

STATEMENT OF GUIDING PRINCIPLES FOR COMMUNITY RELATIONS

It shall be the policy of the Board of Directors to keep the community informed of the objectives, achievements, needs, and conditions of the school system. The superintendent of schools shall be responsible for initiating and administering a continuous program of communication within the community. The superintendent shall make use of appropriate school personnel and all available media in discharging this responsibility.

Community support for the program can best be established through a public that understands and is active in school affairs. Therefore, it is the expressed policy of the Board of Directors to cooperate actively with community agencies and organizations that are concerned with the welfare of young people. All efforts of this school system should be directed toward maintaining open communications among the schools, the public, and public agencies.

Approved: 11/16/87

Reviewed: 2/15/21

Revised:

Legal Ref.:

BOARD - COMMUNITY RELATIONS

It shall be the expressed policy of the Board of Directors to actively cooperate with official area community agencies and organizations concerned with the welfare of students. All efforts of this school system should be directed toward maintaining open communications between the schools and the public. Community support for the program of the schools can best be established through a public that understands and is active in school affairs.

Approved: 11/16/87

Reviewed: 2/15/21

Revised:

RELEASES TO NEWS MEDIA

Releases About Internal School Matters

It is the policy of the Board to have news releases prepared about internal matters of the school(s), and to disseminate such releases to the schools designated news media and any other requesting news medias.

The superintendent of schools or a delegated assistant or assistants shall be responsible for clearance of all news releases that originate in the schools.

Information that is not personal or confidential should be made available to all news media upon their request. In order to establish and maintain a cooperative atmosphere in our public relations program, close ties should be kept with persons representing the various news media.

Releases About Board Matters

It shall be the policy of the Board to have news releases prepared about Board matters and to disseminate them 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 the same time they are made available to Board members, or at least 24 hours before the meeting begins.

The superintendent of schools or delegated staff should be available to media representatives to answer any questions that may arise concerning Board matters.

Approved: 11/16/87

Reviewed: 2/15/21

Revised: 1/28/02

Legal Ref.: Iowa Code Chapter 28A.4
Court Cases: Widmer v. Reitzler, 182 N.W.2d 177;
Dobrovolny v. Reinhardt, 173 N.W.2d 837
Attorney General Rulings O.A.G. April 10, 1979
(Miller)

DUPLICATED OR PRINTED MATERIALS

Duplicated or printed materials related to or explaining various phases of the school program will be made available for staff and public use as deemed advisable by the superintendent of schools or designee. Decisions concerning such publications may be delegated to staff assistants appointed by the superintendent.

Rules of good taste, correctness and general acceptability should apply to all such publications. The district shall attempt to provide materials in Spanish.

Approved: 11/16/87

Reviewed: 2/15/21

Revised: 07/21/08

BOARD PROCEEDINGS

Tentative agendas for official Board meetings shall be submitted to Board members and news media at least 24 hours in advance or regularly scheduled Board meetings. Information necessary for consideration of items on the agenda shall also be made available when possible.

All official proceedings of the Board of Education shall be made a matter of public record and shall be open for inspection on demand of the public during regular office hours. The minutes of regularly scheduled Board meetings shall be a matter of public record and shall be furnished to each member of the Board of Directors.

Approved: 11/16/87

Reviewed: 2/15/21

Revised:

Legal Ref.: Iowa Code Sections 28A.4 and 68A;
Attorney General Rulings O.A.G. June 16, 1971 (Johnston);
O.A.G. 1968, p. 656; O.A.G. April 20, 1979 (Menke)
Court Cases: Widmer v. Reitzler, 183 N.W.2d 177;
Dobrovoly v. Reinhardt, 173 N.W.2d 837

Cross Ref.: 204.7, "Notice of Meetings"
204.13, "Minutes of Meetings"

PUBLIC 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 7:30 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 practicable, depending on the nature of the request.

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

Records defined by law as confidential records are viewed or copied upon receipt of written permission by the board secretary or superintendent from the person or entity whose confidential records are being requested.

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.

Approved: 11/16/87

Reviewed: 2/15/21

Revised: 12/19/05

Legal Reference: Iowa Code §§ 21.4; 22; 291.6 (2005).
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

ORGANIZATION AND DISSOLUTION

The Board of Directors may from time to time appoint citizens' advisory committees to study matters pertaining to the educational problems of the school district. Such committees shall deal with specific problems identified and recognized by school officials.

Such problems may be recommended for study by staff members or groups, interested lay people, or community organizations generally related to the schools.

The functions of citizens' advisory committees shall be clearly defined at the outset, and shall be considered fulfilled when the committee has made its final report--through the superintendent--to the Board of Directors.

Approved: 11/16/87

Reviewed: 2/15/21

Revised:

Cross Ref.: 203.6, "Citizens' Advisory Committees"

MEMBERSHIP AND APPOINTMENT

Final selections for membership on citizens' advisory committees shall be made by the Board of Directors as a whole. Membership should be limited to individuals who are willing to devote time and attention to the matter under consideration. As a matter of basic policy, such committees shall be representative of the community as a whole, and should, whenever possible, have members who live in and represent the various areas in the school district.

The chairman of the committee shall be appointed by the Board of Directors.

Travel expenses of committee members shall be paid by the Board, upon proper authorization and presentation of receipts.

Approved: 11/16/87

Reviewed: 2/15/21

Revised:

Cross Ref.: 203.6, "Citizens' Advisory Committees"

COMMUNICATIONS AND RECOMMENDATIONS

The chairman of any citizens' advisory committee shall convene meetings of the membership and proceed with the work to be done. The chairman shall maintain liaison with the superintendent of schools, and shall be responsible for the preparation of a final report to be presented to the Board of Directors.

The committee, working under the direction of the chairman, shall have at its disposal such reasonable information and resources as are necessary to the committee's work.

The final report to the Board of Directors should contain the findings of the committee and, where appropriate, outline specific suggestions or recommendations for Board consideration.

Approved: 11/16/87

Reviewed: 2/15/21

Revised:

Cross Ref.: 203.6, "Citizens' Advisory Committees"

PARTICIPATION IN COMMUNITY LIFE

It shall be the policy of the Board of Directors to encourage personnel of the school district to participate in community activities. Not only should active membership in local organizations be encouraged, but also staff members' active roles in community issues.

The Board of Directors specifically prohibits exertion of pressure on staff members to affiliate with organizations or to participate in activities that are unacceptable to the staff member as an individual. Freedom of choice shall be protected, but the Board does assume that participation in any activity will be in keeping with the overall goals and objectives of our educational program.

Approved: 11/16/87

Reviewed: 2/15/21

Revised: 1/28/02

GIFTS TO SCHOOL DISTRICT PERSONNEL

The Board of Directors prohibits staff members and employees of the school district from soliciting, accepting, or receiving, either directly or indirectly, any gift having a value of \$15 or more from students or parents.

The acceptance of a token of appreciation is not to be considered a violation of this policy.

Approved: 11/16/87

Reviewed: 2/15/21

Revised:

Legal Ref.: Iowa Code Section 68B.5
Attorney General Rulings: O.A.G. (Wellman) Oct. 28,
1971; O.A.G. (Wellman) Nov. 4, 1969

CITIZENS' COMPLAINTS ABOUT SCHOOL PERSONNEL

Whenever a citizen has a complaint about the action of any employee, the citizen should first be directed to consult with the individual employee concerning the complaint. Next the citizen may give information to the employee's immediate supervisor. If the matter is not resolved, the appeal process will follow this order:

1. Other supervisor or administrators in the line of responsibility;
2. the superintendent of schools;
3. the Board of Directors.

The Board of Directors shall strongly encourage citizens to follow this chain of appeal.

No appeal will be heard by the Board of Directors, and no charges against the employees will be investigated or acted upon by the Board, unless they are reduced to writing, signed by the party bringing them, and presented to the Board through the superintendent of schools.

Approved: 11/16/87

Reviewed: 2/15/21

Revised:

Legal Ref.: 204.12, "Handling Grievances: Complaints By and About Personnel, and Citizens' Complaints"

CITIZEN ASSISTANCE TO SCHOOL PERSONNEL

The Board of Directors encourages the use of community resources and citizens to assist in furthering the educational program of the school system. 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 use of outside personnel and resources will be under regulations approved by the superintendent of schools.

Approved: 11/16/87

Reviewed: 2/15/21

Revised:

Legal Ref.: 603.6, "Outside Resource People"

USE OF SCHOOL FACILITIES FOR NONPROFIT

The buildings and sites and equipment of the school district will be made available for a fee to local nonprofit entities which promote cultural, educational, civic, community, 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. The board reserves the right to deny use of the buildings and sites and the equipment to any group.

Administrative regulations and fee guidelines have been established to differentiate user requests within the categories of non-profit and private profit. After filling out a school facility request an applicant will be categorized and sent the appropriate documents by the superintendent or designee. The documents include, based on the category of the applicant, administrative regulations for building use and the fee schedules.

The board may allow groups to use the buildings and sites without charge when invited by the school and clearly benefitting the community at large. While such groups may use the buildings and sites without charge, they may be required to pay a custodial fee. (See fee schedule)

It shall be the responsibility of the superintendent or designee to develop a fee schedule and to review administrative regulations regarding this policy prior to July 1st of each year.

Approved: 11/16/87

Reviewed: 6/19/17

Revised: 5/16/16

Legal Ref.: Iowa Code SS 276; 278.1(4); 279.8-.11; 288; 297.9-.11 (1993)

1982 Op. Att'y Gen. 561.

1940 Op. Att'y Gen. 232.

1936 Op. Att'y Gen. 196.

USE OF SCHOOL FACILITIES FOR PRIVATE PROFIT

The buildings and sites of the school district may be made available for a fee to local for-profit entities. Such use will be permitted only when it does not interfere with or disrupt the education program or school-related activity, and it is approved by the board. The board reserves the right to deny use of the buildings and sites to any group.

It shall be the responsibility of the superintendent or designee to develop administrative regulations regarding this policy.

Administrative regulations and fee guidelines have been established to differentiate user requests within the categories of non-profit and private profit. After filling out a school facility request an applicant will be categorized and sent the appropriate documents by the superintendent or designee. The documents include, based on the category of the applicant, administrative regulations for building use and the fee schedules.

The fee schedule and regulations of use for facility use will be reviewed annually by the superintendent or designee prior to July 1st of each year.

Approved: 11/16/87

Reviewed: 6/19/17

Revised: 4/6/05

Legal Ref.: Iowa Code SS 276; 278.1(4); 288; 297.9-.11 (1993).

**REGULATIONS FOR USE OF SCHOOL
FACILITIES FOR PRIVATE PROFIT**

1. User agrees to show proof of insurance coverage for the event.
2. User agrees to pay for any damage that occurs as ascertained by the superintendent or designee.
3. School use of the school facility will have precedence over all other uses, and non-profit use of the facility will have precedence over for-profit use.
4. User agrees to follow all applicable local, state, and federal laws and West Liberty Board of Education policies, administrative regulations and fees concerning the use of public school facilities.
5. The superintendent or designee reserves the right to waive any or all fees for users of school facilities if the Board determines that the user has the primary purpose of serving the students of the West Liberty Community School District.

Approved: 8/16/93

Reviewed: 6/19/17

Revised: 4/5/05

FEE SCHEDULES

Revised 5/2/2016

GROUP 1

Direct School Activities

Members or Activities:

- School sponsored and faculty organized clubs or activities for students such as Drama, music and instrumental music events and activities, speech and debate, National Honor Society, FFA, FCCLA, Forensics, Newspaper, Yearbook, Student Council, after prom, etc.
- Sports and sports related activities including administratively approved summer camps.

Facility Use Fee:

- No fees for custodians, heating, ventilation and air conditioning
- No fees for administrative supervision
- No fees for necessary staffing to sell tickets, run clocks, etc.
- If auditorium is being requested, the activity will need to have a designated person to run equipment.
- School-sponsored and faculty-organized clubs or activities for students may be charged a custodian fee when they use facilities during non-regular custodial hours for a fundraising activity.

GROUP 2

District Related Activities

Definition: Direct School Activities and Indirect School Activities

Members or Activities: Direct School Associated Activities

- Parent Teacher Organization
- Athletic Boosters
- Fine Arts Boosters
- Youth Sports of West Liberty (Will be charged an annual, flat-rate fee in lieu of an hourly fee.)
- Club sports teams comprising only WLCSD students will be charged an annual, flat-rate fee. Time limits for use of facilities will be determined by the Activities Director.
- WLEA activities
- Tutoring programs (sponsored by district)

Members or Activities: Indirect School Associated Activities

- Scouting - Normal meetings
- 4-H - Normal meetings
- LEO Club
- Adult Education (sponsored by district)
- Before and After School Program and Summer Activities (Will be charged an annual, flat-rate fee in lieu of an hourly fee.)

Facility Use Fee:

- No fees for custodians if activity is during regularly scheduled custodial cleaning and lock up. Should the activity occur during non-regular custodial hours, Group #2 users will pay for custodial services at the group 3 & 4 rates. (see rate schedule)
- If auditorium is being requested the activity will need to have a designated person to run equipment at the group 3 & 4 rates. (see rate schedule)
- Users may be required to file a certificate of insurance with the district.

GROUP 3
Local Tax Supported Organizations

Members or Activities:

- West Liberty Parks and Recreations
- City Council or Local Government Agencies
- Muscatine County Government Agencies
- Muscatine Community College
- WL Free Public Library

Facility Use Fee:

- Rental for all activities. Organization would be required to pay all custodial fees if needed. (see rate schedule)
- If auditorium is being requested the activity will need to have a designated person to run equipment (see rate schedule)
- Users may be required to file a certificate of insurance with the district.

Group 4
Local Non-Profit - If Regular Meetings

Members or Activities: Civic

- Chamber, Rotary, Lions, etc.

Members or Activities: Charitable

- Benefits: police, fire, Marine Corp, etc.

Members or Activities: Local Religious Organizations

- All churches within the boundaries of the WLCSD boundaries and their children's groups

Members or Activities: Accepted Local Political Organizations

- Democrats
- Republicans

Members of Activities: Sports Clubs

- Not school sponsored
- Club sports that are not limited exclusively to WLCSD students (with the exception of the WL Wrestling Club) will be charged an hourly fee for use of facilities.

- West Liberty Wrestling Club (Will be charged an annual, flat-rate fee in lieu of an hourly fee.)

Facility Use Fees: (If not during school day)

- Rent, custodial and maintenance fees, equipment fees.
- Users will be required to file a non-profit exempt documentation to the district.
- If auditorium is being requested the activity will need to have a designated person to run equipment (see rate schedule)
- Users may be required to file a certificate of insurance with the district.

GROUP 5

Outside Groups

Definition: Industrial, Commercial or Profit Generating Organizations

Members or Activities:

- All other organizations, companies, groups or clubs that wish to use the facilities whether for their organizational meetings or for profit activities.

Facility Use Fee:

- Rent, custodial and maintenance fees, equipment fees.
- Users will be required to file a certificate of insurance to the district.
- If auditorium is being requested the activity will need to have a designated person to run equipment (see rate schedule)

FACILITY USAGE FEE SCHEDULE

West Liberty Community School District Revised 5/16/2016

School Board Philosophy: The Board of Education actively seeks to respond to the educational, recreational, and cultural needs of its total community, however, all school facilities have been primarily erected and maintained for the use of the students of the WLCSD and shall not be used for another purpose that will conflict with that use. Any costs incurred that are not determined by the district to directly and positively impact and enhance the education of our students will be passed along to the user as detailed in the fee structure below.

Exceptions to this fee structure must be approved by the Superintendent

Facility	Group 1 & 2	Group 3 & 4	Group 5
HS Auditorium	Charge may apply	\$25/hr	\$50/hr
Classrooms, Band/Chorus Rooms, Board Room	Charge may apply	\$10/hr per room	\$20/hr per room
Media Center/Library	Charge may apply	\$10/hr	\$20/hr
Gyms	Charge may apply	\$10/hr	\$20/hr
Locker Rooms	Charge may apply	\$10/hr	\$20/hr
Commons/Cafeteria	Charge may apply	\$10/hr	\$20/hr
Weight Room	Charge may apply	\$10/hr	\$20/hr
MPR/Wrestling Room	Charge may apply	\$10/hr	\$20/hr
Football/Track Complex	Charge may apply	\$25/hr	\$50/hr
Baseball/Softball Fields	Charge may apply	\$25/hr	\$50/hr
Practice Fields	Charge may apply	\$25/hr	\$50/hr
Concession Stand*	Charge may apply	\$10/hr	\$20/hr
Kitchen **	Charge may apply	\$10/hr	\$20/hr

ADDENDUM TO BOARD APPROVED FACILITY USAGE	
WL Youth Sports Org.	\$700 yearly
WL Youth Wrestling Org.	\$150 yearly
WL Before & After School Program	\$750 yearly
Liberty All Stars Volleyball	\$600 yearly
WL ASA Softball	\$200 yearly
WL Comet Baseball Club	\$200 yearly
<i>(tournaments not included)</i>	

EQUIPMENT USAGE
-Athletic groups will provide their own volleyballs, basketballs, etc. unless special permission received from A.D. prior to activity
No keys will be checked out to non-district employees.

*Rental of Concession Stand must include Sprouse products. Use of concession stand to sell products must also meet the approval of the Athletic Booster Club.

**District Food Service employee must be present for all kitchen usages.

***These organizations are recognized by the WLCSD as the primary provider of instruction for specific activities that are not offered by the WLCSD. The fee will cover these activities (PreK-6 basketball, PreK-6 softball, PreK-7 baseball including Babe Ruth, 3-6 volleyball, 5-6 track and field, and 5-6 football, PK-6 wrestling) when they do not conflict with a sport in-season in the WLCSD. All facility requests must come through the head of the respective organization.

Personnel Fees	Group 1 & 2	Group 3 & 4	Group 5
Custodian*	Charge may apply	\$25/hr	\$30/hr
Event Supervisor**	Charge may apply	\$15/hr	\$20/hr
Food Service Supervisor	Charge may apply	\$15/hr	\$20/hr
Auditorium Technician	Charge may apply	\$9/hr	\$15/hr
Police/Security	Actual Cost	Actual Cost	Actual Cost

*Custodial service charges will apply whenever a custodian is not regularly on duty. A custodian will be on duty whenever a user occupies the facilities and fees will be assessed accordingly. If custodial services are not needed during 'off-hours' a district employee may supervise the usage, but they must remain in facility during use. In addition, custodial charges will apply during normal custodian hours if custodian is required to perform additional duties beyond ensuring facility is available.

**A district assigned event supervisor will be required for large events (i.e. Youth tournaments, dance recitals, etc.) as determined by the Activities Director.

Payment Procedure: All checks shall be made payable to the West Liberty Community School District. Full payment must be received before the initial date of facility usage.

GRATUITIES TO PERSONNEL

School personnel will not accept gratuities from organizations that use the facilities. The cost of service personnel furnished by the school will be charged to the party or parties renting the facilities. Such costs will be in line with the school's normal operating costs, and will be administered in keeping with the general policies governing the use of school facilities.

Approved: 11/16/87

Reviewed: 6/19/17

Revised:

Legal Ref.: Iowa Code Section 297.10

Cross Ref.: 1004.4-E, Fees for Use of School Facilities

PUBLIC PERFORMANCES BY STUDENTS

The Board of Directors recognizes that student participation in civic and community affairs is educationally beneficial to students. Therefore, the Board encourages student participation at public performances, provided such performances contribute to the educational processes and objectives of the school, and provided they do not unduly interfere with the students' program.

The following guidelines apply:

1. All performances shall be approved by the immediate administrator;
2. The extended use of one particular group should be discouraged;
3. Extensive travel by any one particular group should be discouraged;
4. Student groups below the senior high school level should engage in public activities on a very limited scale only.

Approved: 11/16/87

Reviewed: 6/19/17

Revised:

Legal Ref.: Iowa Code Section 280.13
Iowa Administrative Code 670-3.6(1) through 3.6(8) (257)

CONTESTS FOR STUDENTS

The following policy of the Board of Directors shall govern student participation in local, state, and national contests.

1. Participation.

Participation shall be limited to those contests and activities that are educationally sound, worthy, and timely. They should be stimulating for the student and school, desirable activities for both, and be a worthwhile supplement to (not interfere with) the academic program.

All contests should be conducted within the constitution and guidelines of the State High School Athletic, Music, Speech and Forensic Associations. Participation should be voluntary and contestants shall not be excluded on the basis of race, color, creed, sex or payment of an entry fee.

2. Transportation.

Appropriate school funds may be used to cover the costs of transportation in cases where students represent the school in competition; for other events, however, the students shall pay their own transportation costs.

Approved: 11/16/87

Reviewed: 6/19/17

Revised: 1/28/02

Legal Ref.: Iowa Code Sections 280.13; 285.11(6)
Iowa Administrative Code 670-3.691); 9.14; 9.15

SALES PROMOTIONS PROHIBITED

Educational facilities, teachers, and students shall not be used in any manner for the promotion or sale of services or products offered by agencies or organizations that operate for profit. The Board of Directors specifically forbids the following:

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

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

Fund raising activities by student organizations and groups where the share of the profits received by the group or organization are used to promote educationally sound activities are also specifically exempted from the provisions of this policy. All fund raising activities for any student organization or group must be approved in advance by the building principal and school board prior to contracting with any agency or organization that operates for profit.

Approved: 11/16/87

Reviewed: 6/19/17

Revised: 8/18/08

MONEY-RAISING ACTIVITIES IN THE SCHOOLS

No activity requiring students and teachers to assist in promoting campaigns (financial, educational, charitable, or otherwise) that demand the time of students, teachers, and administrators shall be permitted, except as hereinafter provided, unless such campaigns are in accord with the general policies of the Board.

No agent, person, or persons shall be permitted to solicit any student or teacher for any purpose, or distribute circulars, handbills, cards, or advertisements of any kind, or make announcements of any nature, or take up contributions in any school building or on school grounds, for any purpose whatsoever, except by approval from the superintendent of schools as being in accord with the general policies of the Board of Directors.

Participation by students in charitable activities is considered to be a desirable part of their total education. However, as a matter of basic policy, the Board of Directors will authorize the administration to determine the nature and extent of such activity.

Approved: 11/16/87

Reviewed: 6/19/17

Revised:

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

School-owned vehicles will be used to transport students who participate in school-sponsored activities, unless the administration considers it best to use a private vehicle.

If a private vehicle is used to transport students to school-sponsored activities, it must be driven by a school employee and approved in advance by the superintendent or principal. If a private vehicle is used, the rate of reimbursement to the owner shall be at the rate established by the Board for reimbursement of approved travel expenses. The person whose vehicle is being used must be able to show proof that accident and liability insurance carried on the vehicle is sufficient and up-to-date.

The school is not responsible for student safety in any instances when students ride in private vehicles driven by anyone but an authorized school employee. Parents shall not be required to provide transportation for school-related activities; nor may students transport other students on school-sponsored trips.

Approved: 11/16/87

Reviewed: 6/19/17

Revised:

VISITORS TO THE SCHOOLS

The Board welcomes the active interest of parents and citizens in their public schools, and invites the community to visit at any time. Schools are a place of work and learning; therefore certain limits must be set to visits. The building principal is responsible for all persons in the building and on the grounds. For these reasons, the following policy applies to visitors to the school:

1. Anyone who is not a regular staff member or student of the school shall be termed a "visitor".
2. Any visitor to the school must report to the office of the principal upon arrival at the school; failure to do so may lead to legal charges. Visitors must sign in at the office and will be given a visitor badge. Visitors must return to the office to sign out and return the visitors badge.
3. Parents or citizens who wish to observe a classroom while school is in session are urged to arrange such visits in advance with the teacher, so that class disruption may be kept to a minimum.
4. Teachers are expected not to take class time to discuss individual matters with outside visitors.
5. Children will not be released from the school without the approval of the principal or his/her designee.

Approved: 11/16/87

Reviewed: 6/19/17

Revised: 8/18/08

Legal Ref.: Iowa Code Section 716.7