

SCHOOL DISTRICT - COMMUNITY RELATIONS

Series 900

- 900 Principles and Objectives for Community Relations
- 901 Public Examination of School District Records
- 902 Press, Radio, and Television News Media
 - 902.1 News Media Relations
 - 902.2 News Conferences and Interviews
 - 902.3 News Releases
 - 902.4 Live Broadcast or Videotaping
- 903 Public Participation in the School District
 - 903.1 School - Community Groups
 - 903.2 Community Resource Persons and Volunteers
 - 903.3 Visitors to School District Buildings & Sites
 - 903.4 Public Conduct on School Premises
 - 903.5 Distribution of Materials
 - 903.5R1 Distribution of Materials Regulation
- 904 Community Activities Involving Students
 - 904.1 Transporting Students in Private Vehicles
 - 904.2 Advertising and Promotion
- 905 Use of School District Facilities & Equipment
 - 905.1 Community Use of School District Buildings & Sites & Equipment
 - 905.1E1 Use of School District Facilities & Equipment Application Form
 - 905.1E2 Indemnity and Liability Insurance Agreement for use of School District Facilities & Equipment
 - 905.1R1 Use of School District Facilities & Equipment Regulation
 - 905.1R2 Use of School District Buildings, Sites, ICN room & Equipment Fees Schedule
 - 905.2 Tobacco/Nicotine-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 4:00 p.m. Monday through Friday, except for holidays and recesses.

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

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

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

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

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords
- Confidential student and employee records not required to be made public

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

Legal Reference: Iowa Code §§ 21.4; 22; 291.6 (2013).
1980 Op. Att'y Gen. 88.
1972 Op. Att'y Gen. 158.
1968 Op. Att'y Gen. 656.

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

Approved: 1996-1997

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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 is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is 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 will direct their inquiries to the superintendent. The superintendent will 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 (2013).

Cross Reference: 902 Press, Radio and Television News Media

Approved: 1996-1997

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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 will 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 will include the board and the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It is within the discretion of the superintendent to determine whether a news conference or interview is held to provide an immediate response to an issue.

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

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (2013).

Cross Reference: 902 Press, Radio and Television News Media

Approved: 1996-1997

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NEWS RELEASES

The superintendent will determine when a news release about internal school district and board matters will be issued. In making this determination, the superintendent will strive to keep the media and the school district community accurately and objectively informed. Further, the superintendent will strive to create and maintain a positive image for the school district. It is 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 will 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 (2013).
 1980 Op. Att'y Gen. 73.
 1952 Op. Att'y Gen. 133.

Cross Reference: 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 is 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 is 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.

NOTE: This policy states that prior to videotaping of classroom activities, parents will be notified but does not require parental permission. Notification is not a legal requirement, but it is recommended. The policy gives the school district the flexibility to have one notice to cover the entire year and can be placed in the student directory information policy, a parent newsletter or handbook.

Legal Reference: Iowa Code §§ 21.4, .7; 22; 279.8 (2013).

Cross Reference: 506.2 Student Directory Information
902.1 News Media Relations
903.3 Visitors to School District Buildings and Sites

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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 will confer with the superintendent 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 is 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 (2013).

Cross Reference: 903 Public Participation in the School District

Approved: 1996-1997

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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 (2013).

Cross Reference: 603.1 Basic Instruction Program
903.3 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 principal 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 will not take time from their duties to discuss matters with visitors.

Visitors will 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 is the responsibility of employees to report inappropriate conduct. It is 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 will act to cease the inappropriate conduct.

Legal Reference: Iowa Code §§ 279.8; 716.7 (2013).

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

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PUBLIC CONDUCT ON SCHOOL PREMISES

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

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

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

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

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

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

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

Legal Reference: Iowa Code §§ 279.8, .66; 716.7 (2013).

Cross Reference: 205 Board Member Liability
504 Student Activities
802.6 Vandalism
903 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 is 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 (2013).

Cross References: 502.3 Freedom of Expression
503.1 Student Conduct
504 Student Activities
603.9 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.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited. Distribution on school premises of material in categories (5) and (6) 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 will 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 will 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 will 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 is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions.

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

1. "Obscene to minors" is defined as:
 - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.

DISTRIBUTION OF MATERIALS REGULATION

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 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.

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

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

NOTE: There is no legal requirement that private drivers have written proof of insurance. The requirement is written into the policy as a protection for the school district. Prior to letting private drivers transport students, a school district may want to check with the school district's insurance carrier to determine its coverage in those instances.

Legal Reference: Iowa Code §§ 279.8; 285; 321 (2013).
281 I.A.C. 43.

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

Approved: 1996-1997

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ADVERTISING AND PROMOTION

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

Legal Reference: Iowa Code § 279.8 (2013).

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

Approved: 1996-1997

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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)" will 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 (with the exception of after prom activities). 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 is within the discretion of the superintendent to allow use of school district facilities and equipment on Sundays.

Entities that wish to use school district facilities or equipment must apply at superintendent's office. It is 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 is 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 will be supervised by a school district employee unless special prior arrangements are made with the superintendent. The school district employee will 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 equipment, or sites must leave the building or site in the same 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 school district will sponsor education related organizations' use of the ICN upon approval of the superintendent.) Sponsored ICN user's mission must be consistent with the mission of the school district. Costs associated with the use of the ICN will be passed on by the school district to the sponsored user.

Authorized users of the ICN will ensure their use of the ICN is consistent with their written mission. The ICN will not be used for profit making ventures. Authorized users may not resell time on the ICN. Entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming must follow the state scheduling requirements. It is recommended that entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming, contact the school district's ICN scheduler's office to inform them of their needs.

It is the responsibility of the entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming in compliance with the law regarding authorized use of and content of the programming on the ICN. The school district assumes no responsibility or liability for entities using the ICN classroom in violation of the law, the authorized user's mission or school district policy and its supporting administrative regulations. The school district reserves the right to charge all costs, including attorney fees, that may arise to the entity for the entity's failure to comply with the law or school district policy and its supporting administrative regulations.

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

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

NOTE: This policy requires that all users of school district facilities provide proof of insurance. This is not a legal requirement. It is there for the protection of the school district. Prior to waiving insurance requirements for groups, a school district should check with its insurance carrier to clarify coverage.

Legal Reference: Iowa Code §§ 8D; 276; 278.1(4); 279.8; 297.9-.11 (2013).
1982 Op. Att'y Gen. 561.
1940 Op. Att'y Gen. 232.
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

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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, site, or equipment. Police protection is required when admission is charged.

Please refer to Policy 905.1 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. 905.1E2, prior to the use of school district buildings, sites, or equipment

Building/Site/Equipment _____ Date _____

Purpose _____ Hours _____

Auditorium

Seating requirements on stage _____

Tables required on stage _____

Stage curtain and attendant _____

Spotlights _____

Microphones _____

Podium Stand _____

Table _____ Stand in audience _____

Other equipment _____

Gymnasium

Seating _____ Scoreboard _____

Public address system _____

Matron _____

Classroom

ICN _____

Computer lab _____

Other _____

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 will hold the West Central 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 in the use 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 will 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 will protect the entity and the school district from claims or 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.

The entity will 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 _____, 20____.

_____ School District
(Entity)

By _____

Title _____

Address _____

By _____

Superintendent

By _____

Secretary

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT REGULATION

1. Alcoholic beverages will not be brought to or consumed on school grounds.
2. Smoking is prohibited in school district facilities and on school district grounds.
3. A school district employee must be present while the school district facility or equipment is being used by an entity.
4. After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, site or equipment 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, site, or equipment will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility, site, or 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 will be charged at the full rate. Cancellations made prior to that time will 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 BUILDINGS & SITES & EQUIPMENT
FEES SCHEDULE

Rates for Use of Buildings and Sites

High school gym	_____
High school auditorium	_____
High school lunch room	_____
[Add to above:]	_____
For providing chairs and/or tables for meetings	_____
Custodial charges	_____
[Add other items]	_____
<u>ICN classroom per hour</u>	_____
<u>(maximum \$12.50 per hour)</u>	_____

In addition to paying the above fees, other than entities using the ICN classroom, each entity must make arrangements with the school district to have adequate custodial and supervisory services. Buildings will not be available unless a contract is signed by the entity and the school district well in advance of scheduled usage.

Rates for Use of Equipment

VCR	_____
Overhead projector	_____
[Add other items]	_____

ICN ROOM USE REGULATION

The ICN is a statewide telecommunications network designed primarily to enhance learning opportunities for students, employees and board members. The school district recognizes that it is not the only authorized user of the ICN and other users will frequently be using the school district's ICN facilities. Sponsored and authorized users of the ICN must comply with state and federal law in using the ICN.

The superintendent is responsible for coordinating ICN classroom use. Requests for use of the ICN classroom by employees for the educational program are filed with the superintendent.

It is the responsibility of the entity using the ICN classroom to comply with the requirements of the law and school district policy and its supporting administrative regulations.

1. The ICN is a limited access network and sponsored or authorized users cannot use the system for profit making ventures.
2. The use must be consistent with the mission of the sponsored or authorized user.
3. Users cannot resell time on the ICN.
4. Sponsored and authorized users are responsible for compliance with the Americans with Disabilities Act and Iowa Civil Rights Act. Sponsored and authorized users are responsible for making the necessary accommodations and are responsible for obtaining and paying for needed interpreters or interpretive equipment.
5. Sponsored and authorized users are required to stay within the ICN classroom and use the most direct route to the ICN classroom. Other school district facilities, sites, areas in a the school district building or equipment are off limits to the authorized users.
6. The charge for use of the ICN room is \$12.50 per hours. *(The maximum hourly rate school districts can charge for use of the facilities is \$12.50 per hour. This is for use of the room, not the ICN. This cost reimburses the school district for its administrative, custodial, etc. costs for the room's usage.)*
7. The ICN will be available from Monday through Friday, 7:00 a.m. to 10:30 p.m. and Saturday, 8:00 a.m. to 4:00 p.m.
8. The sponsored or authorized user is responsible for all site and site usage charges.
9. A school district employee will be present in the school district facility while the ICN is in use.
10. Food and drink are not permitted in the ICN room.
11. First time use of the ICN will require prior training and should be organized through the school district ICN scheduler.

ICN ROOM USE REGULATION

12. Use or transmission of copyrighted material, without prior approval of the copyright holder, is strictly prohibited. Appropriate use of the copyrighted material is the responsibility of the sponsored or authorized user, not the school district.
13. The school district reserves the right to amend these rules as necessary to reflect the ICN's usage and changes at the state or federal level.
14. The school district reserves the right to charge all costs, including attorneys' fees, that may arise to the authorized user for the sponsored or authorized user's failure to comply with the law, board policy and administrative regulations.

TOBACCO/NICOTINE-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.

NOTE: According to Iowa law, all school grounds are smoke free. Boards have the authority to expand the policy to make the school facilities and grounds tobacco or nicotine free as well. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 22 #6-June 19, 2013 and Vol. 20 #5- July 28, 2008.

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

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

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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, 603.9

Access to School Facilities Public, 905

Activities

- Community, 904
- Student, 504, 504.6

Activity Fees, 503.3

Activity Programs 504.6

Ad Hoc Committees, 208

Administration (See also Administrative Personnel; Superintendent), 300

- Code of Ethics, 305
- Communication Channels, 307
- Policy Implementation, 304
 - Development and Enforcement of Administrative Regulations, 304.1
 - Monitoring of Administrative Regulations, 304.2
- Role, 300
- Structure, 301
 - Management, 301.1
 - Administration in Absence of Policy, 209.5

Administration of Medication to Students, 507.2

Administrative Personnel (See also Employees), 303

- Appointment, 303.2
- Civic Activities, 303.8
- Consulting/Outside Employment, 303.9
- Contract/Contract Nonrenewal, 303.3
- Duties, 303.5
- Evaluation, 303.6
- Positions, 303.1
- Professional Development, 303.7
- Qualifications, 303.2
- Recruitment, 303.2
- Salary/Other Compensation, 303.4

Administrative Regulations, 304.1, 304.2

Administration Reports (See also Fiscal Reports), 707

- Publication of, 707.3
- Secretary's Report, 707.1
- Treasurer's Annual Report, 707.2

Agendas, 210.8

- Consent Agenda, 210.9

Admission-Student, 501.4

Advertising and Promotion, 904.2

AIDS (See Communicable Diseases)

Alcohol Use, 502.7, 403.5, 403.6

Alternative Programs, 604

Animals in the Classroom, 606.3

Asbestos 804.4

Assignment

- Attendance Center, 501.5
- Classified Employees, 411.5
- Licensed Employees, 405.6
- Association Memberships, Board of Directors, 216.1
- Athletics (See Students)
- Attendance (See Students)
- Attorney, Board of Directors Selection of, 207
- Audit, 707.4
- Audit Committee, 707.6
- Automobiles (See Students)
- Awards (See Students)

B

- Basic Instruction Program, 603.1
- Bid/Award of Construction Contract, 801.5
- Board of Directors, 200
 - Administrative Regulations, Review, 209.7
 - Association Membership, 216.1
 - Code of Ethics, 204
 - Committees, 208
 - Ad Hoc, 208
 - Community Relations, 900
 - Complaints by Citizens, 213.R1
 - Conflict of Interest, 203
 - Consent Agenda, 210.9
 - Elections, 201
 - Gifts to Board Members, 217
 - Legal Counsel, 207
 - Legal Status, 200
 - Liability, 205
 - Management Procedures, 209
 - Meetings, 210
 - Agenda, 210.8
 - Annual, 210.1
 - Closed Sessions, 212
 - Notice, 210.5
 - Open Meetings, 211
 - Public Participation, 213
 - Quorum, 210.6
 - Regular, 210.2
 - Rules of Order, 210.7
 - Special, 210.3
 - Work Sessions, 210.4
 - Members, 202
 - Compensation/Expenses, 216.3
 - Development/Training, 216.2
 - Oath of Office, 202.2
 - Qualifications, 202.1
 - Term of Office, 202.3
 - Vacancies, 202.4
 - Minutes, 215.E1
 - Officers, 206
 - President, 206.1
 - Secretary, 206.3
 - Treasurer, 206.4

Board of Directors, officers (continued)

- Organization, 200.1
 - Meeting Procedures, 200.1R1
- Policy, 209
 - Administration in Absence of, 209.5
 - Adoption, 209.2
 - Development, 209.1
 - Dissemination, 209.3
 - Review/Revision, 209.6
 - Suspension, 209.4
- Powers, 200.2
- Public Hearings, 214
- Records, 215
- Responsibilities, 200.3
- Role, 200.1
- Board of Education (See Board of Directors)
- Bonds, 704.2
- 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, 804.4
 - Bids/Awards for Construction Contracts, 801.5
 - Bomb Threats, 804.3
 - Community Use of, 905.1
 - Disposal of, 803.2
 - Disposition of Obsolete Equipment, 803.1
 - Educational Specifications, 801.3
 - Emergency Repairs, 802.3
 - Energy Conservation, 802.7
 - Capital Assets Management System (*see Capital Assets*), 802.4
 - Inspections, 804.1
 - Lease of, 803.2
 - Long Range Planning, 801.1
 - Maintenance Schedule, 802.1
 - Nonprofit Use of, 905.1
 - Objectives, 800
 - Profit Use For, 905.1
 - Requests for Improvements, 802.2
 - Safety Program, 804
 - Sale of, 803.2
 - Selling and Leasing, 803
 - Site Acquisition, 801.4
 - Survey of 801.2
 - Vandalism, 502.2, 802.6
 - Warning Systems, Emergency Plans, 804.2

C

- Calendar, 601.1
- Capital Assets, 802.4
- Care, Maintenance and Disposal of School Records, 708
- Care of School Property/Vandalism, 502.2, 802.6
- Career Education, 603.7
- Cash In School Buildings, 702

- Cell Phone, Employees, 401.12
- Certified Employees (See Licensed Employees)
- Chemical Use (See Students; Employees)
- Child Abuse Reporting, 402.2
- Citizen Complaints, 213.1R1, 402.5
- Citizens' Advisory Committee, 208
- Citizenship, 603.11
- Class or Group Gifts, 508.1
- Class Size-Class Grouping, 606.1
- Classified Employees
 - Assignment, 411.5
 - Compensation, 412.1
 - Contracts, 411.3
 - Defined, 411.1
 - Dismissal, 413.4
 - Evaluation, 411.7
 - Group Insurance Benefits, 412.3
 - Leaves of Absence, 414
 - Bereavement, 414.4
 - Family and Medical Leave, 414.3
 - Jury Duty, 414.6
 - Military Service, 414.7
 - Personal, 414.1
 - Personal Illness, 414.2
 - Political, 414.5
 - Professional Purposes, 414.9
 - Unpaid, 414.8
 - Licensing/Certification, 411.4
 - Overtime Compensation, 412.2
 - Probationary Status, 411.8
 - Qualifications, 411.2
 - Recruitment, 411.2
 - Reduction in Force, 413.5
 - Resignation, 413.1
 - Retirement, 413.2
 - Selection, 411.2
 - Suspension, 413.3
 - Tax Shelter Programs, 412.4
 - Termination of Employment, 413
 - Transfers, 411.6
 - Vacation, 414.1
 - Wage, 412.2
- Closed Sessions, 212
- Code of Ethics
 - Administration, 305
 - Board of Directors, 204
 - Employees, 404.R1, 404.R2
- Commencement, 505.7
- Committees
 - Ad Hoc, 208
 - Audit, 707.6
- Communicable Diseases
 - Employees, 403.3
 - Students, 507.3
- Community Activities Involving Students, 904
- Community Use of School District Facilities
 - Nonprofit, 905.1
 - Profit, 905.1
- Competent Private Instruction, 604.1

- Compulsory Attendance, 501.3
- Conduct
 - Bullying-Harassment, 104
 - Employee, 404
 - Public on School Premises, 903.4
 - Student, 503.1
- Conflict of Interest
 - Board of Directors, 203
 - Employees, 401.2
- Consent Agenda, 210.9
- Consulting/Outside Employment
 - Administrators, 303.9
 - Superintendent, 302.8
- Continued Education Credit, 406.3
- Contract Release, 407.2
- Controversial Issues, Teaching, 603.9R1
- Copyright, (See Use of Information Resources)
- Corporal Punishment, 503.5
- Credit Cards, 401.10
- Curriculum
 - Implementation, 602.2
 - Development, 602.1
 - Evaluation, 602.3
 - Pilot-Experimental-Innovative Projects, 602.4
- Custody/Parental Rights, 507.7

D

- Dangerous Weapons, 502.6
- Depository of Funds, 701.1
- Detention, 503.1
- Disposition of Obsolete Equipment, 803.1
- Distribution of Materials, 903.5
- District Vehicle Idling, 711.9
- Drinking, 403.5, 502.7
- Drug and Alcohol Testing, 403.6
- Drugs, 403.5, 403.6, 502.7
- Dual Enrollment, 604.7

E

- Early Graduation, 505.6
- Education Associate, 410.4
- Education Program, 600
 - Alternative Programs, 604
 - Competent Private Instruction, 604.1
 - Foreign Students, 604.8
 - Home Instruction, 604.9
 - Home School Assistance Program, 604.9
 - Individualized Instruction, 604.2
 - Instruction at a Post-Secondary Educational Institution, 604.6
 - Program for At-Risk Students, 604.4
 - Program for Talented and Gifted Students, 604.3
 - Religious-Based Exclusion, 604.5
 - Curriculum, 602
 - Implementation, 602.2
 - Development, 602.1
 - Evaluation, 602.3

Pilot-Experimental-Innovative Projects, 602.4

Goals and Objectives, 600

Instructional Arrangements, 606

Animals in the Classroom, 606.3

Class Size-Class Grouping, 606.1

Insufficient Classroom Space, 606.6

School Ceremonies and Observances, 606.2

Student Field Trips/Excursions, 606.5

Student Production of Materials and Services, 606.4

Instructional Curriculum, 603

Academic Freedom, 603.9

Basic Instructional Program, 603.1

Career Education, 603.7

Citizenship, 603.11

Global Education, 603.10

Health Education, 603.5

Multicultural/Nonsexist Education, 603.4

Physical Education, 603.6

Special Education, 603.3

Summer School Instruction, 603.2

Teaching About Religion, 603.8R1

Teaching Controversial Issues, 603.12

Virtual/On-Line Courses, 604.10

Instructional Materials, 605

Inspection, 605.2

Objection to, 605.3

School Library, 605.5

Selection of, 605.1

Technology and, 605.4

Use of Information Resources, 605.7

Instructional Services, 607

Guidance and Counseling, 607.1

Health, 607.2

Long-Range Needs Assessment, 103

Educational Materials Fees, 503.3

Educational Philosophy, 101

Emergency Drills, 507.5

Emergency Repairs, 802.3

Employees (See also Administrative Personnel), 400

Abuse of Students by District Employees, 402.3

Cell Phone Use, 401.12

Child Abuse Reporting, 402.2

Classified, 411-414

Communicable Diseases, 403.3

Complaints, 401.4

Conduct and Appearance, 404

Conflict of Interest, 401.2

Education Associate, 410.4

Equal Employment Opportunity, 401.1

Gifts to, 402.4

Guiding Principles, 400

Harassment/Bullying, 104

Hazardous Chemical Disclosure, 403.4

Health and Well-Being, 403

Injury on the Job, 403.2

Internal Relations, 401

Licensed, 405-410

Nepotism, 401.3

Orientation, 401.11

Outside Employment, 402.6

- Outside Relations, 402
- Physical Examinations, 403.1
- Political Activity, 401.9
- Public Complaints, 402.5
- Recognition for Service, 401.8
- Records, 401.5
- Role, 400
- Sexual Harassment, 104
- Social Networking, 401.13
- Substance-Free Workplace, 403.5
- Technology Use/Social Networking, 401.13
- Transporting of Students, 401.6
- Travel Compensation, 401.7
- Tutoring, 408.3
- Energy Conservation, 802.7
- Entrance-Admission, 501.4
- Equal Educational Opportunity, 102, 500
 - Section 504 of the Rehabilitation Act of 1973, 102
- Equal Employment Opportunity, 401.1
- Evaluation
 - Administrator, 303.6
 - Classified Employees, 411.7
 - Curriculum, 602.3
 - Licensed Employees, 405.8
 - Superintendent, 302.5
- Examination of District Records, 901
- Excused Absences, 501.9
- Expenditures, 705
- Expense Reimbursement
 - Board of Directors, 216.3
 - Employees, 401.7
- Expulsion, 503.2
- Extracurricular Activity/Good Conduct Rule, 503.4

F

- Field Trips/Excursions, 606.5
- Financial Accounting System, 701
 - Depository of Funds, 701.1
 - Financial Records, 701.3
 - Transfer of Funds, 701.2
- Financial Reports Published, 707.3
- Fines-Fees-Charges, 503.3
- Fiscal Reports, 707
 - Audit, 707.4
 - Audit Committee, 707.6
 - Internal Controls, 707.5
 - Publication of, 707.3
 - Secretary's Reports, 707.1
 - Treasurer's Annual Report, 707.2
- Fixed Assets Management System (see Capital Assets), 802.4
- Food Services, 710
 - Free or Reduced Cost Meals Eligibility, 710.2
 - Vending Machines, 710.3
- Foreign Students, 604.8
- Free Night, 508.2
- Freedom of Expression, 502.3
- Fund Raising, 504.5

G

GASB 54, 701.4

Gifts

Board of Directors, 217

Employees, 402.4

Student Gifts to School, 508.1

Gifts-Grants-Bequests, 704.4

Good Conduct Rule, 503.4

Graduation Requirements, 505.5

Guidance/Counseling Services, 607.1

H

Harassment/Bullying, 104

Employee, 104

Student-to-Student, 104

Hazardous Chemical Disclosure, 403.4

Health and Well-being, 507

Administration of Medication to Students, 507.2

Communicable Diseases, 403.3 507.3

Custody and Parental Rights, 507.7

Drug and Alcohol Testing Program, 403.6

Emergency Plans and Drills, 507.5

Employee Physical Examinations, 403.1

Employee Injury on the Job, 403.2

Health and Immunization Certificates, 507.1

Health Education, 603.5

Illness or Injury at School, 507.4

Insurance, 507.6

Special Health Services, 507.8

Substance-Free Workplace, 403.5

Wellness, 507.9

Home School Assistance Program, 604.09

Homeless Children and Youth, 501.16

Honors and Awards, 505.3

I

Illness or Injury at School, 403.2, 507.4

Inclement Weather Transportation, 711.8

Individualized Instruction, 604.2

Information Resources, Use of, 605.7

Inspection of Instructional Materials, 605.2

Insurance, 507.6, 709

Instruction at Post-Secondary Educational Institution, 604.6

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 Services, (See also Education Program), 607

Insufficient Classroom Space, 606.6

Internal Controls, 707.5

Internet - Appropriate Use, 605.6

Interviews of Students by Outside Agencies, 502.9

Investments, 704.3

L

- Lease, Sale or Disposal of School District Facilities, 803.2
- Legal Status of Board of Directors, 200
- Legal Status of School District, 100
- Library, 605.5
- Licensed Employees (See also Employees), 400
 - 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, 407.6
 - Evaluation, 405.8
 - Group Insurance Benefits, 406.5
 - Individual Contracts, 405.3
 - Leaves of Absence, 409
 - Bereavement Leave, 409.4
 - Family and Medical Leave, 409.3
 - Jury Duty Leave, 409.6
 - Military Service, 409.7
 - Personal, 409.1
 - Personal Illness Leave, 409.2
 - Political, 409.5
 - Unpaid Leave, 409.8
 - Other Licensed Employees, 410
 - Probationary Status, 405.9
 - Professional Development, 408.1
 - Publication/Creation of Materials, 408.2
 - Qualifications, 405.2
 - Reduction in Force, 407.5
 - Resignation, 407.1
 - Retirement, 407.3
 - Salary Schedule, 406.1
 - Salary Schedule Advancement, 406.2
 - Selection, 405.2
 - Suspension, 407.4
 - Tax Shelter Programs, 406.6
 - Termination of Employment, 407
 - Transfers, 405.7
 - Tutoring, 408.3
 - Vacation, 409.1
 - Work Day, 405.5
- Licensing/Certification
 - Licensed, 405.1
 - Classified, 411.4
- Live Broadcast or Videotaping of School District Events, 902.4

M

- Maintenance Schedule, 802.1
- Maintenance, Operation & Management (See also Buildings & Sites), 802
- Management, 301.1
- Materials-Distribution of, 903.5
- Media Centers, (See School Library) 605.5

Meetings (See Board of Directors)
Minutes, 215.E1
Monitoring of Administrative Regulations, 304.2
Multicultural and Nonsexist Education, 603.4

N

Nepotism, 401.3
News Conferences and Interviews, 902.2
News Media
 Live Broadcasts, 902.4
 News Conferences and Interviews, 902.2
 News Releases, 902.3
 Relations, 902.1
 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, 705.3
 Purchasing-Bidding, 705.1
 Purchasing on Behalf of Employees, 705.2
 Financial Accounting System, 701
 Depository of Funds, 701.1
 Transfer of Funds, 701.2
 Fiscal Reports, 707
 Audit, 707.4
 Publication of Financial Reports, 707.3
 Secretary's Reports, 707.1
 Treasurer's Annual Report, 707.2
 Insurance Program, 709
 Pay Deductions, 706.3
 Payroll Procedures, 706
 Deductions, 706.2
 Periods, 706.1
 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, 215, 401.5, 506, 708, 901
 Transportation (See Transportation), 711
Nonresident Students, 501.2

O

Oath of Office, 202.2
Objection to Instructional Materials, 605.3
Online/Virtual Courses, 604.10
Open Enrollment, 501.14, 501.15
Open Meetings, 211
Open Night, 508.2
Organization of Board of Directors, 200.1
Orientation, 401.11
Other Licensed Employees, 410
Outside Employment of Employees, 402.6
Overtime Compensation, Classified, 412.2

P

Parent-Teacher Student Conference, 505.1
Parental Involvement, 505.8
Payment for Goods/Services, 705.3
Pay Deductions, 706.3
Payroll, 706
 Deductions, 706.2
 Periods, 706.1
Performance at Events Outside of School, 504.4
Personnel (See Administrative Personnel, Licensed Employees, Classified Employees)
Photographs, 506.3
Physical Education, 603.6
Physical Exams
 Employees, 403.1
 Students, 507.1
Pilot-Experimental-Innovative Projects, 602.4
Policy
 Administration in Absence of, 209.5
 Adoption, 209.2
 Development, 209.1
 Dissemination, 209.3
 Review and Revision, 209.6
 Suspension, 209.4
Political Activity, 401.9
Powers of Board of Directors, 200.2
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, 303.7, 401.7
 Classified Employees, 414.9
 Licensed Employees, 408.1
 Superintendent, 302.6
Program for Students At-Risk, 604.4
Program for Talented and Gifted Students, 604.3
Public Complaints about Employees, 402.5
Public Conduct on School Premises, 903.4
Public Examination of School District Records, 901

Public Hearings, 214, 703.1
Public Participation in Board of Director Meetings, 213
Public Participation in the School District, 903
Public Review of Budget, 703.1
Purchasing-Bidding, 705.1
Purchasing on Behalf of Employees, 705.2

Q

Quorum, 211.6

R

Recognition for Service, 401.8
Records
 Board of Directors, 215
 School District, 708
 Public Examination, 901
 Student, 506
 Access, 506.1
 Directory Information, 506.2
 Library Circulation, 506.4
Recruitment
 Classified Employees, 411.2
 Licensed Employees, 405.2
Reduction in Force
 Classified, 413.6
 Licensed, 407.6
Regular Board Meetings, 210.2
Release During School Hours, 501.11
Release of Credit Information, 402.1
Religion, Teaching About, 603.8
Religious-Based Exclusion from School Program, 604.5
Resident Students, 501.1
Resignation
 Classified Employees, 413.1
 Licensed Employees, 407.1
Responsibilities of Board of Directors, 200.3
Retirement
 Classified Employees, 413.2
 Licensed Employees, 407.3
 Licensed Employee Early Retirement 407.6
Revenue, 704
Review and Revision of Policy, 209.6
Review of Administrative Regulations, 209.7
Role of Administration, 300
Role of and Guiding Principles for Employees, 400
Rules of Order for Board of Directors' Meeting, 210.7

S

Safety Program, 804
Sale of Bonds, 704.2
Sale of School District Property, 803
School Board (See Board of Directors)
School Bus (See Transportation)

- School Calendar, 601.1
- School Ceremonies and Observances, 606.2
- School-Community Groups, 903.1
- School Day, 601.2
- School District
 - Educational Philosophy, 101
 - Equal Educational Opportunity, 102
 - Legal Status, 100
 - Long-Range Needs Assessment, 103
- School District-Community Relations, 900
 - Community Activities Involving Students, 904
 - Press, Radio, and Television News Media, 902
 - Public Participation in the School District, 903
 - Use of School District Facilities and Equipment, 905
- School District Records (See Records)
- School District Resource Persons and Volunteers, 903.2
- School Food Service, 710
- School Library, 605.5
- Search and Seizure, 502.8
- Secretary, 206.3
- Secretary's Reports, 707.1
- Security and Protection, 205
- Selling and Leasing, 803
- Sexual Harassment
 - Employees, 104
 - Students 104
- Site Acquisition, 801.4
- Smoking-Drinking-Drugs, 502.7
- Special Education, 603.3
- Special Board Meeting, 210.3
- Student, 500
 - Absences
 - Excused, 501.9
 - Unexcused, 501.10
 - Activities, 504
 - Activities Fund, 704.5
 - Activity Program, 504.6
 - Advertising/Promotion, 904.2
 - Appearance, 502.1
 - Attendance, 501
 - Compulsory, 501.3
 - Records, 501.8
 - Attendance Center Assignment, 501.5
 - Broadcasts, 902.4
 - Care of School Property, 502.2
 - Commencement, 505.7
 - Communicable Diseases, 507.3
 - Complaints and Grievances, 502.4
 - Conduct, 503.1
 - Conduct on School Transportation, 711.2
 - Conferences, 505.1
 - Corporal Punishment, 503.5
 - Custody/Parental Rights, 507.7
 - Directory Information, 506.2, 902.4
 - Discipline, 503
 - Drinking, 502.7
 - Drugs, 502.7
 - Early Graduation, 505.6

Emergency Drills, 507.5
 Entrance-Admissions, 501.4
 Expulsion, 503.2
 Field Trips/Excursions, 606.5
 Fines-Fees-Charges, 503.3
 Freedom of Expression, 502.3
 Fund Raising, 504.5
 Gifts-Class or Student Group, 508.1
 Good Conduct Rule, 503.4
 Government, 504.1
 Graduation Requirements, 505.5
 Guidance/Counseling, 607.1
 Harassment/Bullying, 104
 Health and Well-Being, 507
 Administration of Medication, 507.2
 Communicable Diseases, 507.3
 Custody and Parental Rights, 507.7
 Drug Free Schools, 502.7
 Emergency Drills, 507.5
 Health and Immunization Certificates, 507.1
 Health Services, 607.2
 Illness or Injury at School, 507.4
 Insurance, 507.6
 Special Health Services, 507.8
 Wellness, 507.9
 Honors & Awards, 505.3
 Insurance, 507.6
 Interviews by Outside Agencies, 502.9
 Legal Age, 501.13
 Library Circulation Records, 506.4
 Lockers, 502.5
 Motor Vehicle Use, 502.10
 Nonresident Students, 501.2
 Open Enrollment Transfers, 501.14, 501.15
 Open Night, 508.2
 Organizations, 504.2
 Parental Involvement, 505.8
 Performances, 504.4
 Photographs, 506.3
 Pregnant, 501.12
 Production of Materials/Services, 606.4
 Progress Reports, 505.1
 Promotion-Retention-Acceleration, 505.2
 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, 502.8
 Smoking-Drinking-Drugs, 502.7
 Special Health Services, 507.8
 Testing Program, 505.4
 Tobacco/Nicotine-Free Environment, 905.2
 Transfers-In, 501.6
 Transfers-Out, 501.7

- Transportation
 - District Vehicle Idling, 711.9
 - Employee, 401.6
 - Extracurricular Activities, 711.3
 - Motor Vehicle Student Use of, 502.10
 - Private Vehicle, 904.1
- Vandalism, 502.2, 802.6
- Video taping, 902.4
- Weapons, 502.6
- Wellness, 507.9
- Withdrawals from School, 501.7
- Student-to-Student Harassment, 104
- Substance-Free Workplace, 403.5
- Substitutes, Licensed Employees, 410.1
- Summer School
 - Instruction, 603.2
 - Licensed Employees, 410.2
 - Transportation Service, 711.4
- Superintendent, 302
 - Appointment, 302.1
 - Civic Activities, 302.7
 - Consulting/Outside Employment, 302.8
 - Contract/Contract Nonrenewal, 302.2
 - Duties, 302.4
 - Evaluation, 302.5
 - Professional Development, 302.6
 - Qualifications, 302.1
 - Recruitment, 302.1
 - Salary/Other Compensation, 302.3
 - Succession of Authority, 306
- Suspension
 - Classified Employees, 413.3
 - Licensed Employees, 407.4
 - Policy, 209.4
 - Students, 503.1

T

- Talented and Gifted Program, 604.3
- Tardy Policy, 501.10
- Targeted Small Business Procurement, 705.1
- Tax Shelter Programs
 - Classified Employees, 412.4
 - Licensed Employees, 406.6
- Teaching About Religion, 603.8, 603.9, 604.5
- Teaching Controversial Issues, 603.8, 603.9, 604.5
- Technology, Staff use of, 401.13
- Technology and Instructional Materials, 605.4
- Term of Office of Board Members, 202.3
- Termination of Employment, 407, 413
- Testing Program, 505.4
- Tobacco/Nicotine-Free Environment, 905.2
- Transfer of Funds, 701.2
- Transfer
 - Classified Employees, 411.6
 - Licensed Employees, 405.7

Transportation, 711
 Eligibility, 711.1
 Extracurricular Activities, 711.3
 Inclement Weather, 711.8
 Nonresident/Nonpublic Students, 711.5
 Nonschool Groups, 711.6
 Safety Instruction, 711.7
 Student Conduct, 711.2
 Summer School Program, 711.4
 Vehicle Idling, 711.9
 Vehicle Routes, 711.2
Transporting Students in Private Vehicles, 401.6, 904.1
Travel Compensation,
 Board of Directors, 216.3
 Employee, 401.7
Treasurer, 206.4
Treasurer's Report, 707.2
Truancy, 501.10
Truancy Officer, 410.3

U

Unexcused Absences, 501.10
Unpaid Leave, 409.8, 414.8
Use of Information Resources, 605.7
Use of School District Facilities and Equipment, 905

V

Vacancies, 202.4
Vacations/Holidays
 Classified Employees, 414.1
 Licensed Employees, 409.1
Vandalism, 502.2, 802.6
Vehicle Idling, 711.9
Vending Machines, 710.3
Vice President, 206.2
Videotaping
 Buses, 711.2
 School district events, 902.4
Virtual On-Line Courses, 604.10
Visitors, 903.3

W

Wage/Overtime Compensation, 412.2
Warning System/Emergency Plans, 804.2
Weapons, 502.6
Wellness, 507.9
Withdrawal from School, 501.7
Work/Intern Program, 504.7
Work Sessions, 210.4

Y

Z