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900 PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

Successful education programs require the support of the school district community. The Central Lyon board addresses the importance of the role of the community in the school district in this series of the policy manual. The board recognizes this support is dependent on the 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 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 10/09/95 Reviewed 3/11/19 Revised 3/14/00

901 PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 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 practicable, 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.

Legal Reference: Iowa Code §§ 21.4; 22; 291.6 (2007).
1980 Op. Att'y Gen. 88.
1972 Op. Att'y Gen. 158.
1968 Op. Att'y Gen. 656.

Cross Reference: 215 Board of Directors' Records
401.5 Employee Records
506 Student Records
708 Care, Maintenance, and Disposal of School District Records
902.1 News Media Relations

Approved 10/09/95 Reviewed 3/11/19 Revised 2/09/09

901.1 PUBLIC ACCESS TO RECORDS

General

The School Board of the Central Lyon School District shall allow persons to have access to School District records in accordance with this policy and in compliance with State and Federal law. The Board Secretary is designated as the legal custodian of records for Central Lyon School District. The legal custodian shall safely keep and preserve records of the District and shall have full legal power to render decisions and carry out duties related to those public records maintained by any School District authority. The legal custodian is authorized and encouraged to consult with the District's legal counsel in determining whether to deny access to a record in whole or in part.

Public Records

Public records may be inspected, copied, and/or abstracted during established District office hours. (9:00 a.m.-12:00 p.m.) (1:00 p.m.-4:00 p.m.) The legal custodian may establish fees in accordance with the law. A list of such fees shall be made available at the District Office upon request.

Definitions

- Legal Custodian means any person or position designated by this Board or otherwise designated by law to carry out responsibilities under this Policy and the Public Records Law.
- Record means any material on which written, drawn, printed, spoken, visual, or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. Record includes, but is not limited to handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes) and computer printouts.

Record does not include drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent, or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

Custody and Delivery Of Official Property

Except as provided under Board Policy, each officer and employee of the School District shall safely keep and preserve all records received from his or her predecessor or other persons and required by law to be filed, deposited, or kept in his or her office or which are in the lawful possession or control of which he/she or they may be lawfully entitled as such officers or employees.

Legal Custodians

The legal custodians of records will designate one or more deputies to act as legal custodian of such records in his/her absence or as otherwise required to respond to requests for records.

The legal custodians have the full legal power to render decisions and carry out the duties of the authorities identified in Board Policy. The designation of a legal custodian does not affect the powers and duties of an authority under the public records law.

Public Access To Records

Except as provided in Board Policy, any person has a right to inspect a record and to make or receive a copy of any record as provided in Iowa Statutes.

Records shall be available for inspection and copying during regular office hours. (9:00 a.m.-12:00 p.m.) (1:00 p.m. - 4:00 p.m.)

A requester shall be permitted to use facilities available to School District employees to inspect, copy, or abstract a record.

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The legal custodian(s) may require supervision of the requester during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.

A request for a record may be denied as provided in Board Policy. Oral requests may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within five (5) business days of the oral denials. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for the denial. Written denials must include a statement informing the requester that the denial may be reviewed by a court by mandamus under Iowa Statutes or upon application to the attorney general or a district attorney.

Limitation on the Right To Access

As provided by Iowa Statutes, the following records are exempt from disclosure under these procedures:

- a. Records specifically exempted from disclosure by State or Federal law or authorized to be exempted from disclosure by State law. Employee and pupil records are exempted as provided by Iowa Statutes.
- b. Any record relating to investigative information obtained for law enforcement purposes if Federal law or regulation requires exemption from disclosure is a condition to receipt of aids by the State.
- c. Computer programs, although the material used as input for a computer program or the material produced as a product of the computer program is subject to inspection.
- d. A record or any portion of a record containing information qualifying as a common law trade secret.

If a record contains information that may be made public and information that may not be made public, the authority having custody of the record shall provide the information that may be made public and delete the information that may not be made public from the record(s) before release.

A legal custodian may deny access to a record, in whole or in part, only if he/she determines that the harm to the public through disclosure of the record outweighs the public benefit of access to the record. The legal custodian is authorized and encouraged to consult with the School District's legal counsel in making determinations.

A requester will be charged a fee for the cost of copying and locating records as follows:

- a. The fee for photocopying will be: Twenty (.20) cents per page for 1-10 copies; thirty (.30) cents per page for more than ten (10) copies.
- b. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing will be charged.
- c. The actual full cost of providing a copy of other records not in printed form on paper, such as film, computer printouts and audio- or video-tapes shall be charged.
- d. If mailing or shipping is necessary, the actual cost thereof shall also be charged.
- e. There shall be no charge for locating and/or duplicating a record unless the actual cost therefore exceeds twenty-five (\$25.00) in which case the actual cost shall be determined by the legal custodian and billed to the requester.
- f. The legal custodian will estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds ten dollars (\$10.00).
- g. The legal custodian may provide copies of a record without charge or at a reduced charge where he or she determines that waiver or reduction of the fee is in the public interest.

Access Procedures

Continued on next page

A request to inspect or copy a record shall be made to the legal custodian or designee. The request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. No request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request.

However, if the record is kept at a private resident or if security reasons or federal/state law so dictates, identification may be required. Mail requests may not be denied unless a fee prepayment is required.

Each legal custodian, upon request for any record, will as soon as practicable and without delay, but no later than forty-five (45) days, either fill the request or notify the requester of the authority's denial.

Destruction of Records

All School District records will be kept for a period of not less than seven (7) years unless a shorter period is fixed by the Public Records and Forms Board per the Statutes of the State of Iowa and except as provided below.

Any taped recording of a meeting by a governmental body may be destroyed no sooner than ninety (90) days after the minutes have been approved and published if the purpose of the recordings was to make minutes of the meeting.

Hatch Amendment Rights

Under the guidelines of this Federal Statute, programs funded and administered by the Department of Education must follow specific procedures aimed at protecting the rights of students and parents involved in these programs. The specific procedures are:

Inspection of materials. All instructional materials used in programs designed to explore or develop new or unproved teaching methods or techniques shall be made available for inspection by parents/guardians of the students involved in the research/experimental program or project.

Psychiatric/Psychological Examination

Testing or Treatment. Students involved in such D.O.E. programs or projects shall not be required to submit to psychiatric or psychological examination, tests, or treatments in which the primary purpose is to obtain information of a non-academic nature concerning political affiliations, mental and psychological problems potentially embarrassing to the student or his or her family, sex behavior attitudes, illegal/anti-social/self-incriminating/demeaning behavior, criteria appraisals or other individuals with whom the students have close family relationships, legally recognized privileged and analogous relationships such as those of lawyers/physicians/ministers, or income other than that necessary to determine eligibility for a program or financial assistance without the written consent of the student's parent/guardian. Students of adult age need only give their own written consent.

Limitations. Nothing in this law gives parents/guardians/students or the Department of Education authority to restrict, revise, or otherwise affect curriculum in the program/projects or to affect the instructional materials and assessment procedure/tools used in these projects/programs.

Complaints. Parents/guardians directly affected by a violation of this statute may file a complaint with the Family Educational Rights and Privacy Act office of the Department of Education. Such complaints must be in writing and must contain specific allegations of fact, giving reasonable cause to believe a violation has occurred, and demonstrating evidence that efforts were made to resolve the dispute at the local level.

Legal Reference: Iowa Code §§ 21.4; 22; 291.6 (1995).
1980 Op. Att'y Gen. 88.
1972 Op. Att'y Gen. 158.
1968 Op. Att'y Gen. 656.

Approved 10/09/95 Reviewed 3/11/19 Revised 3/14/00

902.1 NEWS MEDIA RELATIONS

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

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

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

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

Cross Reference: 902 Press, Radio and Television News Media

Approved 10/09/95 Reviewed 3/11/19 Revised 3/14/00

902.2 NEWS CONFERENCES AND INTERVIEWS

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

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

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

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

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

Cross Reference: 902 Press, Radio and Television News Media

Approved 10/09/95 Reviewed 3/11/19 Revised 3/14/00

902 PRESS, RADIO, AND TELEVISION NEWS MEDIA

902.3 NEWS RELEASES

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

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

Legal Reference: Widmer v. Reitzler, 182 N.W.2d 177 (Iowa 1970).
Dobrovlny v. Reinhardt, 173 N.W.2d 837 (Iowa 1970).
Iowa Code §§ 21.4; 22.2 (1995).
1980 Op. Att'y Gen. 73.
1952 Op. Att'y Gen. 133.

Cross Reference: 902 Press, Radio and Television News Media

Approved 10/09/95 Reviewed 3/11/19 Revised 3/14/00

902.4 LIVE BROADCAST OR VIDEOTAPING

Individuals may broadcast or videotape public school district events, including open board meetings, as long as it does not interfere with or disrupt the Central Lyon school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request.

It shall be within the discretion of the superintendent to determine whether the request is unduly burdensome and whether the broadcast or videotaping will interfere with or disrupt the Central Lyon school district event.

Videotaping of classroom activities will be allowed at the discretion of the superintendent. Parents will be notified prior to videotaping of classroom activities if the videotaping is by an outside entity.

It shall be the responsibility of the superintendent to develop administrative regulations outlining the procedures for making the request and the rules for operation if the request is granted.

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

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

Approved 10/09/95 Reviewed 3/11/19 Revised 3/14/00

903 PUBLIC PARTICIPATION IN THE SCHOOL DISTRICT

903.1 SCHOOL - COMMUNITY GROUPS

The board values the participation and the support of Central Lyon school district- community groups, including, but not limited to, booster clubs, Kiwanis, and parent-teacher organizations, which strive for the betterment of the school district and the education program. The board will work closely with these groups.

Prior to any purchase of, or fund raising for, the purchase of goods or services for the Central Lyon school district, the group shall confer with the superintendent or his/her designee to assist the group in purchasing goods or services to meet the school district's needs.

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

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

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

Cross Reference: 903 Public Participation in the School District

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903.2 COMMUNITY RESOURCE PERSONS AND VOLUNTEERS

The board recognizes the valuable resource it has in the members of the Central Lyon school district community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of school district volunteers are the responsibility of the superintendent.

Legal Reference: Iowa Code §§ 279.8; 670 (1995).

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

Approved 10/09/95 Reviewed 3/11/19 Revised 3/14/00

903.3 VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES

The Central Lyon board welcomes the interest of parents and other members of the Central Lyon 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.

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

It shall be the responsibility of employees to report inappropriate conduct. It shall be the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee shall act to cease the inappropriate conduct.

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

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

Approved 10/09/95 Reviewed 3/11/19 Revised 3/14/00

903.4 PUBLIC CONDUCT ON SCHOOL PREMISES

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. 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 (2007).

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

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903.5 DISTRIBUTION OF MATERIALS

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

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

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

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

Approved 10/09/95 Reviewed 3/11/19 Revised 12/10/07

903.5R1 DISTRIBUTION OF MATERIALS REGULATION

I. Guidelines

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

- (a) is obscene to minors;
- (b) is libelous;
- (c) contains indecent, vulgar, profane or lewd language;
- (d) advertises any product or service not permitted to minors by law;
- (e) constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
- (f) presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (a) through (d) to any student is prohibited. Distribution on school premises of material in categories (e) and (f) to a substantial number of students is prohibited.

II. Procedures

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four (24) 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 (24) hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four (24) hours of submission, the person shall contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days of submitting the appeal, the person shall contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either the Central Lyon school district, the board, the administration or the individual reviewing the material submitted.

III. Time, place and manner of distribution

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

Continued on next page

1. The material shall be distributed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entrance ways, but which shall give reasonable access to students.
2. The material shall be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:

- (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
- (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and

(c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.

2. "Minor" means any person under the age of eighteen (18).

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.

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.

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V. Disciplinary action

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be notified.

VI. Notice of policy to students

A reference of this policy shall be published in student handbooks and posted on the Central Lyon website.

Approved 10/09/95 Reviewed 3/11/19 Revised 12/10/07

904 COMMUNITY ACTIVITIES INVOLVING STUDENTS

904.1 TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles driven by school employees for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent and meet all applicable requirements set by the district. Private vehicles will be used only when:

- The vehicle is in good condition and meets all applicable safety requirements;
- The driver possesses a valid drivers' license;
- Proof of insurance has been supplied to the superintendent and the insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa ; and
- When the parents of the students to be transported have given written permission to the superintendent.

The school district assumes no responsibility for those students who have not received the approval of the superintendent and who ride in private vehicles for school purposes. If transportation is not provided by the school district, or if transportation provided by the school district is declined by the student or parent/guardian, then the responsibility and corresponding liability for transportation for school purposes shall rest solely with the student and parent/guardian.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center.-The superintendent may develop an administrative process to implement this policy.

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

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

Approved 10/09/95 Reviewed 3/11/19 Revised 3/11/19

904.2 ADVERTISING AND PROMOTION

The use of students, the school district name, or its buildings and sites for advertising and promoting products and/or services of entities and organizations may be allowed if the purpose is educationally related and prior approval has been obtained from the Superintendent.

Legal Reference: Iowa Code § 279.8 (1995).

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

Approved 10/09/95 Reviewed 3/11/19 Revised 12/10/07

905 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

905.2 TOBACCO-FREE ENVIRONMENT

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

An individual who violates this policy may be referred to legal authorities at any time in this process.

EMPLOYEES:

1. The building principal who becomes aware of the fact an employee is not complying with this policy will verbally remind the employee of this policy and ask the employee to abide by the policy in the future. A copy of the policy shall be provided to the employee.

2. After an initial warning, if an employee violates the terms of this policy, the employee shall be given a non-compliance written report advising the employee that they must abide by the terms of the policy or be subject to more serious disciplinary action.

PUBLIC EVENTS-SPECTATORS:

1. Persons who use tobacco in school buildings, on school grounds, at school-sponsored activities, in school district vehicles, or in school district-provided transportation will be informed of prohibition contained in this policy against the use of tobacco products and will be directed to comply with the policy.

2. Persons who refuse to comply with this policy or who refuse to extinguish or dispose of the tobacco products will be directed to leave the building, grounds, or activity immediately.

STUDENTS:

1. The first (1st) violation by a student of this policy shall result in a written warning and may also result in a suspension (in or out of school).

2. The second (2nd) violation of this policy by a student shall result in a suspension of not less than one (1) day from school and a recommendation for counseling.

3. The third (3rd) violation of this policy by a student shall result in a suspension of not less than three (3) days from school and a mandatory conference with the building Principal, Superintendent, parent(s) or guardians(s) and student before the student will be re-admitted to school.

4. The fourth (4th) violation of this policy by a student with tobacco shall result in a suspension of not less than three (3) days nor more than ten (10) days from school and an appearance before the Board of Education by the student and his/her parent(s) to determine the final course of action.

The Central Lyon Community School District shall not discriminate in standards or rules of behavior or disciplinary measures, including suspensions and expulsions, on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional learning disability, or handicapping condition, discrimination complaints shall be processed in accordance with established procedures and with Iowa Statutes.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).
House File 2212, Iowa General Assembly (2008)
Iowa Code §§ 142D; 279.8, .9; 297 (2013).

Cross Reference: 903.4 Public Conduct on School Premises
905.1 Community Use of School District Buildings & Sites & Equipment

Approved 10/09/95 Reviewed 3/11/19 Revised 12/10/07

905.1 COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT

The buildings and sites and equipment of the Central Lyon school district will be made available for a fee to local nonprofit entities which promote cultural, educational, civic, community, religious, or recreational activities. Such use will be permitted only when the use does not interfere with or disrupt the education program or school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district buildings and sites. The board reserves the right to deny use of the buildings and sites and the equipment to any group. It shall be within the discretion of the superintendent to allow use of school district buildings and sites on Sundays.

Organizations, individuals, and other entities that wish to use the Central Lyon school district property must apply at the superintendent's office. It shall be the responsibility of the superintendent and/or his/her designee to determine whether the school district facility requested is available and whether the application for use meets board policy and administrative regulations. It shall be the responsibility of the superintendent or the specified designee to provide application forms, obtain proof of insurance, and draw up the contract for use of Central Lyon school district property.

Activities in the Central Lyon school district buildings and sites shall be supervised by an employee of the school district unless special prior arrangements are made with the superintendent. All district employees shall be paid for their hours at a set rate established by the district. The employee shall not accept a fee from the user. If appropriate, the school district employee will be paid by the school district.

The board may allow groups, such as the Boy and Girl Scouts, 4-H, River Valley Players, and Central Lyon Booster Clubs to use the buildings and sites without charge. While such groups may use the buildings and sites without charge, they may be required to pay a custodial fee.

It shall be the responsibility of the superintendent to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 276; 278.1(4); 279.8; 288; 297.9-.11 (1995).
1982 Op. Att'y Gen. 561.
1940 Op. Att'y Gen. 232.
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

Approved 10/09/95 Reviewed 3/11/19 Revised 12/10/07

COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT

Central Lyon Board Policy – Code No. 905.1

The buildings and sites and equipment of the Central Lyon school district will be made available for a fee to local nonprofit entities which promote cultural, educational, civic, community, religious, or recreational activities. Such use will be permitted only when the use does not interfere with or disrupt the education program or school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district buildings and sites. The board reserves the right to deny use of the buildings and sites and the equipment to any group. It shall be within the discretion of the superintendent to allow use of school district buildings and sites on Sundays.

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The board may allow groups, such as the Boy and Girl Scouts, 4-H, River Valley Players, and Central Lyon Booster Clubs to use the buildings and sites without charge. While such groups may use the buildings and sites without charge, they may be required to pay a custodial fee.

It shall be the responsibility of the superintendent to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

Approved 10/09/95 Reviewed 2/10/14 Revised 2/10/14

USE OF SCHOOL FACILITIES - INDEMNITY AND LIABILITY INSURANCE AGREEMENT

Central Lyon Board Policy – Code No. 905.1E2

The undersigned, hereafter referred to as "organization," states that it shall hold the Central Lyon School District, hereafter referred to as "district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the organization or the district, and its officers, employees or agents, in the use by the organization of any facilities owned by the Central Lyon district. In case any action is brought therefore against the district or any of its officers, employees or agents, the organization shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the organization.

The organization agrees to furnish and maintain during the usage of the facilities owned by the district such bodily injury and property damage liability insurance as shall protect the organization and the district from claims for damages for personal injury, including accidental death, and from claims for property damages, which may arise from the organization's use of the district's facilities, whether such operations be by the organization or by anyone directly or indirectly employed by the organization. Such insurance shall include the Central Lyon Community School District as an additional named insured in the policy carried by the organization and described above.

The organization shall furnish the Central Lyon district with a certificate of insurance acceptable to the district's insurance carrier before the contract is issued.

Organization: _____ Date: _____

Applicant's Signature: _____ Title: _____

Applicant's Address: _____

Superintendent's or Designee's Signature: _____

Approved 10/09/95 Reviewed 2/10/14 Revised 2/10/14

905.1E1 USE OF FACILITIES - APPLICATION FORM

The undersigned applicant makes application for the use of the school building designated below. Please refer to Policy 905.1 to determine the proper use of school facilities. The applicant is responsible for enforcing these regulations.

The undersigned, hereafter referred to as "organization," states that it shall hold the Central Lyon Community School District, hereafter referred to as "district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the organization or the district, and its officers, employees or agents, in the use by the organization of any facilities owned by the district. In case any action is brought therefore against the district or any of its officers, employees or agents, the organization shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the organization.

Organization making application: _____

Person making application: _____ Date: _____

School Facility to be Used:

	For Profit	Non-Profit
<input type="checkbox"/> Activities Center Gym	\$60.00	\$40.00
<input type="checkbox"/> Activities Center Multi (seating for 60) – includes tables, chairs and refrigerator	\$90.00	\$60.00
<input type="checkbox"/> High School Auditorium	\$250.00	\$150.00
<input type="checkbox"/> High School Auditorium with Light and Sound System*	\$275.00	\$175.00
<input type="checkbox"/> High School Commons**	\$175.00	\$100.00
<input type="checkbox"/> High School Kitchen***	\$40.00	\$30.00
<input type="checkbox"/> Elementary/Middle School Kitchen***	\$40.00	\$30.00
<input type="checkbox"/> Elementary/Middle School Multi-Purpose Room*	\$175.00	\$100.00
<input type="checkbox"/> Classroom	\$45.00	\$30.00

* Includes light and sound system for 2 ½ hours.

Additional charge of \$15.00 per hour for light and sound use after the initial 2 ½ hours.

** Includes tables, chairs, sound system

*** Includes stove, sink, freezer, refrigerator

The above fees do not include the custodial fee of \$20.00 per hour per custodian.

Purpose: _____

Date: _____ Hours: _____

I have read the policy "Community Use of School District Buildings & Equipment" and, as the person responsible for the group, agree to abide by the policies as stated. I realize failure to abide by the policies may result in suspension of facility use privileges.

_____	_____	_____
(Signature of Applicant)	(Phone Number)	(Date)

The Central Lyon athletic facilities, including the high school gym, are not available for rent. Exceptions may be made by the superintendent of schools on a case by case determination. Fees will be set at the time of the determination.

Approved _____ Not Approved _____

Total Fee \$ _____ Superintendent's Signature _____

Fee is due when the above request is approved unless other arrangements are made. After action is taken, a copy will be returned to the applicant.

905.1R1 USE OF SCHOOL DISTRICT FACILITIES REGULATION

There shall be no alcoholic beverages, drugs, or tobacco products brought to, consumed or used in the building or on the grounds.

There shall be no smoking in school facilities or on school grounds.

A custodian or district employee may be present while the facility is being used.

After a school building has been used by an outside group, cleaning will be done by employees. Fees for such work will be paid by the group in addition to the rental fee charged (if applicable) for the use of the building.

Approved 10/09/95 Reviewed 3/11/19 Revised 12/10/07

905.1E2 USE OF SCHOOL FACILITIES - INDEMNITY AND LIABILITY INSURANCE AGREEMENT

The undersigned, hereafter referred to as "organization," states that it shall hold the Central Lyon School District, hereafter referred to as "district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the organization or the district, and its officers, employees or agents, in the use by the organization of any facilities owned by the Central Lyon district. In case any action is brought therefore against the district or any of its officers, employees or agents, the organization shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the organization.

The organization agrees to furnish and maintain during the usage of the facilities owned by the district such bodily injury and property damage liability insurance as shall protect the organization and the district from claims for damages for personal injury, including accidental death, and from claims for property damages, which may arise from the organization's use of the district's facilities, whether such operations be by the organization or by anyone directly or indirectly employed by the organization. Such insurance shall include the Central Lyon Community School District as an additional named insured in the policy carried by the organization and described above.

The organization shall furnish the Central Lyon district with a certificate of insurance acceptable to the district's insurance carrier before the contract is issued.

Dated at _____, Iowa, this _____ day of _____, 19____.

(Organization)

Central Lyon Community School District

By _____

Title _____

Address _____

By _____
Superintendent

By _____
Secretary/Business Manager

906 UNMANNED AIRCRAFTS - DRONES

The following policy applies to the extent not preempted by federal or state regulatory jurisdiction regarding unmanned aircrafts. For purposes of this policy, the term “unmanned aircraft” means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.

The Central Lyon CSD believes in maintaining the safety, security, and privacy of students, employees, and visitors. In keeping with this belief, the use or possession of unmanned aircrafts is prohibited on district property or in the space above the property that reasonably can be considered part of the district property.

The superintendent may make an exception to this policy in specific cases where the circumstances warrant such exception. In such situations and prior to approval, unmanned aircraft operators shall:

- Supply proof of insurance meeting liability limits established by the district;
- Present appropriate registration and authorization issued by the Federal Aviation Administration (FAA);
- Sign an agreement holding the district harmless from any claims of harm to individuals or damage to property; and
- Meet additional requirements as determined appropriate by the district.
- If the unmanned aircrafts are operated as part of the district curriculum, prior to adoption into the curriculum, district employees shall work with district administration to ensure the appropriate insurance, registration, and authorizations are in place.

Unmanned aircrafts shall be operated in accordance with Iowa High School Athletic Association and Iowa Girls High School Athletic Union policy.

Failure to abide by this policy may result in local, state, and federal penalties if applicable.

Legal Reference: FAA Modernization and Reform Act of 2012, P.L. 112-95, Title III, Subtitle B. Model Aircraft Operating Standards, FFA AC No. 91-57A (Sept. 2, 2015). OFFICE OF CHIEF COUNSEL, FED. AVIATION ADMIN., State and Local Regulation of Unmanned Aircraft Systems (UAS) Fact Sheet (Dec. 17, 2015). Iowa Code § 279.8. IHSAA Drone Policy

Cross Reference: 602.1 Curriculum Development

Approved 3/11/19 Reviewed 3/11/19 Revised 3/11/19

907 DISTRICT OPERATION DURING PUBLIC EMERGENCIES

The district believes that student learning is the heart of its core mission. While traditional in-person teaching continues to provide the greatest learning opportunity to all students, there may be rare and unusual circumstances that prevent the school community from convening in traditional in-person settings. At times of a public emergency declared by federal, state or local officials, the district will seek guidance and recommendations from federal, state and local agencies to assist in determining the safety of convening traditional in-person learning.

During a declared public emergency, the school board delegates to the Superintendent the authority to determine whether to close school buildings for one (1) to two (2) days to traditional in-person learning if the Superintendent determines in-person learning would hinder the health and safety of the school community. The board must take formal action to extend the closure beyond one (1) to two (2). The district will instead utilize remote or hybrid learning opportunities permitted by law.

Following guidance and recommendations from federal, state, and local agencies when reasonably possible, the administration will create regulations related to district operations during a public emergency, including, but not limited to, student, employee and visitor safety and security; the use and safeguarding of district property; public meetings and events, and when applicable, measures to prevent or slow the spread of infectious disease.

These measures will be enforced for the period of time of the public emergency, or until the [*school board and*] superintendent, in consultation with federal, state and local agencies determine it is appropriate for the safety measures to end.

Legal Reference: Senate File 2310
Iowa Code ch. 279.8

Cross Reference: 403.3 Communicable Diseases - Employees
506 Student Records
507 Student Health and Well-Being

Approved 10/14/20

Reviewed 10/14/20

Revised 10/14/20

907.R1 DISTRICT OPERATIONS DURING A PUBLIC HEALTH EMERGENCY REGULATION

During a public health emergency, the district will seek guidance and recommendations from federal, state and local agencies that monitor and respond to the emergency. The district will follow any mandatory closures or other mandatory measures imposed by such agencies.

The superintendent, in conjunction with relevant government agencies and/or athletic and activity associations, will determine under what circumstances the district will restrict or cancel in-person learning, student events or activities including sporting events, extracurricular clubs or meetings for students, and the use of district facilities by outside organizations.

The district will promote and follow other recommended measures and guidance from federal, state and local agencies to the extent reasonably practicable under the circumstances. These measures may include, but are not limited to the following:

- On-line learning, hybrid models of learning, or modified in-person learning may occur dependent on the circumstances and in accordance with applicable law.
- Students, employees and visitors are required to self-monitor for symptoms before entering school buildings or attending school events.
- Hand washing and any other recommended hygiene practices will be taught to all students and employees.
- Non-medical-grade face masks are recommended to be worn by all individuals on school grounds, including students, employees and visitors when a 6-foot social distance cannot be maintained.
- Due to the increased cost to the district of providing additional cleaning and disinfecting measures, and in order to preserve cleaning supplies for school use during the time of a public health emergency, the superintendent has discretion to restrict the use of school buildings and facilities for non-school groups in a neutral and non-discriminatory manner.