

## **Board Policies for First Reading – March 20, 2017**

809.4	Naming of School District Facilities/Property/Events	New Policy
204.12	Meetings by Telephone or Other Electronic Means	New Policy
401.3	Severance Pay	
901.3	Educational Specifications	New Policy # 809.3
901.8	Construction Contracts	Delete Policy
RP901.8	Construction Contracts	Delete Policy
902.4	Disposition of Obsolete Equipment	New Policy # 803.10
902.6	Tobacco/Nicotine*Free Environment	New Policy # 905.4
1001.1	Board-Community Communication	New Policy # 901.1
1001.2	Superintendent-Community Communication	New Policy # 901.2
1001.5	Emergency School Closing	New Policy # 901.5
1001.6	Public/Private School Relations	New Policy #901.6
1001.7	Public Conduct on School Premises	New Policy # 905.2
RP1001.7	Public Conduct on School Premises	Delete Policy

### Naming of School District Facilities/Property/Events

Policy: The Board of Education believes names given to district facilities/property/events should have special significance to the community, its traditions and values. The naming of buildings and other facilities/property/events provides an opportunity to recognize the contributions of individuals, or groups, to education and to the life of our community.

The Board of Education recognizes the official name selected for a facility/property/event is a vital factor in the public image of the community. It is the intent of the board to name facilities in the District in a manner that evokes pride in students, school employees, parents/guardians and the community. Naming facilities is the sole authority of the Board of Education. All naming decisions will be consistent with the vision, mission, beliefs and goals of the Anamosa Community School District.

Additionally, the board reserves the rights to withdraw the name in the event that information is revealed may cause the name to be inappropriate for District buildings or grounds.

#### **Request for Naming or Renaming Existing Facilities and Additions**

A request for consideration of naming or renaming facilities/property/events may be initiated by the School Board, school employees, school-related organizations, students, or any interested citizen or community organization.

1. Such a request shall be made in writing to the Superintendent and forwarded to the School Board. These nominations should include supporting materials that address:
  - a. The rationale for the recommendation.
  - b. Biographical and background information regarding the proposed name.
  - c. Attributes / Qualities of the proposed honoree
    - i. Demonstrated record of excellence in their respective field evidenced by a variety of outstanding accomplishments, awards, leadership, and service roles in their profession, community, professional and civic organizations.
    - ii. Demonstrated positive role model for others.
    - iii. Demonstrated commitment to excellence. Extraordinary impact on students, staff, student achievement, activities, arts, or athletics.
    - iv. Exhibited positive values: honesty, integrity, sense of fairness, self-discipline, teamwork, dedication to work, etc.
2. The superintendent shall place the request on the agenda for Board action for referral to the standing committee. No action to name or rename facilities/property/events is to be taken by the School Board without referral to and recommendation from the standing committee.
3. The superintendent (or District administrative designee) will facilitate the functions of the standing committee in its review of the request and subsequent action.

If the naming of a facility or a portion of a facility is a condition of a gift to the District and the Board believes the size of the gift warrants such action, the Board may waive any or all requirements of this policy and approve the name designated by the donor. Dedication of a particular facilities/property/event does not guarantee that the dedication, name or memorial will exist in perpetuity.

Standing Committee:

1. The superintendent shall appoint a committee of not less than five (5) and not more than seven (7) individuals to be inclusive of staff, citizens, parents, and students to consider the naming request.
2. The superintendent or designee shall serve as the non-voting chairperson of the committee. A member of the School Board, appointed by the Board President, will also serve as a non-voting member of the committee.
3. The Standing Committee shall thoroughly study and review the request as it relates to the criteria stated on page 1 of this policy.
4. Costs associated with the naming or renaming of the facility shall be negotiated by the parties requesting the change and must be recommended by the superintendent.

The District recognizes that many individuals make extraordinary contributions that may warrant or generate a desire to commemorate their contributions. The District strongly suggests that other alternatives, including but not limited to the following also be considered:

- a. Establishing a scholarship in the individuals name with the Anamosa Community School Foundation.
- b. Landscaping improvements such as trees, stepping stones, benches with an appropriate plaque or signage.
- c. Establishing a special purpose fund with the Anamosa Community School Foundation.

The Board reserves the right of final approval for the name of any and all facilities.

Approved \_\_\_\_\_

MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS

Policy: A meeting will be conducted by electronic means only if a meeting in person is impossible or impractical. If an electronic meeting is held, public access to the conversation will be allowed unless the meeting is exempted from the open meetings law or is covered by an exception allowing a closed meeting. For meetings not exempted from the open meetings law but allowed to be closed, advance notice will be given as for other meetings, a vote to close the meeting will be made, and the telephone conversation will be audio recorded. Minutes will be kept of meeting held by electronic means, and the minutes will state the reason why a meeting in person was impossible or impractical.

The District believes a board member's physical presence at board meetings is valued. A board member may occasionally request to be connected to a board meeting by telephone or other electronic means if the board member is ill, out of town or has an emergency which prevents the member's attendance.

Approved: \_\_\_\_\_



## SEVERANCE PAY

Purpose: To ensure provision for severance pay approved by the Board.

Policy: The District, in an effort to thank employees with tenure in the District, will have in place a severance pay package for employees with at least fifteen (15) years of continuous service to the District and who are at least fifty-five (55) years of age.

Classified Staff: An employee, who is considered at least half time for his/her employment group, is eligible for severance pay at retirement **unless an early retirement package has been offered to this employee group in the same year.** The employee must have worked at least fifteen (15) continuous years for the District and be at least age fifty-five (55) at the time of retirement to receive this pay. It shall be based on the days of sick leave accumulated by the employee at the time of retirement. The severance pay shall be granted at the rate of fifteen percent (15%) of the per diem substitute pay for the employee group, at the time of retirement, up to a maximum of \$750.00.

Certified and Administrative Staff: An employee with a minimum of fifteen (15) years of continuous service in the District who retires at age fifty-five (55) or older shall be eligible for severance pay **unless an early retirement package has been offered to employees in their employee group in the same year.** Severance pay shall be based on the number of days of illness and disability leave accumulated by the employee at the time of retirement. Severance pay shall be granted at the rate of fifteen percent (15%) of the per diem substitute teacher's pay in effect at the time of retirement, up to a maximum of \$750.00.

Approved 3/20/06

Reviewed 3/7/11

Revised 7/21/14

Reviewed

## EDUCATIONAL SPECIFICATIONS

**Purpose:** To insure the use of and provide guidelines for educational specifications in architectural designs.

**Policy:** The Board and Superintendent, with the assistance of personnel, citizen advisory groups, and consultants, shall prepare educational specifications which shall be used by the architect in planning the building elements in such a way that they will aid and abet the teaching and learning activities that will take place in the building that is planned.

The educational specifications shall 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 activity sites, gymnasium, cafeteria, auditorium, administrative suite, personnel and student service facilities, public service or community service facilities and any other pertinent information which will be of significance to the architect in visualizing what is expected of the proposed new building, building addition, or renovation.

Approved 1/16/89  
Reviewed 3/20/00  
Reviewed 12/19/05  
Reviewed 10/3/2011  
Reviewed \_\_\_\_\_

Delete Policy (Information included in board policy #803.1- Purchasing and Bidding)

Code No.: 901.8

### CONSTRUCTION CONTRACTS

~~Purpose: To provide guidelines for contracting for construction.~~

~~Policy: Before the District enters into any contract for construction work costing one hundred twenty five thousand dollars (\$125,000) or more, the Board shall adopt proposed plans and specifications and proposed form of contract and hold a public hearing with at least ten days notice. In addition, the Board shall advertise for bids as provided by law. These procedures need not be followed if emergency repairs are necessary to prevent the closing of school, and the administrator of the Area Education Agency issues a certificate to that effect.~~

~~Approved 1/16/89~~

~~Reviewed 3/20/00~~

~~Reviewed 12/19/05~~

~~Revised 3/19/07~~

~~Revised 10/3/2011~~

## CONSTRUCTION CONTRACTS

~~A listing of procedures to be followed:~~

- ~~1. The Board shall adopt proposed plans and specifications, proposed terms of contract and set a date for a hearing on the plans, specifications form of contract and cost of the project.~~
- ~~2. The Board shall publish a notice of the hearing on the plans, specifications, and form of contract and cost of the project in a newspaper of general circulation at least ten days before the hearing.~~
- ~~3. After the hearing, the Board may make amendments to the plan and specifications and terms of contract or reaffirm its original plan and adopt a motion indicating that it is proceeding with the project. A time and date must be set as a deadline for receiving and opening bids. (If the Board determines that changes in the project are necessary, a motion shall be made to adopt the revised plans and specifications and terms and set a hearing date for the new project. If the scope of the project is changed, the new proposed plans and specifications shall be adopted and a new hearing held as provided in paragraphs 1, 2 and 3 of this procedure.)~~
- ~~4. The Board shall seek sealed bids for all construction work.~~
- ~~5. All bids shall be accompanied by a deposit of money, certified check, Bid Bond or certified share draft in a separate envelope as security that the bidder will do the work. The amount of the deposit, check, or share draft is determined by the Board but shall be at least five percent and not more than ten percent of the estimated total cost of the project.~~
- ~~6. After the bids have been opened, the Board shall accept the lowest responsible bid. If a bid is determined to not be a responsible bid, the Board shall follow the legal requirements for rejecting a low bid. The Board will then proceed to accept the next lowest responsible bid. The Board may reject all bids if none are acceptable.~~
- ~~7. All certified checks or deposits of money will be returned to the unsuccessful bidders as soon as the successful bidder is determined.~~
- ~~8. In the event a successful bidder is unable to obtain a satisfactory performance bond, labor and material payment bond, and certificate of insurance, the certified check or bid bond shall be retained by the Board as liquidated damages.~~

9. ~~Companies whose bonds shall be acceptable in connection with the submission of bids and formal contract documents shall be only those that meet the state insurance statutes and have been certified acceptable by the state insurance commissioner.~~
10. ~~Formal contract documents shall consist of the following:~~
- ~~a. form of agreement~~
  - ~~b. instructions to bidders and all bid documents~~
  - ~~c. performance bond — labor and material payment bond~~
  - ~~d. general and special conditions of contract for construction~~
  - ~~e. certificates of all required insurance~~
  - ~~f. construction drawings and specifications~~
  - ~~g. Addenda~~
11. ~~All change orders or extra work shall be done only upon the approval of the Board. Change orders less than \$10,000 may be approved by the Building Committee. The Board will be informed of the change order.~~
12. ~~If called for, liquidated damages for non-performance or lack of completion at a specified time will be enforced in every case unless justification for failure to meet specified completion dates has been substantiated in writing and accepted by the Board.~~

Approved 1/16/89  
Revised 11/18/96  
Reviewed 3/20/00  
Reviewed 12/19/05  
Revised 10/3/2011



## DISPOSITION OF OBSOLETE EQUIPMENT

~~Purpose: To provide guidelines for the disposition of obsolete equipment.~~

~~Policy: Equipment having a value of less than \$2,500 shall be disposed of in a manner determined by the superintendent. Equipment having a value of more than \$2,500 shall be disposed of in a manner determined by the Board. Any obsolete equipment may be thrown away.~~

~~Prior to the Superintendent's or the Board's final decision regarding the disposal of equipment having a value of more than \$2,500 and less than \$25,000, the superintendent or the Board shall publish notice of the disposal in a newspaper of general circulation. The publication shall be published for one insertion for one week.~~

~~Prior to the Board's final decision regarding the disposal of equipment having a value greater than \$25,000, the Board shall hold a public hearing regarding the disposal or lease of the equipment. 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 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. The District will attempt to return previously gifted, but now obsolete, property back to the original donor or a family member.

Obsolete equipment having a value of \$2,500 - \$5,000 will be sold or disposed of in a manner determined by the board. Equipment having a value of less than \$2,500 shall be disposed of in a manner determined by the superintendent. Any obsolete equipment may be thrown away.

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.

Approved 1/16/89  
Revised 11/18/96  
Reviewed 3/20/00  
Reviewed 12/19/05  
Revised 10/3/2011  
Revised \_\_\_\_\_

## TOBACCO/NICOTINE\* FREE ENVIRONMENT

Purpose: To provide guidelines for tobacco/Nicotine\* free, District campus, facilities, and vehicles.

Policy: In an effort to provide a healthy learning and working environment for employees, students and visitors; all District buildings, school grounds, property and vehicles shall be kept tobacco and nicotine\* free. No student, staff member or school visitor is permitted to use or display any Tobacco/Nicotine\* product at any time:

- In any building, facility, or vehicle owned, maintained, leased, rented or chartered by the district.
- On any school grounds or property owned, maintained, leased, rented or chartered by the district, including athletic fields, sidewalks and parking lots.
- At any school-sponsored or school-related event on-campus or off-campus.

Examples of prohibited tobacco and nicotine products include, but are not necessarily limited to, cigarettes, nicotine chew, snus, dissolvables, any simulated smoking devices such as electronic cigarettes, any electronic devices that can be used to deliver nicotine to the person inhaling from the device, any other look-alike products in which the original would include tobacco and/or nicotine and/or other nicotine products that are not approved by the Federal Drug Administration for tobacco cessation.

The policy may permit tobacco products to be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

### Enforcement of Tobacco/Nicotine\* Free School Environment

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of tobacco and non-tobacco users. All employees on school premises share in the responsibility for adhering to and assisting in compliance with this regulation.

Persons failing to abide by the policy shall be required to extinguish and/or dispose of the tobacco/nicotine\* product in a safe manner and/or leave the school grounds and property immediately.

Students who willfully violate the policy will be treated in accordance with Good Conduct Regulation and Procedure RP502.1A and/or Possession and use of Controlled Substances, Code No. 502.3.

Employees who willfully violate the policy will be considered as demonstrating insubordination. Their conduct will be treated through due process procedures.



Visitors or Community members who rent school facilities will be required to sign a statement indicating their assumption of the responsibility to adhere to the tobacco free school environment policy as required in Guidelines for Community Use of District Facilities, RP1004.1A. It will be their responsibility to supervise their own activities to accomplish a Tobacco/Nicotine\* free environment. Violation of this policy by the members of a group may effect adversely that group's future utilization of school grounds and property.

\*"Nicotine products" means any product containing nicotine or other preparation of tobacco and any product or formulation of matter containing biologically active amounts of nicotine. "Nicotine product" does not include any cessation product specifically approved by the United States Food and Drug Administration (FDA) for use in reducing, treating, or eliminating nicotine or tobacco dependence.

Cross Reference:      Possession and Use of Controlled Substance – Policy #502.3  
                                 Substance Free Workplace – Policy 403.9 and RP403.9

Approved 11-21-94  
Reviewed 3/20/00  
Reviewed 12/19/05  
Revised 6/18/07  
Revised 8/6/12  
Revised \_\_\_\_\_



BOARD-COMMUNITY COMMUNICATION

Purpose: To provide Board communication to the public.

Policy: The Board shall keep the community informed regarding the objectives, achievements, needs, and conditions of the school system.

The Board shall actively **within its ability**, cooperate with official area community agencies and organizations concerned with the welfare of students.

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

SUPERINTENDENT-COMMUNITY COMMUNICATION

Purpose: To provide Superintendent communication to the public.

Policy: The Superintendent shall initiate and administrate a continuous program of communication within the community. He/she shall utilize appropriate school personnel and all available media in discharging this responsibility.

Approved 8-16-93

Reviewed 4/17/00

Reviewed 12/19/05

Reviewed 6/20/11

Reviewed

## EMERGENCY SCHOOL CLOSING

Purpose: To provide guidelines for the emergency closing of school and for publicizing such closing.

Policy: The Superintendent shall have the authority to close schools because of extreme weather or other emergencies for the length of time the emergency exists. He/she shall make provisions to publicly announce such closings via available mass communication media as soon as possible after the decision is made to close schools.

The following television and radio stations will be contacted in the event of the emergency closing of school:

TELEVISION: KCRG, KGAN, and KWWL.

RADIO: WMT, KCCK, KHAK, KRNA, KDAT, ~~KRON~~, KZIA, KISS.

~~ON-LINE: IOWA SCHOOL ALERTS~~

DISTRICT WEBSITE

MESSENGER SYSTEM THROUGH STUDENT INFORMATION SYSTEM

Approved \_\_\_\_\_  
Revised 1/20/97  
Reviewed 12/19/05  
Revised 6/20/11  
Revised \_\_\_\_\_

PUBLIC/PRIVATE SCHOOL RELATIONS

Purpose: To promote positive public/private school relations.

Policy: The District's administrative staff shall develop positive working relationships with private school personnel serving students who reside in the District.

Approved \_\_\_\_\_

Revised 8/16/93

Reviewed 4/17/00

Reviewed 12/19/05

Reviewed 6/20/11

Revised \_\_\_\_\_

## PUBLIC CONDUCT ON SCHOOL PREMISES

~~Purpose: To provide guidelines for public conduct on school premises.~~

~~Policy: School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.~~

~~Spectators are permitted to attend school sponsored or approved activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but embarrassing to the students, the school district and the entire community.~~

~~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 consequences according to this policy.~~

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

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

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

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

~~Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal~~

the decision of the superintendent. The term “individual” as used in the policy also includes students and employees.

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

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

Approved 4/15/96  
Reviewed 1/20/97  
Revised 9/7/99  
Revised 1/3/06  
Revised 6/20/11  
Revised



~~PUBLIC CONDUCT ON SCHOOL PREMISES~~

~~To protect the rights of students to participate without fear of interference and to permit the sponsors and officials of school sponsored or approved activities to perform their duties without interference, the following provisions are in effect:~~

- ~~\_\_\_\_\_ \* Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of school sponsored or approved activities or at other spectators will not be tolerated.~~
  
- ~~\_\_\_\_\_ \* Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of school sponsored or approved activities will not be tolerated.~~
  
- ~~\_\_\_\_\_ \* The use of vulgar or obscene language directed at students, officials or sponsors participating in an school sponsored or approved activity or at other spectators will not be tolerated.~~

~~If a spectator at an school sponsored or approved activity becomes physically or verbally abusive, uses vulgar or obscene or demeaning expression, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the Superintendent may recommend the exclusion of the spectator at future school sponsored or approved activities.~~

~~Upon recommendation of the superintendent, the board shall cause a notice of exclusion from sponsored or approved activities to be sent to the spectator involved. The notice shall advise the spectator of the school district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends a sponsored or approved activity, the spectator shall be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from future school sponsored or approved activities.~~

Approved 4/15/96  
Reviewed 1/20/97  
Revised 9/7/99  
Revised 1/3/06  
Reviewed 6/20/11