

Delete Policy

Code No.: 900.0

~~-GUIDING PRINCIPLES~~

~~The primary purpose of the school building program is to provide means of achieving the educational objectives of the District.~~

~~The Board 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 shall be taken only by official resolutions 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.~~

Approved 1/16/89

Reviewed 3/20/00

Reviewed 12/19/05

Reviewed 10/3/11

Revised

GUIDING PRINCIPLES
PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

~~The Board believes that coordination and cooperation between the schools and the various families, organizations, agencies, businesses, and industry is essential to the welfare of the student. All efforts of the District shall be directed toward maintaining and improving open communication and cooperation between the schools and the public. Community support for the programs of the schools can best be established with a public that understands and is active in school affairs.~~

~~The Board encourages the use of community resources and citizens to assist in furthering the educational program of the District. One of the greatest resources available may be found in the citizens of the community who have special knowledge and particular talents to contribute to the educational program. The Board welcomes the active interest of parents and citizens in their schools and invites them to make arrangements with the schools to visit.~~

~~The Board recognizes that student participation in civic and community affairs is educationally beneficial to students and the community. Therefore, the Board encourages service learning by the students.~~

~~The Board encourages optimum use of public education facilities by people of all ages in the community.~~

~~The Board recognizes that situations may arise in the operation of the system which are of concern to the parents or the public. The Board believes strongly that all concerns should be resolved at the lowest possible level of decision making by the individuals closest to the concern.~~

Successful education programs require the support of the school district community. The board addresses the importance of the role of the school district community in the school district in this series of the policy manual. The board recognizes this support is dependent on the school district community's understanding of participation in the efforts, goals, problems and programs of the school district.

In this section, the board sets out its policies defining its relationship with the school district community. In striving to obtain the support of the school district community, the board will:

- Provide access to school district records;
- Inform the school district community of the school district's goals, objectives, achievements, and needs;
- Invite the input of the school district community; and,
- Encourage cooperation between the school district and the school district community.

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

Volunteer Services

It is the policy of the Anamosa Community School District to encourage the use of volunteers in the various programs throughout the District for the purpose of enriching the learning of students at all levels. Volunteering should also be a fulfilling and rewarding opportunity for the volunteer.

A volunteer is a non-paid person functioning under the sponsorship of the Board of Education and at the direction of the responsible administrator/staff member.

The Anamosa Community School District shall be responsible for the direction of the district volunteer program and its compliance with all laws pertaining to volunteers which shall include the recruitment and retention of volunteers and the evaluation of the volunteer program.

The District will make every reasonable effort to provide a safe learning environment for students and its volunteers.

A standard background check will be completed for Level I volunteers (See Code No. 900.7-R).

The district office or designee will complete the following on all Level II volunteers:
A screening including Iowa Courts Online, Iowa Department of Corrections/Federal Bureau of Prisons and Iowa Sex Offender Registry.

The building administrator or his/her designee is responsible for administering and directing the school's volunteer program.

Approved 10/15/07

Revised 10/3/2011

Revised 1/16/12

Revised 8/17/15

Revised _____

Volunteer Disclosure Statement

It is the policy the Anamosa Community Schools Board of Education to make every reasonable effort to provide a safe learning environment for students and staff working with volunteers. Therefore, the District requires the following information from all Level 1 volunteers.

School: _____ Teacher Last Name: _____

Please PRINT:

Volunteer _____
Legal First Name _____ Middle Name _____ Last Name _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ SSN _____ DOB _____

Signature _____ Date _____

Do you have any record of alcohol or drug arrests? YES _____ NO _____

Have you ever been convicted of a felony? YES _____ NO _____

Have you ever been convicted, or had an administrative finding, of violating any law involving child abuse, sexual abuse, physical abuse, sexual harassment or exploitation, or any other crime related to children? YES _____ NO _____

Do you currently have charges pending to the offenses listed above? YES _____ NO _____

A standard background check will be completed for Level I volunteers.

The district office or designee will complete the following on all Level II volunteers:
 A screening including Iowa Courts Online, Iowa Department of Corrections/Federal Bureau of Prisons and Iowa Sex Offender Registry.

Approved 10/15/07
 Revised 10/3/2011
 Revised 1/16/12
 Revised 8/17/15
 Revised _____

VOLUNTEER SERVICES

The building administrator or his/her designee is responsible for administering and directing the school's volunteer program.

A. GENERAL PRINCIPLES AND REQUIREMENTS

The District values the work of its volunteers. All volunteers shall adhere to the following requirements:

1. Participate in volunteer training when required.
2. Work within the guidelines established by the responsible administrator/staff member.
3. Supply supplemental and supportive service.
4. Work under the direction and supervision of teachers or other members of the school staff.
5. Perform tasks assigned by their supervisor and approved by the responsible administrator, excluding access to student records.
6. Maintain strict confidentiality with all school or classroom information to which they have access while performing their volunteer activities.
7. Serve in an auxiliary capacity under the direction and supervision of professional school personnel. Volunteers do not have access to confidential files and records. Teachers, administrators, and volunteers shall be aware of all state and local policies, procedures, and laws relevant to volunteer responsibilities.

B. PROCEDURES FOR VOLUNTEERS

When beginning an assignment, a disclosure statement shall be collected on a separate card, reviewed and approved by the principal, and kept on file at each school for all Level I volunteers only.

Each time a volunteer enters the building, the following procedures will apply:

1. Report to the principal's office or other designated location and sign-in and sign-out, noting name, date, time of day, and length of volunteer service.
2. Wear a nametag provided by the school.

C. VOUNTEER TRAINING AND ORIENTATION

Training of volunteers shall include the following topics:

1. Clear understanding of their roles and responsibilities
2. Information about the school, its staff, educational programs, and activities
3. Rules, regulations, and day to day operations of the school
4. Sign-in procedures
5. Emergency procedures
6. Parking
7. Use of phones
8. Location of restrooms
9. Tobacco prohibition
10. Specifics of their volunteer assignment
11. Start date

D. SCHOOL RESPONSIBILITIES FOR VOLUNTEERS

Each school Principal or designee will be responsible for the following:

1. Provide for or arrange for training sessions for its volunteers
2. Maintain a volunteer log
3. Maintain volunteer application forms and Disclosure Statements
4. Communicate regularly with volunteers
5. Thank and appreciate their volunteers

E. VOLUNTEER DESIGNATIONS

The District utilizes many types of volunteers who work in varying capacities. The types or categories are described below.

1. Level I

Volunteers who provide direct services to students on a regular basis and may be asked to assume some direct supervision of a student or group of students. Examples include, but are not limited to the following: one-to-one or small group tutoring; chaperon for an overnight event; sports coaches/assistants of school-sponsored teams.

2. Level II

Volunteers who provide limited services to students on an occasional basis and are not asked to assume direct supervision of students OR volunteers who occasionally assist with clerical duties in classrooms or offices. Examples include, but are not limited to the following: clerical assistant, classroom helper, library assistant, in-town trip chaperon.

3. Level III

Volunteers who are members of non-school organizations and groups that come to classrooms to present programs. Examples include, but are not limited to the following: outside resource speakers for classrooms or assemblies or Junior Achievement presenters.

4. Level IV

Volunteers who are members of school-related organizations, such as PTA, PTO, Booster Club, Advisory Committee and Concession Stand workers. These are included for record-keeping purposes only.

Legal Ref.: Iowa Code, Chapter 22 (2003)

Department of Education School Rules of Iowa, Chapter 11.4(5)

Approved 10/15/07
Reviewed 10/3/2011
Revised 1/16/12
Reviewed 8/17/15
Revised _____

~~RELEASES TO NEWS MEDIA BOARD MATTERS~~
~~NEWS MEDIA RELATIONS – NEWS CONFERENCES~~

~~Purpose: To provide guidelines for Board communication to the media.~~

~~Policy: The Board shall have news releases prepared regarding Board matters and disseminate such releases to all news media in the area.~~

~~Copies of agendas for regular Board meetings shall be supplied to all news media that have filed a request for notice at least twenty-four (24) hours before the meeting. The Board President or the Superintendent shall be available to media persons to answer questions concerning Board matters.~~

The board recognizes the value of and supports open, fair and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Members of the news media seeking information about the school district will direct their inquiries to the superintendent. The superintendent will accurately and objectively provide the facts in response to inquiries from the news media about the school district.

The superintendent, on behalf of the board and the school district, may hold a news conference or respond to a request for an interview with the news media.

The superintendent will respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district.

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

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

The superintendent will determine when a news release about internal school district and board matters will be issued. In making this determination, the superintendent will strive to keep the media and the school district community accurately and objectively informed. Further, the superintendent will strive to create and maintain a positive image for the school district. It is the responsibility of the superintendent to approve news releases originating within the school district prior to their release.

News releases will be prepared and disseminated to news media in the school district community. Questions about news releases will be directed to the superintendent.

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

EXAMINATION OF DISTRICT PUBLIC RECORDS

~~Purpose: To make public records available to the public.~~

~~Policy: The District shall make public records of the District available to the public for viewing at the administrative office.~~

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

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

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

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

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

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

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords

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

NOTE: This is a mandatory policy and is consistent with the Iowa public records law regarding access to, copying of and charging for copies of public records. By law, individuals have a right to access public records during the hours of 9:00 a.m. - 12:00 p.m. and 1:00 p.m.- 4:00 p.m. unless the board sets other hours. IASB recommends that the board establish specific hours in board policy, and blanks are provided in the first paragraph for that purpose. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 19 #6- June 23, 2006.

Iowa law requires boards to specify what emergency preparedness items need to be confidential in order to protect the safety of individuals or property. A short list is provided but should be added to by the board, if needed.

Legal Reference: Iowa Code §§ 21.4; 22.7; 291.6 (2014).
1980 Op. Att'y Gen. 88.
1972 Op. Att'y Gen. 158.
1968 Op. Att'y Gen. 656.

Approved 1/16/89
Revised 8/16/93
Reviewed 1/20/97
Reviewed 12/19/05
Reviewed 6/20/11
Revised _____

EXAMINATION OF DISTRICT PUBLIC RECORDS FEE SCHEDULE

Public records of the District may be viewed by the public during regular business hours of the administrative office of the District. These hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to review the District's public records shall contact the Superintendent's office and make arrangements for the viewing. Office personnel shall make arrangements for anyone to view the records as soon as practicable, depending on the nature of the request.

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

Persons wanting copies may be assessed a fee for the copies. Persons wanting compilation of data may be assessed a fee for the time of the District personnel to compile such data.

Fee Schedule:

Photocopy Fee	
1-10 pages:	No Charge
More than 10 pages:	10 cents per page (including for pages 1-50)
Retrieval, Supervision, Copying Fee	
1-30 minutes:	No Charge
More than 30 minutes:	\$20.00 per hour, rounded to the nearest ¼ hour (including the first 30 minutes)
Electronic Storage System Retrieval:	Actual Costs
Mailing Fee	
If more than \$1.00:	Actual Costs

Records defined by law as confidential records shall be viewed or copied only upon receipt of written permission by the Superintendent from the person or entity whose confidential records are being requested.

The ~~Superintendent~~ Board Secretary shall be the custodian of District and Board records. The Board Secretary shall respond in a timely manner to requests for viewing and receiving public records of the District.

Approved 1/16/89
 Reviewed 4/17/00
 Revised 5/2/05
 Reviewed 12/19/05
 Revised 3/20/06
 Reviewed 6/20/11
 Revised _____

DELETE POLICY – Iowa Law

Code No.:1002.2

~~BOARD PROCEEDINGS~~

~~Purpose: To provide public access to official Board proceedings.~~

~~Policy: All official proceedings of the Board shall be made a matter of public record and shall be open for inspection on request by the public during regular office hours.~~

Approved _____

Reviewed 4/17/00

Reviewed 12/19/05

Reviewed 6/20/11

CITIZEN ADVISORY COMMITTEE

Purpose: To provide for the organization, membership and appointment, communication and recommendations of citizen advisory committees.

Policy: The Board shall appoint citizen advisory committees when necessary to study matters pertaining to the educational issues of the District. Such committees shall deal with issues identified and recognized by school officials. The board shall appoint a school improvement advisory committee to make recommendations to the board regarding progress achieved through the Comprehensive School Improvement Plan (CSIP). ~~The district advisory committee shall be called CADRE.~~

~~Issues of concern may be recommended for study by personnel, interested citizens, or community organizations.~~

The functions of citizen advisory committees shall be clearly defined. Committee representation shall cut across as many segments of the community population as possible and shall come, whenever possible, from the various areas in the District.

Membership on the committee shall be balanced in terms of gender and minorities residing in the District, as much as possible.

The chairperson of the committee shall be appointed by the Board. ~~and will be in most cases the District Curriculum Director.~~ Expenses of committee members related to the work of the committee shall be paid by the Board, upon presentation and authorization of receipts.

The chairperson of a citizen advisory committee shall convene meetings of the membership and proceed with the assigned task. The chairperson shall maintain liaison with the Superintendent and shall be responsible for the preparation of a final report to be presented to the Board.

The committee, working under the direction of the chairperson, shall have access to such reasonable information and resources as is necessary for the successful completion of its work.

The final report to the Board shall contain the findings of the committee and, where appropriate, make suggestions or recommendations for consideration by the Board.

Approved _____
Reviewed 4/17/00
Revised 1/3/06
Revised 6/20/11
Revised _____

DELETE POLICY – included in Community Use of District Facility policies

Code No.:1004.4

~~GRATUITIES TO PERSONNEL~~

~~Purpose: To disallow payments of gratuities to personnel for the use of District facilities.~~

~~Policy: Organizations using District facilities shall not pay gratuities to District personnel.~~

~~The cost of personnel furnished by the District shall be assessed to the party or parties engaging the use of the facilities. Such costs shall be in line with the District's normal operating costs and shall be administered in keeping with the general policies governing the use of District facilities.~~

Approved _____

Reviewed 1/20/97

Reviewed 12/19/05

Reviewed 6/20/11

LOANING OF EQUIPMENT

~~Purpose: To provide for the loaning of District equipment to community organizations.~~

~~Policy:~~ District equipment may be loaned to community organizations ~~or businesses~~ in accordance with District regulations.

LOANING OF ~~AUDIO-VISUAL~~ EQUIPMENT

~~Audio-visual~~ Equipment of the District may be loaned to community organizations ~~or businesses~~ in compliance with the following regulations.

1. The requesting organization ~~or business~~ must agree to pay for any damages to the equipment.
2. No equipment shall be loaned if it conflicts with any school use of the equipment. School related activities have first access to equipment.
3. Principals and the Superintendent have authority to loan equipment.
4. Records shall be kept of equipment loaned to community organizations ~~or businesses~~.

Approved 12/18/89

Reviewed 4/17/00

Reviewed 12/19/05

Revised 6/20/11

Revised

Delete Policy – covered “In Facilities” policy

Code No.:1005.1

ADULT EDUCATION

~~Purpose: To provide post high school and adult education programs.~~

~~Policy: Post high school and adult education programs shall be sponsored jointly by the District and Kirkwood Community College. Additional adult education programs may be conducted by any local educational department.~~

~~The facilities of the District shall be made available for use in these programs when there is no conflict with regular school activities.~~

Approved _____

Revised 8/16/93

Reviewed 1/20/97

Reviewed 12/19/05

Revised 6/20/11

~~VISITORS~~
VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES

~~Purpose: To provide guidelines for visitors in the District buildings.~~

~~Policy: The Principal shall be responsible for all visitors in the building and on the building grounds. A "visitor" is considered to be anyone who is not a regular employee or student.~~

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

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult and have prior approval of building administration.

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.

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

MONEY RAISING ACTIVITIES ON DISTRICT PROPERTY

Purpose: To provide guidelines for the solicitation of money or distribution of materials on District property.

Policy: Agents or other persons shall not be permitted to solicit any student or employee for any purpose, nor distribute circulars, handbills, cards, or advertisements of any kind, nor make announcements of any nature, nor take up contributions in any District building or on District grounds, for any purpose whatsoever, except by approval from the Superintendent and in accord with the general policies on the Board.

The administration shall determine the nature and extent of participation by students in charitable activities.

Money raising activities by school clubs and organizations for the purpose of financing club/organization activities shall be **approved by the Board. held-to-a-minimum**. The Superintendent is directed to periodically review the money raising activities being conducted, and he/she shall make an appropriate report to the Board annually. All fundraising monies will flow through the Business Office.

Participation in a fund raising activity shall be voluntary on the part of a student.

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

FUNDRAISING

~~Purpose: To provide guidelines for approval of fundraising activities.~~

Policy: Those groups, clubs, organizations, departments, etc. that wish to sponsor a fundraising project shall apply in writing to the principal for permission. Applications shall include the following information: (1) what will be sold; (2) by whom and to whom; (3) how much money will be raised; (4) when will the fundraising take place; (5) what the money will be used for; and (6) other pertinent information, including the rationale for the project. Applications are due in the Principal's office ~~not later than~~ September 1 10 days prior to the approval dates listed below of the school year in which the fundraising project will take place. However, exceptions may be granted in special cases by the administration with Board approval.

The Principal shall send a list of approved fundraising projects to the Superintendent for review and approval. Every attempt shall be made to eliminate unnecessary fundraising activities and to evenly distribute over the school year those that are approved. ~~The Master Schedule for Fund-~~raising shall be approved by the Board ~~at least once a year~~ twice a year at the 2nd regular meeting in August and the 1st regular meeting in December. Copies of the Master Schedule for fundraising shall be sent to all Booster Clubs and sponsors.

This policy shall not apply to community or school "service" type projects.

Approved 5/15/95
Reviewed 1/20/97
Revised 1/3/06
Revised 6/20/11
Revised _____

Display and Retirement of Athletic/Activity Awards

The Board of Directors is proud to display the accomplishments of students in athletics and activities at the high school level if space permits.

Displaying all trophies and awards is not be feasible due to limitations in space. In displaying trophies in the school, the preference is to display the trophies by activity.

Any award or trophy won at a competition sanctioned by a recognized state organization such as the Iowa Athletic Association or Iowa Activities Association are prioritized over other awards and trophies. They will be displayed as space permits either in the appropriate high school trophy or awards cases or at another location in the school. After ten years, or when space is no longer available, whichever occurs first, the trophy or award will be retired, unless the award represents a state championship or runner up.

Conference trophies and awards will have priority over non-state organization and non-conference events. After seven years, or when space is no longer available, whichever occurs first, the trophy or award will be retired, unless the award represents a conference championship or runner-up.

Other trophies or awards will be maintained for four years or when space is no longer available, whichever comes first.

Once retired, the award will be digitally preserved on the District website, or other electronic display kiosks. At any time a physical award will be retired/not displayed these are the options for disposition in this order:

1. If possible the head coach for the activity at the time of receipt, will be contacted.
2. If he/she does not desire the trophy or award or is not able to be contacted, a general advertisement will be run to make the award/trophy available to members of the team. If more than one member expresses interest in the award it will be a random selection from a drawing.
3. If no team members come forward it will be offered to members of the alumni association, historical society or foundation.
4. Lastly, award/trophy will be disposed according to Policy 902.4 - Disposition of Obsolete Equipment.

Banners will display conference and state titles by activity and year in the gymnasium.

Approved 5/16/16
Revised _____