

SELECTION OF AN ARCHITECT

Purpose: To provide guidelines for the selection of an architect.

Policy: Architects shall be interviewed by the Board and Superintendent. Prior to making the final selection of an architect, the Board shall inspect a completed school building that was designed by said architect.

Approved 1/16/89
Revised 4/18/94
Reviewed 3/20/00
Reviewed 12/19/05
Reviewed 10/3/11
Reviewed _____

DELETE POLICY (Job Description on file for this position)

Code No.: 902.1

ADMINISTRATION OF MAINTENANCE PROGRAM

~~Purpose: To provide guidelines for the administration of the Maintenance Program.~~

~~Policy: The Maintenance Program shall be under the supervision of a Maintenance Director who shall, in cooperation with the Superintendent, develop and administer a comprehensive maintenance schedule for the general care and housekeeping of all buildings, equipment, and grounds of the district.~~

~~The Maintenance Director shall establish and maintain a central record system of supplies, equipment, and maintenance items. The Maintenance Director shall develop performance standards for personnel, recommend personnel for employment, evaluate maintenance staff for promotion, retention or dismissal, and conduct any training of staff.~~

~~The Maintenance Director shall work with maintenance and housekeeping employees in each building and the building principals in all matters related to the proper functioning of the maintenance department.~~

Approved 4/18/94
Reviewed 3/20/00
Reviewed 12/19/05
Revised 10/3/2011

SCHOOL FACILITIES SURVEY

Purpose: To provide for the survey of school facilities.

Policy: The Board, upon the recommendation of the Superintendent, shall contract for the services of consultants and other resource personnel for the study of particular building concerns of the District. The needs for such special studies shall be anticipated well in advance so that budgetary provisions can be made.

Approved _____
Reviewed 3/20/00
Reviewed 12/19/05
Reviewed 10/3/2011
Reviewed _____

USE OF CONTRACT SERVICES

Purpose: To provide for contracting for special maintenance services.

Policy: The Superintendent shall use his/her judgment to recommend to the Board contracting for special services in the maintenance of the District's grounds, buildings, and equipment.

Approved _____
Reviewed 3/20/00
Reviewed 12/19/05
Reviewed 10/3/2011
Reviewed _____

LEASE/SALE/DISPOSAL OF SCHOOL BUILDINGS & SITES

~~Purpose: To provide guidelines for the lease/sale/disposal of school buildings and sites.~~

~~Policy: The lease/sale/disposal of school owned real estate shall be accomplished by the Board as it sees fit within the constraints of the Code of Iowa.~~

~~Decisions regarding the lease, sale or disposal of real property belonging to the District shall be made by the Board, with a recommendation from the Superintendent. 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 the decision regarding the disposal of real property, the Board shall adopt a resolution announcing the proposed disposition, publishing notice of the time and place of the public hearing, and describing the property pursuant to law. The Board shall publish notice of the time and place of the public hearing in a newspaper of general circulation at least once, but not less than ten (10) days and not more than twenty (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 (2) 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 under Iowa law.~~

~~In the case of the demolition of a school district facility or structure, the Board will follow all applicable laws regarding competitive bidding for the demolition project.~~

~~The superintendent shall be responsible for coordinating the action necessary for the board to accomplish the lease, sale or disposal of real property belonging to the District, including student-constructed buildings.~~

~~Proceeds from the disposition of real property shall be placed in the District's physical plant and equipment levy fund. Proceeds from the lease of real property shall be placed in the District's general fund.~~

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 (2013).

Approved 1/16/89
Reviewed 3/20/00
Reviewed 12/19/05
Revised 12/5/11
Revised _____

SALES PROMOTIONS PROHIBITED

Purpose: To prohibit the use of facilities, personnel, or students to promote or sell services or products offered by agencies operating for profit.

Policy: Educational facilities, personnel, and students shall not be used in any manner for the promotion or sale of services or products offered by agencies or organizations operating for profit. The Board specifically forbids such activities as the following:

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

Specifically exempt from the provisions of this policy shall be a student insurance program.

When the Board and Superintendent believe that the educational gain outweighs the promotional purpose, prior approval for an activity may be given by the Board.

Approved _____
Reviewed 4/17/00
Reviewed 12/19/05
Reviewed 6/20/11
Reviewed _____

Delete Policy

Code No.:1005.3

CITIZEN INVOLVEMENT

~~Purpose: To provide for the utilization of citizens and community resources.~~

~~Policy: The District shall utilize citizens and community resources to enhance its educational program.~~

~~The Superintendent shall develop Board approved rules and procedures.~~

Approved _____

Revised 8/16/93

Reviewed 4/17/00

Reviewed 12/19/05

Reviewed 6/20/11

CITIZEN COMPLAINTS

Purpose: To establish guidelines for the handling of citizen complaints.

Policy: Parent and public concerns or complaints shall be resolved at the lowest possible level of decision making by the individuals closest to the concern. The concerns are best dealt with through communication with appropriate personnel of the system, beginning with the faculty, to the principals, to the Superintendent, and finally to the Board.

Board approved rules and procedures shall be developed by the Superintendent.

Approved _____

Revised 8/16/93

Reviewed 1/20/97

Reviewed 6/20/11

Reviewed _____

CITIZEN COMPLAINTS

The following guidelines are the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning an individual student or an employee should first be addressed to the student's teacher or to the employee.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the Principal, or the employee's immediate supervisor.
3. Unsettled matters from (2) above, or problems and questions concerning the school system, should be directed to the Superintendent.
4. If the matter cannot be settled satisfactorily by the Superintendent, it may be brought to the Board. No appeal shall be heard by the Board unless it is submitted in writing, signed by the party bringing the complaints, and presented to the Board through the Superintendent.

Approved _____
Revised 8-16-93
Reviewed 4/17/00
Reviewed 12/19/05
Reviewed 6/20/11
Reviewed

Delete Policy

Code No.:1005.6

~~PERSONNEL PARTICIPATION IN COMMUNITY ACTIVITIES~~

~~Purpose: To provide guidelines for the participation of personnel in community activities.~~

~~Policy: The Board shall encourage personnel to participate in community activities. Such participation shall include active membership in local organizations and active roles in community issues and political parties.~~

~~The Board shall prohibit exertion of pressure on personnel to affiliate with organizations or to participate in activities deemed unacceptable to personnel. Freedom of choice shall be the prerogative of personnel, but participation in any activity shall be in keeping with the overall goals and objectives of the educational program.~~

Approved

Reviewed 4/17/00

Reviewed 12/19/05

Reviewed 6/20/11

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

Specifically exempt from the provisions of this policy shall be a student insurance program.

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Approved _____
Reviewed 4/17/00
Reviewed 12/19/05
Reviewed 6/20/11
Reviewed _____

Delete Policy

Code No.: 1005.9

DUPLICATED OR PRINTED MATERIALS

~~Purpose: To provide guidelines for the use of duplicated or printed materials to explain school programs.~~

~~Policy: Duplicated or printed materials related to or explaining various phases of the school program shall be made available for personnel and public use as deemed advisable by the Superintendent. Rules of good taste, scholarship and general acceptability shall apply to all such publications.~~

Approved

Reviewed 4/17/00

Reviewed 12/19/05

Reviewed 6/20/11