

WEST FORK COMMUNITY SCHOOL DISTRICT  
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 Site Acquisition
  - 801.5 Bids and Awards for Construction Contracts
  
- 802 Maintenance, Operation and Management
  - 802.1 Maintenance Schedule
  - 802.2 Requests for Improvements
  - 802.3 Emergency Repairs
  - 802.4 Capital Assets
  - 802.4R1 Capital Assets Regulation
  - 802.4R2 Capital Assets Management System Definitions
  - 802.5 Buildings & Sites Adaptation for Persons with Disabilities
  - 802.6 Vandalism
  - 802.7 Energy Conservation
  
- 803 Selling and Leasing
  - 803.1 Disposition of Obsolete Equipment
  - 803.2 Lease, Sale or Disposal of School District Buildings & Sites
  
- 804 Safety Program
  - 804.1 Facilities Inspections
  - 804.2 Warning System and Emergency Plans
  - 804.3 Terroristic Acts
  - 804.4 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.

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

**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 (1995).

Cross Reference: 103 Educational and Operational Planning

Approved 8/21/2017 Reviewed 7/24/2017 Revised 7/1/2011

## **BUILDINGS & SITES SURVEYS**

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

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

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

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

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

### **EDUCATIONAL SPECIFICATIONS FOR BUILDINGS & SITES**

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

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

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

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

Legal Reference:        *Cedar Rapids Community School District, Linn County v. City of Cedar Rapids,*  
252 Iowa 205, 106 N.W.2d 655 (1960).  
Iowa Code §§ Ch 26; 280.3, .14; 297; 544A (2011).  
1974 Op. Att'y Gen. 529.

Cross Reference:        801     Site Acquisition and Building Construction

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

Code No. 801.4

### **SITE ACQUISITION**

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

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

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

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

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

### **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 reject construction contracts.

Public, competitive sealed bids are required for construction projects, including renovation and repair, with a cost exceeding the statutory minimums required by law. The public, competitive sealed bid requirement is waived in the case of emergency repairs when the repairs are necessary to prevent the closing of a school. The AEA administrator shall certify that the emergency repairs are necessary to prevent the closing of a school. 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, 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 shall recommend, to the board, which bid to accept.

Legal Reference: Iowa Code §§ 72; 73; 73A.2, .18; 297.7-.8 (1995).

Cross Reference: 705 Expenditures  
801 Site Acquisition and Building Construction

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

**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 (1995).

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

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011



### **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 (1995).

Cross Reference: 802.1 Maintenance Schedule  
802.3 Emergency Repairs

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

### **EMERGENCY REPAIRS**

In the event of an emergency requiring repairs, in excess of the state limit, 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 will not apply.

It is the responsibility of the superintendent to obtain certification from the area education agency administrator stating such repairs in excess of the state limit were necessary to prevent the closing of school.

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

Legal Reference: Iowa Code §§ 26.3, 280.3, .14; 297.8 (2011).

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

Approved 8/21/2017 Reviewed 7/24/2017 Revised 7/1/2011

### **CAPITAL ASSETS**

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

Capital assets, including tangible and intangible assets, are reported in the government-wide financial statements (i.e. governmental activities and business type activities) and the proprietary fund financial statements. Capital assets reported include school district buildings and sites, construction in progress, improvements other than buildings and sites, land and machinery and equipment. Capital assets reported in the financial reports will include individual capital assets with an historical cost equal to or greater than \$ 3,000 threshold. The Federal regulations governing school lunch programs require capital assets attributable to the school lunch program with a historical cost of equal to or greater than \$500 be capitalized. Additionally, capital assets are depreciated over the useful life of each capital asset.

All intangible assets with a purchase price equal to or greater than \$3,000 threshold with useful life of two or more years, are included in the intangible asset inventory for capitalization purposes. Such assets are recorded at actual historical cost and amortized over the designated useful lifetime applying a straight-line method of depreciation. If there are no legal, contractual, regulatory, technological or other factors that limit the useful life of the asset, then the intangible asset needs to be considered to have an indefinite useful life and no amortization should be recorded.

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

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

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

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

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

Cross Reference: 709 Insurance Program  
701.3 Financial Records

**CAPITAL ASSETS REGULATION**

A. Management System Capital Assets

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

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

for an accurate fixed capital assets management system.

B. Determining historical cost

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

C. Annual capital assets listing reconciliation

1. The superintendent, and/or other designated staff, in conjunction with the capital assets management team, will conduct an annual capital assets physical count to develop the annual capital assets listing in a manner similar to the initial capital assets listing process in B above. At least every three years, someone other than the person in custody of the capital

assets in the building/department/room will perform the capital assets physical count for the building/department/room.

2. Upon completion of the annual capital assets listing, the capital assets listing is reconciled to the capital assets management system data base.
3. Capital assets found to have been excluded from the data base are added to the capital assets management system. The capital assets management system process should be reviewed to prevent future incidents of excluding a capital asset.

Code No. 802.4R1

Page 2 of 4

#### **CAPITAL ASSETS REGULATION**

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

1. The school district's purchasing policy and administrative regulations must be followed when acquiring capital assets. The school district's policy and administrative regulations must be followed for receiving a gift of capital assets.

2. The capital assets addition/acquisition documentation must be completed for each additional capital assets with an addition/acquisition cost of equal to or greater than \$ 300 threshold. The following information should be collected, if applicable:

- |   |                  |
|---|------------------|
| location-building/department/room;      | a. Name of       |
| Location-building/department/room code; | b.               |
| accounting/class code;                  | c. Balance sheet |
| BTA program;                            | d. Government or |
| Addition/acquisition date;              | e.               |

Check/purchase order number or gift;	f.	
identification number assigned to and placed on the capital asset;	g.	Bar code
number;	h.	Serial/model
acquisition date (donated assets only);	i.	Cost-historical;
useful life;	j.	Fair market value on
fund and function;	k.	Estimated
capital asset;	l.	Vendor;
Department/person charged with custody,	m.	Purchasing
addition/acquisition-purchase, trade, gift etc.,	n.	Description of
q.	o.	
r.	p.	Method of
cost;		Quantity;
s.		Replacement
Addition/acquisition authorization; and,		
t.		Function for
depreciation.		

### CAPITAL ASSETS REGULATION

3. Capital assets acquired in a month must be entered into the capital assets management system in the same month.
  4. The actual costs of construction in progress, other than infrastructure, is entered into the capital assets management system in the month in which costs are incurred until the total cost of addition/acquisition is entered. Upon completion of construction, the total costs accumulated over the period of construction are reclassified to buildings.
  5. Capital assets acquired in a month must be entered into the capital assets management system in the same month.
- E. Relocation/transfer of machinery and equipment capital assets.

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

F. Disposal of capital assets

1. A Capital Assets disposal documentation must be completed prior to disposing of real property. The following information must be collected:
  - a. Disposal date;
  - b. Quantity;
  - c. Bar code tag identification number;
  - d. Legal description,
  - e. Location/Address;
  - f. Purchaser;
  - g. Disposal methods for real property trade, sale, stolen, etc.; and,
  - h. Disposal authorization.

Code No. 802.4R1

Page 4 of 4

**CAPITAL ASSETS REGULATION**

2. Capital assets disposed of in a month must be entered into the capital assets management system in the same month.
3. When assets are sold or disposed of, it is necessary to calculate and report a gain or loss in the statement of activities. The gain/loss is calculated by subtracting the net book value (historical cost less any accumulated amortization) from the net amount realized on the sale or disposal.

G. Lost, damaged or stolen capital assets.

1. A Lost, Damaged or Stolen Capital Assets Report must be completed when a capital asset has been lost, damaged or stolen. The following information must be collected:
  - a. Date of loss, damage or theft;
  - b. Employee/person discovering;
  - c. Quantity;

- d. Description of capital asset;
  - e. Bar code tag identification number;
  - f. Location-building/department/room;
  - g. Description of loss, damage, etc.;
  - h. Filing of police report-yes or no;
  - i. Filing of insurance report-yes or no;
  - j. Sent for repair-yes or no;
  - k. Date returned from repair;
  - l. Date returned to location-building/department/room;
  - m. Department/person charged with custody; and,
  - n. Authorization.
2. Capital assets damaged, lost or stolen in a month must be entered into the capital assets management system in the same month.

H. Capital assets reports

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

Code No. 802.4R2

Page 1 of 3

**CAPITAL ASSETS MANAGEMENT SYSTEM DEFINITIONS**

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

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



and historical treasures, 261-infrastructure, 262-accumulated depreciation on infrastructure, and 271-construction in progress.

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

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

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

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

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

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

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

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

Code No. 802.4R2

Page 2 of 3

## **CAPITAL ASSETS DEFINITIONS**

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

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

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

**Fixtures** - attachments to buildings that are not intended to be removed and cannot be removed without damage to the buildings. Those fixtures with a useful life presumed to be as long as that of the

building itself are considered a part of the building. Other fixtures are classified as machinery and equipment.

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

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

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

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

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

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

Code No. 802.4R2

Page 3 of 3

#### **CAPITAL ASSETS DEFINITIONS**

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

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

**Investment in general capital assets** - an account in the GFAAG representing the school district's investment in general capital assets. The balance in this account generally is subdivided according to

the source of the monies that finance the capital assets addition/acquisition, such as general fund revenues and special assessments.

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

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

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

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

**BUILDINGS & SITES ADAPTATION FOR PERSONS WITH DISABILITIES**

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

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

Legal Reference:       29 U.S.C. §§ 621-634 (1988).  
                              42 U.S.C. §§ 12101 et seq. (Supp. 1990).  
                              Iowa Code chs. 104A; 216 (1995).  
                              281 I.A.C. 41.27.

Cross Reference:       102 Equal Educational Opportunity  
                              603.3 Special Education

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

## **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 (1995).

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

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

## **ENERGY CONSERVATION**

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

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

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

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

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

## DISPOSITION OF OBSOLETE EQUIPMENT

School property, such as equipment, furnishings, or supplies (hereinafter equipment), will be disposed of when it is determined to be of no further use to the school district. It is 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 \$5,000 will be sold or disposed of in a manner determined by the board. However, the sale of equipment, furnishings or supplies disposed of in this manner will be published in a newspaper of general circulation. The publication of the sale or disposition will 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 will 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 will adopt a resolution announcing the proposed sale and will publish notice of the time and place of the public hearing and the description of the property will be in the resolution. Notice of the public hearing will 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 is 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 (2011).

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

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2014

**LEASE, SALE OR DISPOSAL OF SCHOOL DISTRICT BUILDINGS & SITES**

Decisions regarding the lease, sale, or disposal of school district real property are 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, a public hearing will be held. The board will adopt a resolution announcing the proposed sale which will 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 will 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 will 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, in an amount in excess of the statutory minimum required by law, the board will advertise and take bids for the purpose of awarding the contract for the project.

The superintendent is 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 will 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 (2009).

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

Approved 8/21/2017 Reviewed 7/24/2017 Revised 7/1/2011



## **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 (1995).

Cross Reference: 802 Maintenance, Operation and Management

Approved 8/21/2017 Reviewed 7/24/2017 Revised 7/1/2011

### **WARNING SYSTEM AND EMERGENCY PLANS**

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

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

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

Legal Reference: Iowa Code § 100.31 (1995).

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

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

## **TERRORISTIC ACTS**

As soon as a terroristic act is reported to the administration, the school district facility shall follow the building level safety policy procedures. These procedures will be put into place by the building principals and superintendent. The procedures will be communicated and practiced with all students and staff in the building. It shall be the responsibility of the superintendent to file a report or keep a report of each incident for the school district records.

Legal Reference: Iowa Code § 279.8 (1995).

Cross Reference: 804 Safety Program

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

**ASBESTOS CONTAINING MATERIAL**

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

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

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

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

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

WEST FORK COMMUNITY SCHOOL DISTRICT  
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 Community Use/Rental of School Facilities Form
    - 905.1E2 Community Use of School District Buildings, Sites, & Equipment Single Event Facility Request Form
    - 905.1E3 Community Use of School District Facilities & Equipment Indemnity and Liability Insurance Agreement
    - 905.1R1 Fees for Use of School District Facilities
  - 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.

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

**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 7:30a.m. to 4 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 copied 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, 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 (1995).  
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 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

## **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 (1995).

Cross Reference: 902 Press, Radio and Television News Media

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011



## **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 (1995).

Cross Reference: 902 Press, Radio and Television News Media

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

**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 (1995).  
                                  1980 Op. Att'y Gen. 73.  
                                  1952 Op. Att'y Gen. 133.

Cross Reference:           902 Press, Radio and Television News Media

Approved 8/21/2017                           Reviewed 7/24/2017                           Revised 7/1/2011

### **LIVE BROADCAST OR VIDEOTAPING**

Individuals may broadcast or record 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 recording will interfere with or disrupt the school district event.

Recording of classroom activities will be allowed at the discretion of the superintendent. Parents will be notified prior to recording 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 recording 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 info policy, a parent newsletter or handbook.***

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

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

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

### **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 to assist the group in purchasing goods or services to meet the school district's needs.

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

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

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

Cross Reference: 903 Public Participation in the School District

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

**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 (1995).

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

Approved 8/21/2017 Reviewed 7/24/2017 Revised 7/1/2011

### **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 follow the school safety policy and procedures.

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 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 (1995).

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

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

## **PUBLIC CONDUCT ON SCHOOL PREMISES**

The board expects that students, employees, and visitors will treat each other with respect, engage in responsible behaviour, 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 behaviour. 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.

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.

**PUBLIC CONDUCT ON SCHOOL PREMISES**

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 activity.

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

Cross Reference: 205 Board Member Liability  
504 Student Activities  
802.6 Vandalism  
903 Public Participation in the School District

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011



## **DISTRIBUTION OF MATERIALS**

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

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

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

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

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

## 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 libellous;
- (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 on the basis of race, color, sex, marital status, national origin, creed, religion, sexual orientation, gender identity, socio economic status or disability);
- (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.

## **DISTRIBUTION OF MATERIALS REGULATION**

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.

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:

### **DISTRIBUTION OF MATERIALS REGULATION**

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;
  - (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:

### **DISTRIBUTION OF MATERIALS REGULATION**

- (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. "Libellous" 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.

### **DISTRIBUTION OF MATERIALS REGULATION**

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 shall be done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It shall be 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 shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

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

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

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

**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 shall be disallowed. Non-profit 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 (1995).

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

Approved 8/21/2017 Reviewed 7/24/2017 Revised 7/1/2011



## **COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & 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. 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 with the activities director. It is the responsibility of the activities director 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 activities director 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 may be supervised by a school district employee. 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 media center manager. 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 BUILDINGS & SITES & 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.

Legal Reference: Iowa Code §§ 8D; 276; 278.1(4); 279.8; 297.9-.11 (2007).  
1982 Op. Att'y Gen. 561.  
1940 Op. Att'y Gen. 232.  
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2011

**COMMUNITY USE/RENTAL OF SCHOOL AUDITORIUM FACILITIES FORM**

The rental fee will be \$TBD with a \$TBD security deposit. The deposit will be returned following the conclusion of the event after the facility has been inspected for damages, cleaning is complete, and keys have been returned. Any additional cleaning, repair, or replacement of materials that are not due to normal wear and tear will be paid for by the renter.

- School personnel will act as liaisons and advisers for renters.
- School personnel will be compensated for any work completed for rehearsals or the performance by the renter at a rate of one and a half times the current event worker pay, including payroll and taxes. School personnel are not required to assist with or attend any rehearsals or performances by non-school groups.
- School activities, including rehearsals as well as performances, take first priority for using the facility.
- Renters may be required to have liability insurance. Proof of this will be presented prior to the time of rental. Proof may include a photocopy of the current policy with the insurance company. Should any personal injuries occur during the rental of the facility, the renter will be responsible for coverage, not West Fork Community Schools.
- All equipment and materials, including lighting and sound equipment, that are to be used must be cleared with the appropriate school personnel **prior** to its use.
- School costumes, props, instruments, music stands, etc that are borrowed by the renter will be returned clean and in their original condition. School personnel will determine what school items may be borrowed.
- The school will not provide any materials other than the stage area itself.
- All paint, lumber, hardware, batteries, tape, or other consumable items will be brought in and paid for by the renter.
- All equipment, including but not limited to lighting and sound equipment, tables, chairs, platforms, props, costumes, and set pieces, will be returned to their original location following the event,
- Food and beverages are not allowed on the stage.
- Dirt, tape, resin, glitter, confetti and any other loose materials found on the floors will be cleaned up and disposed of by the renter.

Name of Event: \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_

Renter Name: \_\_\_\_\_ School Official: \_\_\_\_\_

Phone # \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Renter: \_\_\_\_\_

**COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS, SITES & EQUIPMENT  
SINGLE EVENT FACILITY REQUEST FORM**

Please be aware that all school events will have priority when a request is made for the same time and place.

A form must be filled out and submitted before we will process a request.

Name of Organizer – Contact Person: \_\_\_\_\_

Phone Number of Contact Person: ( ) - Cell: ( ) -

Date(s) of Event: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_

Set-up Time Needed: \_\_\_\_\_ Janitor Needed? (Please circle) Yes No

**Facility Requested (Indoor)**

**(Please Check Area Requested)**

High School Gym  Junior High Gym  Elementary Gym  Cafeteria   
Wellness Center   
High School Commons  Junior High Commons  Stage  Curtain: Open  Close   
**(Circle One)**

**Equipment Needed (Please check and indicate number needed)**

Tables  Chairs  Podium  Sound System

**Facility Requested (Outside)**

Baseball Field  Softball Field  Football Field  Practice Fields  Track

Questions can be submitted to the Athletic Director at: 641-892-4160

**Office Use Only**

Date(s) Requested \_\_\_\_\_ Approved  Denied

Reason for Denial: \_\_\_\_\_

Form Sent To: \_\_\_\_\_



**FEE FOR USE OF SCHOOL DISTRICT FACILITIES**

REQUEST FOR USE OF SCHOOL FACILITIES

To: Superintendent of Schools

Renter: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Community Use: Yes \_\_\_\_\_ No \_\_\_\_\_

Time: \_\_\_\_\_ Student Use for School: Yes \_\_\_\_\_ No \_\_\_\_\_

Sponsor Assigned: \_\_\_\_\_ Will admission be charged: Yes \_\_\_\_\_ No \_\_\_\_\_

Facility/Rooms Requested: \_\_\_\_\_ If so what will the Charges be?  
\_\_\_\_\_  
\_\_\_\_\_

**Rental Charges:**

- Audiovisual \$25 per day
- Classroom \$25 per hour/ \$100 per day
- Lunchroom/Multi-purpose Room \$100 per day plus \$25 deposit
- \*Must also pay hourly rate for a school nutrition employee to be in attendance
- School Gymnasium \$25 per hour/ \$200 per day
- Wellness Center Court \$25 per hour/ \$200 per day
- Wellness Center Meeting Room \$25 per hour/ \$200 per day
- Wellness Center Classes 50% of Class Revenue

\*May vary for Wellness Center Members Teaching Classes

- Custodial/Cook Hourly wage with a minimum of 2 hours
- Chairs \$1.00 per chair per day (\$50 deposit)
- Tables \$10.00 per table per day (\$50 deposit)

Rental Fee to be Charged: Yes \_\_\_\_\_ No \_\_\_\_\_

Rental Fee: \_\_\_\_\_

Extra Charges: \_\_\_\_\_

Custodian/Cook Fee: \_\_\_\_\_

TOTAL: \_\_\_\_\_

\*\*\*Nonprofit organizations using the facilities and benefiting all West Fork Students will have fees adjusted at the discretion of the school district.



Approved By:

\_\_\_\_\_  
Building Principal & Superintendent

Approved 8/21/2017

Reviewed 7/24/2017

Revised 12/1/2016

Code No. 905.2

## 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.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994)  
Iowa Code §§ 142B; 279.8, .9; 297 (1995).

Cross Reference: 905.1 Community Use of School District Buildings & Sites & Equipment

Approved 8/21/2017

Reviewed 7/24/2017

Revised 7/1/2014