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BUILDING AND SITES - SERIES 900

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Policy Title: Statement of Guiding Principles for Buildings and Sites Code No. 902

The primary purpose of the school building program is to provide the best environment in which to achieve the educational objectives of the school district.

The Board of Directors has full and final responsibility for the selection of sites, employment of personnel, contracting for services, approval of plans, authorization and acceptance of bids, and payment for work performed on contractual agreements; the Board also has the responsibility for final acceptance or rejection of work done. All related actions should be taken only on the basis of official Board resolutions, passed upon formal recommendations from district administration at legal Board meetings.

The superintendent shall be responsible for organizing and coordinating the efforts of the various individuals and groups to best achieve the established educational objectives of the building program, and for making recommendations to the Board of Directors.

December 14, 2015

July 12, 2010

January 11, 2006

Approved: June 1989

Reviewed: Jan. 1997

Revised: June 1994

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: School Facilities Surveys Code No. 904

It shall be the policy of the Board of Directors to contract, upon the recommendation of the Superintendent of Schools, for the services of consultants or other resource personnel to study particular problems of the school district. The need for such special studies shall be recognized well in advance, so that budgetary provisions can be made.

December 14, 2015

July 12, 2010

January 11, 2006

Approved: June 1989

Reviewed: Jan. 1997

Revised: June 1989

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Energy and Environmental Conservation Code No. 905

In concert with the board's goal to utilize public funds in an effective and efficient manner, school district personnel and students shall practice energy conservation methods when utilizing the school district's facilities. 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, keeping windows and doors properly closed or open, depending on the weather.

The board will also encourage faculty, staff and students to practice other means of environmental conservation whenever practicable. Such measures may include, but not be limited to, use of biodegradable items instead of plastics and styrofoam and recycling of paper and yard wastes.

It shall be the responsibility of the superintendent to develop guidelines for school personnel and students for energy conservation and environmental preservation. It shall be the responsibility of school district personnel and students to abide by these guidelines.

December 14, 2015

July 12, 2010

January 11, 2006

Approved: June 1989

Reviewed: Jan. 1997

Revised: June 1989

Legal Reference: Iowa Code 93.19-.20, 279.44 (1989)

Cross Reference: 700 Purpose of Non-instructional and Business Services.

Related Administrative Rules and Regulations: _____

Policy Title: Site Specifications Code No. 906

The Board of Directors shall accept as its minimum standards, the site specifications issued by the Iowa State Department of Education. The Board of Directors may adopt more rigorous standards over and above the State specifications, if such additional requirements are deemed necessary and beneficial to the school district.

December 14, 2015

July 12, 2010

January 11, 2006

Approved: June 1989

Reviewed: Jan. 1997

Revised: June 1989

Legal Reference: Iowa Code Sec. 297.7, Iowa Admin. Code 670.-5.9(1)

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Maintenance Schedule Code No. 908

The Superintendent, in cooperation with administrative faculty, the boards Buildings and Grounds Committee and maintenance personnel, shall develop and administer a comprehensive maintenance schedule for the general care and housekeeping of all buildings, equipment, and groups of the school district. This schedule shall include provisions establishing the proper lines of authority in carrying out the work.

December 14, 2015

July 12, 2010

January 11, 2006

Approved: June 1989

Reviewed: Jan. 1997

Revised: June 1989

Legal Reference: Iowa Admin. Code 670-5.8(280A)

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Use of Contract Service Code No. 910

The superintendent of school shall use his/her judgment in assigning school district maintenance personnel or contracting for a special service in maintaining district grounds, buildings, and equipment.

December 14, 2015

July 12, 2010

January 11, 2006

Approved: June 1989

Reviewed: Jan. 1997

Revised: June 1989

Legal Reference: Iowa Code Sec. 279.8

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Adaptation for the Disabled Code No. 912

All new buildings will comply with the standards and specifications set forth in federal and state law to ensure that these buildings and facilities are accessible to and function satisfactorily for the disabled.

All remodeling of existing facilities shall comply with the “Standard Specifications for Making Building and Facilities Accessible to and Usable by the Physically Disabled”, on file in the district’s administrative offices.

December 14, 2015

July 12, 2010

January 11, 2006

Approved: June 1989

Reviewed: Jan. 1997

Revised: June 1989

Legal Reference: P.L. 94-142, Education for All Handicapped Children Act of 1975 Sec. 504, Vocational Rehabilitation Act of 1973 Iowa Code Ch. 104A, Iowa Admin. Code 670-5,8 (280A); 670-5.9(5)

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Means of Escape from Fire Code No. 914

Every new or remodeled building is to have at least two means of exit from each story, and shall be equipped with fire prevention and fire fighting equipment as outlined in Chapter 103 of the Iowa Code.

December 14, 2015

July 12, 2010

January 11, 2006

Approved: June 1989

Reviewed: Jan. 1997

Revised: June 1989

Legal Reference: Iowa Code Ch. 103, Course Cases: Colman v. Hall, 1968, 161 N.W. 2d 329

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Lease or Sale/Disposal of Building/Property Code No. 916

Any real estate proposed to be sold, leased or otherwise disposed of shall first be appraised. If the value of the school house, site or other property does NOT exceed twenty-five thousand dollars (\$25,000), the board may sell, lease, or dispose of the property as it sees fit. If the property value is twenty-five thousand dollars (25,000) or more, an election must be held to determine the question. The property value limitation does not apply to any sale, exchange or grant of real property to or from the state, any county, municipality, or township if the property is within the jurisdiction of both parties of the transaction. If a building is to be razed and the cost of the project will be at least \$25,000, then bids will be taken for the purpose of awarding the contract.

December 14, 2015

July 12, 2010

January 11, 2006

Approved: June 1989

Reviewed: Jan. 1997

Revised: June 1989

Legal Reference: Iowa Code Sec. 297.22; 297.15; 297.20

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Use of Facilities on Sunday Code No. 918

The use of school facilities on Sunday must be approved by the administration. All students in the school building on Sundays will be supervised by an adult. Adult has to be approved by the administration.

December 14, 2015
July 12, 2010
January 11, 2006

Approved: June 1989

Reviewed: Jan. 1997

Revised: June 1989

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: School Visitation Code No. 920

Public interest in education is expanding. This means an ever-increasing number of people visiting our schools. Such interest is to be encouraged, visitors are welcome, and efforts will be made to provide assistance and information.

However, to avoid unnecessary interruptions of teachers and students ALL visitors are to stop at the office of the principal to make arrangements. If the request to visit or confer with a teacher cannot be conveniently arranged at that time, the principal will arrange for another time, which is mutually satisfactory.

December 14, 2015

July 12, 2010

January 11, 2006

Approved: June 1989

Reviewed: Jan. 1997

Revised: June 1989

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Asbestos Code No. 922

Friable and non-friable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed for any reason. If there is a need to replace asbestos wrapped pipes or boiler covering, these will be replaced with non-asbestos containing materials.

The school district will implement the rules of AHERA and will provide the necessary funding to implement the response actions as required. The school district will appoint and train, as necessary, the appropriate person as required in the rules.

January 11, 2016
July 12, 2010
January 11, 2006

Approved: June 1989

Reviewed: Jan. 1997

Revised: June 1989

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

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. Look-alikes banned from school buildings and grounds under this policy include, but are not limited to, e-cigarettes or other similar vapor-devices, regardless of chemical/liquid content they may be intended to deliver.

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. Students violating this policy will be subject to additional disciplinary action. 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 §§ 142D; 279.8, .9; 297 (2013).

Cross Reference: 927 Public Conduct on School Premises
926 Community Use of School District Buildings & Sites & Equipment

Approved: Jan. 1994 _____
Reviewed: Jan. 1997 _____
Revised: January 1994 _____
January 11, 2016
July 12, 2010
January 11, 2006
February 9, 2016
April 6, 2009
January 2002

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

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

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

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

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event, or other school administrator. School staff in charge of the event or administrators reserve the right to remove any individual/s that are deemed to be displaying excessively disrespectful or unsportsmanlike behavior towards any student-athletes, officials, coach, or any other individuals present at a school event.

Individuals removed from school premises will be excluded from attending any and all school events, home or away, for a minimum of 14 days. Excluded individuals 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 and long-term or permanent exclusion from school buildings and grounds. The school district may obtain a court order for permanent exclusion from school buildings or from future school sponsored or approved activities.

January 11, 2016

July 12, 2010

February 9, 2016

Approved : April 7, 2003

Reviewed: January 11, 2006

Revised: December 10, 2007

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

Cross Reference: 270 Board Member Liability
516 Student Contest/Performances
532 Visitors to School District Facilities

Policy Title: Distribution of Materials

Code No. 928

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.

January 11, 2016

July 12, 2010

Approved : April 7, 2003

Reviewed: January 11, 2006

Revised _____

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). Nw Jersey v. T.L.O., 469 U.S. 325 (1985). Tinker v. Des Moines Ind. Comm. Sch. Dist. 393 U.S. 503 (1969). Bystrom v. Fridley High School, 822 F. 2d 747 (8th Cir. 1987). Iowa Code §§ 279.8; 280.22 (1995).

Cross Reference: 500 Welfare of All Students
501 Student Conduct
516 Student Contest/Performances

Distribution of Materials Regulation

I. Guidelines.

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

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

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

II. Procedures.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four 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.

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.

Distribution of Materials Regulation

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 entranceways 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, by 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;
 - 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 and 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.

Distribution of Materials Regulation

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, sit-in, stand-in, walk-out, 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 or 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.

VI. Notice of policy to students.

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

January 11, 2016

July 12, 2010

Approved: April 7, 2003

Reviewed: January 11, 2006

Revised _____

