

SOUTH TAMA COUNTY SCHOOLS

THE SOUTH TAMA COUNTY BOARD OF EDUCATION WILL MEET IN
SPECIAL SESSION ON **MONDAY, MARCH 2, 2020**, AT 5:30 P.M.,
IN THE PROFESSIONAL LEARNING ROOM, PARTNERSHIP CENTER,
215 WEST 9TH STREET, TAMA, IOWA

AGENDA

- I. Call to Order Penny Tyynismaa, Board President
- II. Roll Call and Declaration of Quorum Mary Boege, Board Secretary
- III. Adoption of Agenda
- IV. Public Comment

The next item on our agenda is Open Forum. The time is set aside for the Board to hear comments from the public.

On behalf of fellow board members, I invite any member of the audience to approach the board with comments about items of interest or concern. Please begin by stating your name and contact information. Please limit your comments to two minutes so that we can keep the meeting moving in a timely fashion, allow others an opportunity to speak, and allow the board to complete the full board agenda in a timely manner. Comments from the public are not limited to items or topics on tonight's agenda but they are limited to matters within the board's authority. Please understand, however, that board members do not intend to make an immediate response. Iowa's sunshine law prohibits us from having a discussion without the proper notice to all of the school district community that the issue would be discussed at tonight's board meeting.

Also, please remember you are making comments in a public meeting. Should you make comments that the subject of the comments is considered to be inflammatory or libelous, you, as an individual, may be subject to legal action brought by the subject of your comments.

Thanks for your support of our school district.

- V. Action Items: Full Board
 - A. Personnel
 - B. Board Policy Section 900 - Final Read
 - C. Board Policy #207.03 Regular Meetings - First Read
- VI. Discussion:
 - A. Revised Board Policy 1000 Series Jared Smith
 - B. Snow Days/Student Hours Update Jared Smith
 - C. Calendar Committee Update Jared Smith
 - D. Bond Referendum Updates Jared Smith
- VII. Adjournment

(Exempt session: Negotiations)

Agenda Item V. Personnel**Contracts:**

Name	Assignment	Date
Lon Wilkerson	Asst. Varsity Softball Coach - 9th Grade	May 2020
Angela Bair	H.S. Sp. Ed. Strat. I	August 2020
Anthony Jahr	Asst. H.S. Principal/Activities	August 2020
Josh Bly	Asst. Varsity Boys Soccer	March 2020

Officiating:

Name	Activity	Date
David Lee	M.S. Boys Track M.S. Girls Track M.S. Boys Track	4/14/2020 4/21/2020 5/8/2020

Resignation:

Name	Position	Date
Aaron Yuska	Assistant H.S. Boys Basketball	Immediately

Termination:

Name	Position	Date
Joe Tafta	Juvenile Court Liaison	2/28/2020

Superintendent's Recommendation:

Approve the personnel requests as presented pending licensure/background checks on new hires.

Agenda Item V.B. Approve Board Policy Section 900 - Final Read

This is the final read of Board Policy Section 900.

Superintendent's Recommendation:

Approve the final read of Board Policy Section 900.

Agenda Item V.C. Approve Changes to School Board Policy #207.03 Regular Meetings - First Read

Superintendent's Recommendation:

Approve the first read of Board Policy #207.03 to change the start time for meetings to 5:00 P.M.

BUILDINGS AND SITES
Section 900

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BUILDINGS AND SITES
Section 900

900.00 Statement of Guiding Principles

It is the goal of the South Tama County Board of Directors to provide sufficient school district buildings and sites for the education program. The board will strive to provide an environment which will encourage and support learning.

The Board of Directors shall have full and final responsibility for the selection of sites, employment of personnel, contracting for services, approval of plans, authorization and acceptance of bids, payment for work performed on contractual agreements, and final acceptance or rejection of work done. All of the related actions should be taken only by official board action based upon formal recommendations of its staff officers at legal board meetings.

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

(April 18, 1983; July 15, 1991; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

901.01 Buildings and Sites Surveys

It shall be the policy of the Board of Directors upon the recommendation of the Superintendent to 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. The needs for such special studies shall be anticipated well in advance so that budgetary provisions can be made.

(April 18, 1983; July 15, 1991; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

901.02 Selection of an Architect

Upon the recommendation of the Superintendent, the Board of Directors may, upon need, employ the services of an architect.

(April 18, 1983; July 15, 1991; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

901.03 Buildings and Sites Specifications

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 construction or renovation of buildings and sites, when required by law, the specifications must be endorsed by the State of Iowa. The board may adopt additional standards over and above the site specifications issued by the State as it deems necessary and beneficial to the school district.

(April 18, 1983; July 15, 1991; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

901.04 Educational Specifications

The Superintendent and his/her staff, with the help of consultants, citizen advisory groups, and the Board of Directors, shall prepare educational specifications which may be used by the architect in planning and building elements in such a way that they will aid and abet the teaching and learning activities which are to take place within it.

The educational specifications should provide the architect with an inventory of program requirements, a statement of functional program relationships, a definition of the number and character of classrooms, a description of needed specialized instructional facilities, the educational requirements for such areas as library, outside site activities, gymnasium, cafeteria, auditorium, administrative suite, teacher and student service facilities, public service or community service facilities and any other pertinent information which will be of significance in visualizing what is expected of the proposed new building, building additions, or renovation.

(April 18, 1983; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

901.05 Preliminary Building Specifications

The architect shall proceed with preparation of the preliminary plans and specifications after receiving authorization from the Board of Directors. The Superintendent shall provide the architect building and sites specifications, educational specifications, financial data, and other pertinent information necessary to the architect's planning. The architect shall make revisions to the preliminary plans and specifications until a consensus of opinion is reached and approval is given by the Board of Directors.

(April 18, 1983; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

901.06 Final Building Specifications

The architect shall proceed with preparation of the final working drawings, specifications, and contract documents after receiving authorization from the Board of Directors. The Superintendent, staff, citizens' committee, and Board shall continue to provide information and decisions necessary for the architect to finalize the plans.

It shall be the responsibility of the architect to obtain approval of the final plans by the Department of Education, State Fire Marshal, Local Building Authorities, and any other project specific government agencies and the Board of Directors, consistent with the agreement between the District and the architect, before releasing the plans for bid purposes.

(April 18, 1983; July 15, 1991; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

901.07 Building Considerations for Persons with Disabilities

The Board of Directors recognizes the need for access to its buildings and sites by persons with disabilities. The Board will consider the needs of persons with disabilities when planning and constructing new buildings and facilities to ensure that these buildings and facilities are accessible to and function satisfactorily for persons with a disability and are consistent with state and federal law.

(<DATE HERE>)

901.08 Financial Considerations for Purchase and Construction

The Board of Directors shall utilize as needed and, in its discretion, all lawful means of financing site purchase and construction as provided by state law. The Board may also utilize money received from gifts and money derived from the sale of schoolhouses and/or sites.

(April 18, 1983; July 15, 1991; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

902.01 Maintenance Schedule

The Superintendent, in cooperation with the administrative faculty and maintenance personnel, shall develop and administer a comprehensive maintenance schedule for the general care and housekeeping of all buildings, equipment, and grounds of the school district. This schedule shall include provisions establishing the proper lines of authority in administering such 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.

(April 18, 1983; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

902.02 Requests for Improvements

Generally, except for emergency situations, requests for improvements or repairs are made to the superintendent by building principals and the head custodian, or as otherwise outlined in the school district's maintenance schedule. Requirements for requests outlined in the maintenance schedule will be followed.

(April 18, 1983; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

902.03 Emergency Repairs

When an emergency arises in the maintenance and operation of any school district property that directly affects the learning environment and/or safety and welfare of personnel and students, the following action shall supersede the site-based maintenance schedule:

1. Ensure the safety and welfare of the students.
2. Ensure the safety and welfare of personnel.
3. Do all in the staff member's power to correct the emergency as need dictates.
4. Report such emergency condition to the appropriate administrator and/or maintenance staff for correction or to outside authorities.

When emergency repairs costing in excess of the statutory minimums required by law to a school district facility is necessary to correct or control the situation and to prevent the closing of the 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 statutory minimums required by law were necessary to prevent the closing of school.

(April 18, 1983; July 15, 1991; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

902.04 Use of Contract Service

The Superintendent shall use his/her judgment as to whether conditions dictate the use of school district maintenance personnel or the contracting for a special service in the maintenance of the school district's grounds, buildings, and equipment.

(April 18, 1983; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

903.01 Inventory

The Superintendent shall oversee an annual inventory of all furniture and other equipment located within the school district's buildings and sites. All items of equipment that are not consumable in nature shall be included in the annual inventory. A perpetual inventory shall be maintained for all items that are consumable in nature.

(April 18, 1983; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

903.02 Disposition of Obsolete Equipment

School property, such as equipment, furnishings, supplies, and/or any other property that is not real property (hereafter equipment), should be disposed of when is of no further use to the school district. It shall be the objective of the school district in disposing of the equipment to achieve the best available price or most economical disposal.

Whenever any furnishings, equipment and/or supplies valued at less than or equal to five thousand dollars (\$5,000) have been declared obsolete by the administration, the Superintendent will be authorized to sell such furnishings, equipment and/or supplies at the best price possible or otherwise dispose of such furnishings, equipment and/or supplies by any procedure that the administration deems to be in the best interests of the school district. Each sale or other disposition shall be published in accordance with law. Any funds derived therefrom will be forwarded to the Board Secretary. The Board Secretary will credit such receipts to the proper fund as required by law.

Whenever any furnishings, equipment and/or supplies valued at more than five thousand dollars (\$5,000) have been declared obsolete by the administration, the administration may sell or otherwise dispose of such property by any procedure that the administration deems to be in the best interests of the District and subject to statutory requirements, including Board approval of the sale or other disposition following public hearing.

(April 18, 1983; December 21, 1987; July 15, 1991; September 15, 1997; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

903.03 Lease, Sale, or Disposal of District Buildings and Sites

Decisions regarding the lease, sale, or disposal of school district real property shall be made by the board. In making its decision the board will consider the needs of the education program and the efficient use of public funds.

Prior to its lease, sale, or disposal, real property, unless otherwise exempted, shall be appraised. Prior to the board's final decision regarding real property with a value of \$25,000 or more, a public hearing shall be held consistent with state law.

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 state law.

In the case of a sale or lease of school district real property not being used for the education program, unless otherwise exempted, advertisements for bids shall be taken. If the bids received by the board are deemed inadequate, the board may decline to sell or lease the property and re-advertise.

In the case of the razing of a school district facility, at a cost of \$2,000 or more, the board will advertise and take bids for the purpose of awarding the contract for the project.

The Superintendent shall be responsible for coordinating the action necessary for the board to accomplish the lease, sale, or disposal of school district real property, including student-constructed buildings. It shall also be the responsibility of the Superintendent to make a recommendation to the board regarding the use of school district real property not being utilized for the education program.

(September 15, 1997; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

904.01 Asbestos Containing Materials

The school district will implement the rules of Asbestos Hazard Emergency Response Act (AHERA) and will provide the necessary funding within budget constraints to implement the response actions as required. The school district will appoint and train as necessary the appropriate person as required in the rules. Each school building will maintain a copy of the district's asbestos management plan.

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

(June 20, 1988; July 15, 1991; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

904.02 Hazardous Chemical Right to Know

The Board authorizes the development of a comprehensive hazardous chemical communication program consistent with state and federal law for the school district to disseminate information about hazardous chemicals in the workplace. The program will consist of material safety data sheets, container labeling, chemical inventories, and employee training and transmittal of the program to applicable employees, the community, and Emergency Response personnel.

Each school district employee should review this information about hazardous substances as needed. Further, each time a new school district employee is hired, the information and training if necessary, shall be included in the orientation of the employee. Each time an additional hazardous substance enters the workplace, information about it shall be distributed and training shall be conducted for the appropriate employees. The Director of Staff Development shall maintain a file indicating when all training and informing takes place.

It shall be the responsibility of the Superintendent to develop processes to implement and monitor this program. Information about the program will be made available upon request during regular business hours.

(December 21, 1987; June 20, 1994; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

904.03 Warning Systems and Emergency Plans

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

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

(<DATE HERE>)

904.03R1 Emergency Plans Regulations

For any school district facility that serves students there shall be a written plan containing emergency and disaster procedures which will be clearly communicated to and periodically reviewed with staff responsible for implementation. The emergency plan shall consider such issues as:

- a. Assignment of personnel to tasks and responsibilities.
- b. Instructions relating to the use of alarm systems and signals. If combination visual and auditory warning devices do not exist, the plan shall include specific provisions for warning hearing impaired pupils.
- c. Information concerning methods of fire containment.
- d. Systems for notification of appropriate persons and agencies.
- e. Information concerning the location and use of firefighting equipment.
- f. Specification of evacuation routes and procedures.
- g. Posting of plans and procedures at suitable locations throughout the facility.
- h. Evacuation drills held as required by state law. Evacuation drills include actual evacuation of pupils to safe areas.
- i. An evaluation for each evacuation drill.

(February 16, 1998; July 7, 2003; July 9, 2012; January 19, 2015; <DATE HERE>)

904.04 Use of Video Cameras in Buildings and Facilities

The Board authorizes the use of video cameras in and around school buildings to monitor conduct in general use areas such as classrooms, hallways, cafeteria, parking and entrances, etc. The video cameras will not be placed in areas where individuals have a reasonable expectation of privacy, as determined by the District. The video cameras will be used to monitor behavior and may be used as evidence in a student disciplinary proceeding and/or related to employee discipline. The videotapes are student and/or employee records subject to confidentiality. The videotapes will be stored for a period of time, as determined by the District.

(November 18, 1986; June 16, 1997, March 15, 2010; March 21, 2011; January 19, 2015;
<DATE HERE>)

905.01 Community Use of Buildings and Facilities

The board promotes the concept of school buildings and facilities serving as a center for community activities. Therefore, groups or organizations in the community will be allowed to use school buildings and/or facilities, provided all requirements and conditions outlined in this policy are met.

Charges for community use of school buildings and/or facilities are based on the Rental Fee Schedule outlined in his policy. The district reserves the right to adjust the schedule should extraordinary effort be required to accommodate the actual usage.

Outdoor school sites and playgrounds may be used, as available, at no charge, however, organizations or groups using the sites and playgrounds shall have the approval of the appropriate administrator and shall have followed the scheduling and application procedure.

An application requesting the use of school facilities, equipment and other school property shall be filed with the Director of Finance and Operations at least three (3) days prior to the date requested for use. The Director of Finance and Operations will coordinate all requests with the Office of the Principal in the building concerned.

Building Use Priority:

The administration will determine the assignment of specific facilities. In deciding whether or not to grant the use of a facility, the administration will consider the following priority of use and the fee arrangement for the use of school facilities:

1. Civil Defense Emergencies.
2. School sponsored programs and activities.
3. School affiliated groups and certain school sponsored activities that require added personnel. (Includes school-recognized activities sponsored by booster organizations and alumni gatherings.)
4. Red Cross or other community acknowledged emergency use (depending on available alternatives, this may have a higher priority than listed.)
5. Adult Education activities co-sponsored by STC and the Iowa Valley Community College.
6. Official School Wellness Program Activities for School Employees.
7. Youth Groups of an educational, recreational, or patriotic nature that are generally non-restrictive in membership or participation. Examples include: 4-H, Boy Scouts, Girl

Scouts, and similar organizations. Generally, activities open to all youth will be given priority to those available to a smaller membership group.

8. Non-profit Community organizations and individuals and an all employee group (other than official Wellness activity) for which no fee is charged.
9. Non-profit group and individual's activities for which a fee is charged AND profit-making Commercial Enterprises activities judged acceptable by the administration.

Other Cost Considerations:

1. The administration shall determine when facilities fees should be designated for the activity fund or the operating fund. On rare occasions, agreed upon in advance by the administration, the fee may be modified by accepting an in-kind contribution.
2. Costs will be doubled for non-school uses on holidays and holiday weekends.
3. An 'on call' fee may be assessed for scheduling of facilities "in case of inclement weather" even if the facilities are not used.
4. Facilities may not be scheduled for use by individuals or groups who have past-due accounts for past facility fees or assessments.
5. Rental of facilities may be denied for selected occasions, such as holidays, if necessary, school personnel are not available.

Facilities will not normally be used unless an adult resident of the district signs an agreement to pay the required fees, to accept liability for all damages and personal injury resulting from and during the usage, and to adhere to regulations established by the administration.

School equipment or facilities will not normally be rented or used unless a school employee or other adult, judged to be qualified by the administration, is available to take responsibility for supervision. When costs are involved, the organization or individual arranging for use shall pay for supervision. If non-school sponsored student groups are permitted to use facilities by virtue of having an open forum, they may be required to pay the cost of adult supervision. Employees of the school who are paid extra for supervision of facilities must be paid by the district and the district may be reimbursed by the organization/individual using the facilities.

Whether or not a fee is charged, a non-school sponsored renter or group using the building agrees to restore to original condition any unwarranted destruction of property. The Board of Directors shall be the sole judge of unwarranted destruction of property.

Restrictions on Use of Facilities:

Outside organizations using the school buildings and/or facilities must adhere to the following expectations/restrictions:

1. **All school district property is tobacco free.**
2. There shall be no alcoholic liquors or beverages, or illegal drugs brought to or consumed in the building or on the grounds.
3. It will be the responsibility of the organization using school facilities to refuse admission to the building or area being used by them, to person or persons who may be under the influence of drugs or alcohol.
4. Use of facilities must not be contrary to public interest as determined by the Board or by law.
5. Except for school use, equipment will not normally be permitted for use outside the school district.
6. At least one adult, acceptable to the administration, will be present during the time the facilities are in use.
7. The use of school equipment and facilities is restricted for purposes accepted by the administration as being in good taste. Good taste will include a judgment of community acceptability, timing, etc.
8. Use of facilities may be denied if the use would cause the district to require a school employee to work on a Sunday morning or on New Year's Eve, New Year's Day, the weekend that includes Good Friday, Memorial Day weekend, July 4th, Labor Day weekend, Thanksgiving Day and the weekend that follows, Christmas Eve or Christmas Day.
9. The administration may deny use of specific facilities when it might interfere with higher priority use, when it might interfere with required maintenance or cleaning, when safety or supervision provisions cause concern, when the nature of the activity causes concern or is not clearly defined, or when energy conservation indicates the fees would be insufficient to cover costs (as during the winter break).
10. No motorcycles, mopeds, snowmobiles, off-road vehicles, or other vehicles will be permitted on school property except in designated traffic areas or by prior written permission of the administration. Recreational use of vehicles will not be approved.

Fee Schedule and Administrative Regulations for Facilities:

The Superintendent shall cause regulations and further restrictions to be established regarding the use of facilities. In addition, the Superintendent shall cause a fee schedule to be generated for the hourly (or other time period) use of facilities. The schedule should consider special restrictions and costs, if any, to include use of:

A. Group I – (Free Use)

Functions that are school sponsored by the building activity or parent group will be provided free use of school facilities, except for certain activities requiring the use of the kitchens, auditoriums, stages, gyms, or other special areas involving extra operational costs. (Schools shall be granted exemptions from extra operational costs, with the exception of kitchen use, in the following amounts when the purpose of the use relates to student welfare or fundraising for that school.) Fundraising and school-sponsored functions shall also qualify for Group I status.

Local youth service programs (for meetings only) – including, but not limited to, Boy Scouts, Girl Scouts, church, 4-H, Campfire, etc. The use of school facilities for town meetings, political caucuses, elections, and voter registration shall be free, except that charges shall be assessed for actual custodial overtime, including fringe benefits.

Such hours shall be allocated at the discretion of the school principal and so noted on the Application Form for Building Usage. The principal shall determine whether or not a building activity falls in the Group I category; however, in the case of activities not sponsored by the school or building parent group, the decision regarding Group I eligibility shall be made by the Activity Director or Director of Finance and Operations. When a school-sponsored or parent group-sponsored activity involves the use of facilities in another school building, the principal of the host school shall recommend whether or not the schedule charge shall be assessed for any additional staff from the host school needed to conduct the activity.

B. Group II – (Minimal Charge)

Activities of education-related groups, tax-supported educational institutions conducting educational or recreational programs, business/industry-sponsored recreational groups, public information organization, governmental agencies, neighborhood recreational activities, church organizations and political meetings not supporting specific candidates or state or national programs shall be charged in accord with Group II schedule. Each group is limited to three dates of Group II weekend use each school year. Any non-school sponsored organization-charging admission or a fee to participate qualifies in Group III.

Special Circumstances – The Chamber of Commerce, Central Rivers AEA, Area Community College and approved community service groups may be exempted from charges for rental of classrooms, media centers, to include the High School auditorium for free public service activities that exclude meals, indoor sports, or fundraising.

C. Group III – (Recovery of Full Costs)

Nonpublic schools, political groups, community fund-raising activities or functions that have a profit motive shall be charged with the Group III fee schedule unless the function is cosponsored by the district. School employees are not entitled to free use of facilities when functioning as private entrepreneurs (e.g., private lessons, tutoring lessons). Each group is limited to three dates of GROUP III weekend use each school year. Any non-school sponsored group charging admission or a fee to participate qualifies in Group III.

NOTE: The policy on the use of buses is contained in the Auxiliary Services 700 Series.

Keys/Fobs:

Only adults approved by the administration will be permitted to check out a key fob for access to a school facility. Only the individual who receives the fob may use that fob. The fob is non-transferable without the express approval of the administration. Fobs may not be duplicated. A fob must be returned, or the individual may be required to pay for the changing of the locks and issuance of new fobs.

Walking the Hallways:

The administration may, without fee, designate certain building hallways as available for walking by the general public. Use of hallways will be restricted to times when it will not interfere with the educational program and when the building is already open with personnel on duty.

ICN Room and Equipment Use:

The school district will sponsor education related organizations' user of the ICN upon approval of the Superintendent. Sponsored ICN users' 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 shall 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 classrooms to originate, receive or broadcast programming must follow the state scheduling requirements. However, 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 at the High School to inform them of their needs.

It shall be 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 of 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.

(April 18, 1983; July 15, 1991; November 15, 1993; June 17, 1995; November 20, 1995; March 16, 1998; July 7, 2003; April 21, 2008; July 18, 2011; June 23, 2014; <DATE HERE>)

906.01 Vandalism

The Board of Directors 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 will 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 will be reported to the local law enforcement authorities.

(<DATE HERE>)

906.02 Recreational Vehicles on School Property

It is the philosophy of the South Tama County Board of Directors to protect all school district property. Because some property may be damaged by public use by recreational vehicles, the Board of Education prohibits recreational vehicles from school property.

1. Restriction

All recreational vehicles shall be restricted from school district property. This will include snowmobiles, three wheelers, four wheelers and other recreational vehicles that may damage school property.

2. Hours of Restriction

The restriction shall be for seven (7) days per week and twenty-four hours per day.

3. Exceptions

- a) Any recreational vehicle that is being used as part of the instructional program may be driven to the classroom area.
- b) Recreational vehicles that are authorized by state law to operate on a hard surface area may function under the same restriction placed on other automobiles driving on school property.

4. Enforcement

The South Tama County Board of Education authorizes all law enforcement agencies the authority to enforce this policy. It shall also be the responsibility of all district administration to take action against anyone in violation of this policy.

(April 18, 1988; July 16, 1990; March 21, 2011; January 19, 2015; <DATE HERE>)

207.03 Regular Meeting

The regular meeting time and date will be set by the Board of Directors at its annual or organizational meeting. In general, the regular meetings will occur on the third Monday of each month at 5:00 ~~5:30~~ P.M. unless otherwise specified by law or changed by the Board.

The public shall be notified of all Board Meetings consistent with Iowa law and board policy. Meetings will be held in the meeting place officially designated by the board, which will be accessible to the public.

(October 13, 1980; June 18, 1987; December 16, 1991; September 20, 2010; November 15, 2010; June 18, 2012, June 20, 2016, March 4, 2019,)

South Tama Community School District

Changes to Policies (1000s)

Revised by Emily K. Ellingson on December 26, 2019

Items highlighted in yellow require the district to follow-up and consider revisions.

Type of Policy	Old Policy	New Policy	Change
Statement of Guiding Principals	1000	1000.00	Minor changes
Board-Community Relations	1001.10	1001.01	Revised language to read clearer (Changed passive voice to more active voice).
News Media Relations	ADDED	1001.02	Added new policy outlining the appropriate points of contact for news media inquiries.
News Conferences and Interviews	ADDED	1001.02R1	Added new policy outlining how to handle news conferences.
News Releases	1001.20	1001.02R2	Revised language to provide more direction regarding a news release.
Releases to News Media - Board Matters	1001.30	DELETED	DELETED this policy because it was already covered by the modified 1001.02R2 and provided no additional information.
School Community Groups	1002.40	1002.01	Revised policy regarding PTO and Booster Clubs to include a broader "school community groups" and to provide more substantive guidance re: same.
Citizens' Advisory Committees	1002.10	DELETED	DELETED this policy because it is already covered by the general Board Ad Hoc Committees policy found in the 200s Series (Policies 206.01 and 206.03).
Community Volunteers	ADDED	1002.02	Added new policy to address the school district's procedures for volunteers.
Gratuities to Personnel	1003.30	DELETED	DELETED this policy because it was already covered in the revised 500s Series (Policy 504.05).
Public Performances by Students	1004.10	DELETED	Added and revised policy previously in the 900s series outlining expectations for visitors.
Visitors to School District Building and Sites	910.05	1003.01	Added policy previously in the 900s series consistent with state law providing that school grounds must be nicotine-free.
Conduct on School District Buildings and Sites	602.95	1003.02	Added policy previously in the 900s series consistent with state law providing that school grounds must be nicotine-free.
Tobacco and Nicotine-Free Environment	910.10	1003.03	Also broadened the scope of the prior policy in the 900s to include more than just "smoking".
Distribution of Materials on School District...	603.62	1003.04	Added and modified policy previously in the 600s Series outlining the appropriate distribution of materials to provide guidance when students, staff or other individuals attempt to distribute materials on school district property
Distribution of Materials on School District... Regulations	ADDED	1003.04R1	Added regulations outlining the appropriate distribution of materials to provide guidance when students, staff or other individuals attempt to distribute materials on school district property
Advertising and Sales Promotions	1004.20	1003.05	Revised policy to include additional expectations/restrictions regarding advertising and promotions on school property.
Holiday and Sunday Practices	1004.30	DELETED	DELETED this policy because it was already covered in the revised 100s Series (Policy 102.00 and accompanying regulations/forms).
Public Examination of School District Records	1005.10	1004.01	DELETED this policy because it was already covered in the revised 100s Series (Policy 102.00 and accompanying regulations/forms).
Discrimination Complaint Procedures	1006.10	DELETED	DELETED this policy because it was already covered in the revised 100s Series (Policy 102.00 and accompanying regulations/forms).
Blue Card Club	1001.40	1005.01	Minor revisions
General Complaints by Citizens	ADDED	1006.01	Added new policy outlining the procedure for a general citizen complaint, which mirrors the procedures for student complaints (509.02) (considering that is a simpler procedure than that for employee complaints (Policy 406.01)).

General Policy Notes

- (1) If a policy is designated as "NEW" or "ADDED" there is no old policy on the topic.
- (2) Legal References have been removed because they are frequently outdated and/or irrelevant.
- (3) Intra-policy references were removed because these are frequently outdated. Also, if the district were to change one policy every cross site would need to be checked. This is time consuming and rarely done.
- (4) Terms used throughout the policy manual have been altered for consistency.
- (5) Policies have been re-organized and re-numbered to account for deleted policies, added policies, grouping of similar policies, and consistent numbering progression.
- (6) Deleted references to superintendent's adoption of regulations. Often there will be a lag in the actual development of these regulations. Consequently, we find this better be left unsaid from a liability standpoint.

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Section 1000

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SCHOOL-COMMUNITY RELATIONS
Section 1000

1000.00 Statement of Guiding Principles

It shall be the policy of the Board of Directors to keep the community informed of the objectives, achievements, needs and conditions of the school system. The Superintendent shall be responsible for initiating and administering a continuous program of communication within the community. He/she shall utilize needed school personnel and all media available in discharging this responsibility.

(April 18, 1983; July 15, 1991; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

1001.01 Board and Community Relations

The Board of Directors is committed to actively cooperating with official area community agencies and organizations concerned with the welfare of students. The Board of Directors and the District are further committed to maintaining an open communication between the schools and the public. Community support for the program of the schools can best be established through a public that understands and is active in school affairs.

(April 18, 1983; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

1001.02 News Media Relations

The Board recognizes the value of and supports open, fair and honest communication with the news media. The Board and the District will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the Board, the District, 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 District. It is the responsibility of the Board President and the Superintendent to respond to inquiries from the news media about the 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 information responsive to any inquiries from the news media to the extent permitted under law and as appropriate, given the circumstances surrounding the request.

(<DATE HERE>)

1001.02RI News Conferences and Interviews

The Superintendent, on behalf of the Board and the District, may hold a news conference or respond to a request for an interview with the news media. It is the responsibility of the Superintendent to keep the Board apprised of news conferences and interviews.

News conferences and interviews may include the Board President and/or 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.

School district personnel shall refer interview requests and information requests from the news media to the Superintendent. School district personnel may be interviewed or provide information about school district matters only after receiving permission from the Superintendent or the Superintendent's designee. It shall be within the discretion of the Superintendent to allow news media to interview and to receive information from school district personnel.

(<DATE HERE>)

1001.02R2 News Releases

The Superintendent will determine when a news release about internal school district and/or 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.

News releases will be prepared and disseminated to news media in the school district community. It is the responsibility of the Superintendent to approve news releases originating within the school district prior to their release. Questions about news releases should be directed to the Superintendent.

(April 18, 1983; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

1001.03 Live Broadcast or Recording

Individuals, including individuals associated with a news media entity, 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 for the school district 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 student and/or classroom activities will generally not be allowed, except in exceptional circumstances and only with the approval of the Superintendent. Individuals found to be recording activities without the appropriate authority and/or approval may be removed from the school district property and law enforcement may be notified.

(<DATE HERE>)

1002.01 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.

Parent-teacher organizations may be established for each attendance unit in the school district. The building administrator for each attendance unit shall serve as the liaison officer representing the school system.

Membership and rules governing school-community groups/organizations shall be determined by each individual organization and/or organization at each attendance unit. Activities of individual organizations and/or units, when related to school purposes, shall be evaluated by the administrator assigned to that attendance unit.

Funds raised by these organizations for the school district may be kept as part of the accounts of the school district or may be separately maintained by the organization, as mutually agreed upon by the organization and the Superintendent acting on behalf of the school district.

Prior to any purchase of, or fund raising for the purchase of goods or services for the school district, the organization will confer with the Superintendent to assist the organization in purchasing goods or services to meet the school district's needs.

(April 18, 1983; May 15, 2000, July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

1002.02 Community 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 when the volunteering would be appropriate considering the needs of the educational program.

The volunteer may be asked to agree to a criminal background check and/or a sexual abuse check prior to volunteering.

Whether an individual will be permitted to volunteer for the school district will be the sole discretion of the Superintendent, and the Superintendent may inform an individual he/she is no longer permitted to volunteer for the school district at any time for any lawful reason.

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.

(<DATE HERE>)

1003.01 Visitors to School District Buildings and 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. Visitors who do not notify the principal of their presence may be considered trespassers.

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 and/or may be banned from the premises for an extended period of time. 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.

(April 17, 1989; July 15, 1991; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

1003.02 Conduct on School District Buildings and Sites

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 or anyone's participation in or viewing of the 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, offensive, 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 and the Superintendent may exclude the spectator at future sponsored or approved activities. 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 pursuant to the Board's procedures. 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.

(September 20, 1999; July 7, 2003; January 17, 2011; July 9, 2012; January 19, 2015; <DATE HERE>)

1003.03 Tobacco/Nicotine-Free Environment

The use of tobacco and nicotine products; including, but not limited to, cigarettes, nicotine chew, snus, dissolvables, vaping devices, electronic cigarettes and/or other nicotine products that are not approved by the Federal Drug Administration for tobacco cessation; on school district property; including in school district buildings, on school district grounds, in school district transportation vehicles, or at any school district activity; is prohibited.

This policy extends to all students, employees, volunteers, and visitors. This policy applies at all times, including during school-sponsored events and during non-school-sponsored events.

Persons violating this policy shall be asked to cease using the tobacco and/or nicotine product, properly dispose of the tobacco and/or nicotine product and refrain from using tobacco and/or nicotine products in the future. Persons failing to abide by this request shall be required to leave the school district premises immediately.

It shall be the responsibility of all school district personnel, and specifically school district administrators, to enforce this policy.

(December 21, 1987; July 15, 1991; December 19, 1994; July 7, 2003; June 19, 2006; July 18, 2011; June 23, 2014; <DATE HERE>)

1003.04 Distribution of Materials on School District Buildings and Sites

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.

(December 19, 1994; July 7, 2003; January 17, 2011; July 9, 2012; January 19, 2015; <DATE HERE>)

1003.04RI Distribution of Materials on School District Buildings and Sites 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 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.

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 (3) 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 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.

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.

(c) 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 or employee 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, and employees may be subject to discipline up to and including termination. 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.

(<DATE HERE>)

1003.05 Advertising and Sales Promotions

Educational facilities, teachers, and students shall not be used in any manner for advertising and/or for the promotion or sale of services or products of agencies or organizations operating for profit. The Board of Directors specifically forbids such activities, including but not limited to the following:

1. Distribution by students of pamphlets urging students, parents, and others to purchase services or products sold for profit.
2. The sale by students or teachers of products and/or services, except in relation to production by students as part of the program.
3. Similar activities which would involve the teachers and students and which would interfere with the normal time and activities of the school.

This means that the use of students, including students' names and/or likenesses; employees, including employees' names and/or likenesses; the school district name; or its buildings and sites for advertising and promoting products and/or services of entities and/or organizations operating for a profit or political entities and/or organizations is generally not allowed.

Where the Board of Directors and/or the Superintendent feel that the educational gain outweighs any promotional purpose, prior approval can be given by the Board to an activity generally prohibited by this policy. Specifically exempted from the provisions of this policy shall be a student insurance program.

(April 18, 1983; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

1004.01 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 administrative office of the school district. These hours are 7:30 A.M. to 4:00 P.M. Monday through Friday, except for holidays and recesses.

Persons wishing to review the school district's public records shall contact the Board Secretary and make arrangements for the viewing. The Board Secretary will make arrangements for the individual making the request to view the records as soon as possible, depending on the nature of the request.

Persons wishing to receive a copy of the school district's public records shall submit said request in writing to the Board Secretary. Persons wanting copies of the school district's public records shall be assessed a standard fee for the copy. Persons wanting compilation of already-existing records shall be assessed a fee for the time of the school district employee to compile such records.

Any fee assessed pursuant to this policy will include a per page copy fee, consistent with the school district's current per page copy fee, a fee for the actual expenses incurred for a school district employee to locate and compile the requested records, and a fee for the actual expenses incurred for a school district employee or other individual, including but not limited to an attorney, to review and, if necessary, redact the requested records. The school district may require pre-payment of the costs prior to providing the requested records.

Records defined by law as confidential records shall only be viewed or copied in accordance with the law and with this policy.

The Board Secretary shall be the custodian of school district and Board records. It shall be the responsibility of the Board Secretary to respond in a timely manner to requests for viewing and receiving public records of the school district.

(April 17, 1989; July 15, 1991; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

1005.01 Blue Card Club

The Board of Directors wishes to promote the active participation of all age groups in school activities and programs. In an effort to encourage people in the South Tama County Community School District who are 65 years of age and over to attend school district activities and programs, the Board of Directors, upon receipt of application, will issue the individual a Blue Card, which will admit the recipients to all school activities without cost.

(April 18, 1983; July 7, 2003; July 18, 2011; June 23, 2014; <DATE HERE>)

1006.01 Complaints by Citizens

The Board recognizes situations may arise in the operation of the District which are of concern to citizens. The Board believes that constructive criticism can assist in improving the quality of the education program and in meeting individual student needs more effectively. The Board also places trust in its employees and desires to support their actions in a manner which frees them from unnecessary or unwarranted criticism and complaints.

Citizens shall make any complaints in a constructive and professional manner. Complaints should be presented only to proper authority, who is the supervisor of the activity or function, the principal, or the Superintendent. It is the goal of the board to resolve citizen complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the citizen may discuss the matter with the principal within five calendar days of the employee's decision. If the matter cannot be resolved by the principal, the citizen may discuss it with the Superintendent within five calendar days after speaking with the principal.

If the matter is not satisfactorily resolved by the Superintendent, the citizen may ask to have the matter placed on the Board agenda of a regularly scheduled board meeting in compliance with Board policy. The Board has complete discretion regarding whether to place the matter on the Board agenda.

(<DATE HERE>)