Review of Budget, 703.1  
Purchase Orders, 705.3  
Purchasing-Bidding, 705.1  
Purchasing on Behalf of Employees, 705.2

## Q

Quorum, 211.6

## R

Receiving Goods/Services, 705.4

Recognition for Service, 401.13

### Records

Board of Directors, 218

Financial, 701.5

Food Service, 710.4

School District, 708

Public Examination, 901.1

Student, 506

Access, 506.1

Directory Information, 506.2

Library Circulation, 506.4

### Recruitment

Classified Employees, 411.2

Licensed Employees, 405.2

Reduction in Administrative Positions, 305

### Reduction in Force

Classified, 413.6

Licensed, 407.6

Regular Board Meetings, 211.2

Release During School Hours, 501.11

Release of Credit Information, 402.1

Religion, Teaching About, 603.7

Religious-Based Exclusion from School Program, 604.6

Requisitions, 705.3

Resident Students, 501.1

### Resignation

Classified Employees, 413.1

Licensed Employees, 407.1

Responsibilities of Board of Directors, 200.4

### Retirement

Classified Employees, 413.2

Licensed Employees, 407.3

Revenue, 704

Review and Revision of Policy, 210.6

Review of Administrative Regulations, 210.7

Role of Administration, 300

Role of and Guiding Principles for Employees, 400

Role of Board of Directors, 200.1

Rules of Order for Board of Directors' Meeting, 211.7

## S

- Safety Program, 804
- Sale of Bonds, 704.2
- Sale of School District Property, 803
- School Assembly, 606.8
- School Board (See Board of Directors)
- School Bus (See Transportation)
- School Calendar, 601.1
- School Ceremonies and Observances, 606.4
- School-Community Groups, 904.1
- School Day, 601.2
- School District-Community Relations, 900
  - Community Activities Involving Students, 905
  - Other Intradistrict Relations, 903
  - Press, Radio, and Television News Media, 902
  - Public Communications, 901
  - Public Participation in the School District, 904
  - Use of School District Facilities and Equipment, 906
- School District Instructional Organization, 102
- School District Records (See Records)
- School District Resource Persons and Volunteers, 904.2
- School Food Service, 710
- School Vehicle Routes, 711.5
- School Visitation by Board Members, 220
- Search and Seizure, 502.9
- Secretary – Treasurer, 206.3
- Secretary's Reports, 707.1
- Security and Protection, 205.1
- Selection of an Architect, 801.4
- Selling and Leasing, 803
- Sexual Harassment
  - Employees, 403.5
  - Students 502.11
- Shared Licensed Employees, 410.2
- Shared Students, 606.1
- Site Acquisition, 801.5
- Smoke-Free Environment, 906.2
- Smoking-Drinking-Drugs, 502.8
- Solicitations from Outside, 402.9
- Special Education, 603.2
- Special Board Meeting, 211.3
- Staff Complaints, 401.5
- Student, 500
  - Absences
    - Excused, 501.9
    - Unexcused, 501.10
  - Activities, 504
  - Activities Fund, 704.5
  - Activity Program, 504.8
  - Appearance, 502.1
  - Assignment of Courses, 505.1

*Student (continued)*

Attendance, 501  
    Compulsory, 501.3  
    Records, 501.8  
Attendance Center Assignment, 501.5  
Bicycles, 502.3  
Care of School Property, 502.2  
Commencement, 505.8  
Communicable Diseases, 507.3  
Complaints and Grievances, 502.5  
Conduct, 503.1  
Conduct on School Transportation, 711.2  
Conferences, 505.2  
Corporal Punishment, 503.5  
Custody/Parental Rights, 507.6  
Directory Information, 506.2  
Discipline, 503  
Drinking, 502.8  
Drugs, 502.8  
Early Graduation, 505.7  
Emergency Drills, 804.2  
Entrance-Admissions, 501.4  
Expulsion, 503.2  
Field Trips/Excursions, 606.7  
Fines-Fees-Charges, 503.3  
Freedom of Expression, 502.4  
Fund Raising, 504.6  
Gifts-Class or Student Group, 508.1  
Good Conduct Rule, 503.4  
Government, 504.1  
Graduation Requirements, 505.6  
Guidance/Counseling, 607.1  
Harassment, 502.11  
Health and Well-Being, 507  
    Administration of Medication, 507.2  
    Communicable Diseases, 507.3  
    Custody and Parental Rights, 507.6  
    Emergency Drills, 804.2  
    Health and Immunization Certificates, 507.1  
    Health Services, 607.2  
    Illness or Injury at School, 507.4  
    Insurance, 507.5  
    Smoking-Drinking-Drugs, 502.8  
    Special Health Services, 507.7  
Honors & Awards, 505.4  
Insurance, 507.5  
Interviews by Outside Agencies, 502.10  
Legal Age, 501.14  
Library Circulation Records, 506.4  
Lockers, 502.6  
Married, 501.13



*Student (continued)*

- Motor Vehicles, 502.3
- News Media and, 902.4
- Nonresident Students, 501.2
- Open Enrollment Transfers, 501.15, 501.16
- Open Night, 508.2
- Organizations, 504.2
- Performances, 504.5
- Photographs, 506.3
- Pregnant, 501.12
- Production of Materials/Services, 606.6
- Progress Reports, 505.2
- Promotion-Retention-Acceleration, 505.3
- Publications, 504.3, 904.5
- Records, 506
- Records Access, 506.1
- Release During School Hours, 501.11
- Resident, 501.1
- Rights and Responsibilities, 502
- Scholastic Achievement, 505
- School Transportation Eligibility, 711.1
- Search and Seizure, 502.9
- Smoking-Drinking-Drugs, 502.8
- Social Events, 504.4
- Special Health Services, 507.7
- Supervision after School Events, 508.4
- Telephone Calls, 508.3
- Testing Program, 505.5
- Transfers-In, 501.6
- Transfers-Out, 501.7
- Transportation
  - Employee provided, 401.11
  - Extracurricular Activities, 711.3
  - Private Vehicle, 905.1
- Vandalism, 502.2, 802.7
- Weapons, 502.7
- Withdrawals from School, 501.7
- Work/Interim Program, 504.7
- Work Permits, 501.18
- Student Teachers-Internships, 410.4
- Student-to-Student Harassment, 502.11
- Substance-Free Workplace, 403.6
- Substitutes
  - Classified Employees, 415
  - Licensed Employees, 410.1
- Summer School
  - Licensed Employees, 410.3
  - Transportation Service, 711.7

- Superintendent, 303
  - Appointment, 303.1
  - Civic Activities, 303.7
  - Consulting/Outside Employment, 303.8
  - Contract/Contract Nonrenewal, 303.2
  - Duties, 303.4
  - Evaluation, 303.5
  - Professional Development, 303.6
  - Qualifications, 303.1
  - Recruitment, 303.1
  - Salary/Other Compensation, 303.3
  - Succession of Authority, 308
- Supervision After School Events, 508.4
- Supervision of Construction, 801.8
- Support staff - See Classified
- Suspension
  - Classified Employees, 413.4
  - Licensed Employees, 407.5
  - Policy, 210.4
  - Students, 503.1

## T

- Talented and Gifted Program, 604.4
- Tardy Policy, 501.10
- Targeted Small Business Procurement, 705.1
- Tax Shelter Programs
  - Classified Employees, 412.4
  - Licensed Employees, 406.6
- Teaching About Religion, 603.7, 604.6
- Teaching Controversial Issues, 603.8R1, 604.6
- Technology and Instructional Materials, 605.4
- Telephone Calls
  - Employees, 402.8
  - Students 508.3
- Term of Office of Board Members, 202.3
- Termination of Employment, 407, 413
- Testing Program, 505.5
- Transfer of Funds, 701.4
- Transfer
  - Classified Employees, 411.6
  - Licensed Employees, 405.7
- Transportation, 711
  - Discretionary Stops, 711.6
  - Eligibility 711.1
  - Equipment, 711.4
  - Extracurricular Activities, 711.3
  - Inclement Weather, 711.11
  - Nonresident/Nonpublic Students, 711.8
  - Nonschool Groups, 711.9
  - Safety Instruction, 711.10
  - Student Conduct, 711.2
  - Summer School Program, 711.7
  - Vehicle Routes, 711.5
  - Video cameras, 711.2

Transporting Students in Private Vehicles, 401.11, 905.1  
Travel Compensation,  
    Board of Directors, 219.3  
    Employee, 401.12  
Treasurer, 206.3  
Treasurer's Report, 707.2  
Truancy, 501.10  
Tutoring, 408.3

## U

Unexcused Absences, 501.10  
Unpaid Leave, 409.8, 414.9  
Use of  
    Bicycles, 502.3  
    Motor Vehicles, 502.3  
    School District Facilities and Equipment, 401.9, 401.10, 906

## V

Vacancies, 202.4  
Vacant Facilities, 803.3  
Vacations/Holidays  
    Classified Employees, 414.1  
    Licensed Employees, 409.1  
Vandalism, 802.7  
Vending Machines, 710.3  
Vice President, 206.2  
Videotaping  
    Buses, 711.2  
    School district events, 902.6  
Visitors, 904.3

## W

Wage/Overtime Compensation, 412.2  
Warning System/Emergency Plans, 804.2  
Weapons, 502.7  
Withdrawal from School, 501.7  
Work/Intern Program, 504.7  
Work Permits, 501.18  
Work Sessions, 211.4

1999