

BUILDINGS & SITES

Series 800

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OBJECTIVES OF BUILDINGS & SITES

This series of the board policy manual sets forth the board objectives and goals for the school district's buildings and sites. It is the goal of the board to provide sufficient school district buildings and sites for the education program. The board will strive to provide an environment which will encourage and support learning.

In providing this environment, the school district buildings and sites will accommodate the organizational and instructional patterns that support the education program. The board has final authority to determine what is necessary to meet the needs of the education program.

It is the responsibility of the superintendent to oversee the day-to-day operations of the school buildings and sites and to notify the board of areas in need of improvement.

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BUILDINGS & SITES LONG RANGE PLANNING

As part of the board's long range plan for the school district's education program, the board will include the buildings and sites needs for the education program. The long-term needs for building and will be discussed and determined by the board.

It is the responsibility of the superintendent to provide information including, but not limited to, enrollment projections and education program requirements to the board.

Legal Reference: Iowa Code §§ 280.3, .12, .14; 297 (2003).

Cross Reference: 103 Long-Range Needs Assessment

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BUILDINGS & SITES SURVEYS

The board may engage the services of consultants or other personnel to study the needs of the school district's buildings and sites in providing the education program. The results of these services will be considered in planning the education program and in making decisions about the improvement and acquisition of additional buildings and sites.

It is the responsibility of the superintendent to make a recommendation to the board regarding the need for such services and who should perform such services for the board.

Legal Reference: Iowa Code §§ 280.3, .14; 297 (2003).

Cross Reference: 103 Long-Range Needs Assessment
801 Site Acquisition and Building Construction

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EDUCATIONAL SPECIFICATIONS FOR BUILDINGS & SITES

Buildings and sites considered for purchase or construction by the board or currently owned by the school district and used for the education program must meet, or upon improvement be able to meet, the specifications set by the board. The board will make this determination.

Prior to construction or renovation of buildings and sites the specifications must be endorsed, when the cost is \$25,000 or more, by the Iowa Department of Education. The board may set standards in addition to the requirements of the Iowa Department of Education for school district buildings and sites.

Prior to remodeling or other construction of buildings and sites, the board may appoint a committee of consultants, employees, citizens, or others to assist the board in developing the specifications for the new or improved buildings and sites. These specifications will be consistent with the education program, and they will provide the architect with the information necessary to determine what is expected from the facility. It is within the discretion of the board to determine whether a committee is appointed.

The education specifications will include, but not be limited to, the financial resources available for the project, the definition and character of classrooms, the functional use to be made of the rooms, description of specialized needs, and other pertinent information as the board deems necessary.

It is the responsibility of the superintendent to make a recommendation to the board regarding the specifications of buildings and sites.

Legal Reference: Cedar Rapids Community School District, Linn County v. City of Cedar Rapids, 252 Iowa 205, 106 N.W.2d 655 (1960).
Iowa Code §§ 73A.2, .18; 280.3, .14; 297; 544A (2003).
1974 Op. Att'y Gen. 529.

Cross Reference: 801 Site Acquisition and Building Construction

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SITE ACQUISITION

Sites acquired by the board will meet or, upon improvement, be able to meet the specifications set out by the board prior to using the site for the education program. The board may meet in closed session to discuss potential purchases of sites.

It is the responsibility of the superintendent to assist the board and to make recommendations concerning the acquisition of sites.

Legal Reference: Iowa Code §§ 21.5(j); 297 (2003).

Cross Reference: 212 Closed Sessions
705.1 Purchasing - Bidding
801 Site Acquisition and Building Construction

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BIDS AND AWARDS FOR CONSTRUCTION CONTRACTS

The board supports economic development in Iowa, particularly in the school district community. Construction contracts will be made in the school district community or in Iowa from Iowa-based companies if the bids submitted are comparable in quality and can be received without additional cost in comparison to those submitted by other bidders. The board will have the authority to approve or reject construction contracts.

Public, competitive sealed bids are required for construction projects, including renovation and repair, with a cost exceeding the statutory minimums required by law. The public, competitive sealed bid requirement is waived in the case of emergency repairs when the repairs are necessary to prevent the closing of a school. The AEA administrator will certify that the emergency repairs are necessary to prevent the closing of a school. The superintendent will comply with the competitive quote process for those projects subject to the competitive quote law. The superintendent will determine the process for obtaining quotes for projects below the competitive quote limit.

The award of construction contracts will, generally, be made to the lowest responsible bidder. The board, in its discretion, after considering factors relating to the construction, including, but not limited to, the cost of the construction, availability of service and/or repair, completion date, and any other factors deemed relevant by the board, may choose a bid other than the lowest bid. The board will have the right to reject any or all bids, or any part thereof, and to enter into the contract or contracts deemed to be in the best interests of the school district.

It is the responsibility of the superintendent to make a recommendation and the reason for it to the board for construction contract bids. The board secretary shall recommend, to the board, which bid to accept.

Legal Reference: Iowa Code §§ Ch 26; 72; 73; 297.7-.8 (2009).

Cross Reference: 705 Expenditures
801 Site Acquisition and Building Construction

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MAINTENANCE SCHEDULE

The school district buildings and sites, including the grounds, buildings and equipment, will be kept clean and in good repair. Employees should notify the building principal when something is in need of repair or removal, including graffiti.

It is the responsibility of the superintendent to maintain the school district buildings and sites. As part of this responsibility, a maintenance work log is used to help maintain the school district's buildings and sites.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (2003).

Cross Reference: 502.2 Care of School Property/Vandalism
502.5 Student Lockers
802 Maintenance, Operation and Management
804.1 Facilities Inspections

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REQUESTS FOR IMPROVEMENTS

Generally, except for emergency situations, requests for improvements or repairs are made to the superintendent by building principals and the maintenance supervisor. Requirements for requests outlined in the maintenance schedule will be followed.

The superintendent may approve minor improvements, not exceeding a cost of \$5,000.00. The board must approve improvements exceeding \$5,000.00. Routine maintenance and repairs outlined in the maintenance schedule will be followed.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (2003).

Cross Reference: 802.1 Maintenance Schedule
802.3 Emergency Repairs

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EMERGENCY REPAIRS

In the event an emergency requiring repairs in excess of \$75,000 to a school district facility are necessary to correct or control the situation and to prevent the closing of school, the provisions relating to bidding will not apply.

It is the responsibility of the superintendent to obtain certification from the area education agency administrator stating such repairs in excess of \$75,000 were necessary to prevent the closing of school.

It is the responsibility of the superintendent to notify the board as soon as possible considering the circumstances of the emergency.

Legal Reference: Iowa Code §§ 280.3, .14; 297.8 (2003).

Cross Reference: 705.1 Purchasing - Bidding
802 Maintenance, Operation and Management

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CAPITALIZATION THRESHOLD FOR ASSETS

GASB (Governmental Accounting Standards Board) 34 requires that districts issue district-wide financial statements using the economic resources measurement focus and accrual basis of accounting. This requirement means that certain amounts reported in the fund financial statements will need to be restated for the district-wide statements. In essence, the cost associated with the acquisition of capital assets will be replaced by the cost to use up the asset. The cost of usage, called depreciation, is reported in the current fiscal period in district-wide statements.

The Government Finance Officers Association (GFOA) suggests a capitalization threshold of an amount that ensures that at least 80 percent of the value of assets are reported, but the threshold should not be greater than \$5,000. The Association of School Business Officials International (ASBO) also recommends that school districts establish a capitalization threshold that ensures that at least 80 percent of the value of assets are reported without exceeding \$5,000.

The capitalization threshold will be set at a level to capture 80 percent of the value of assets and periodically reviewed to ensure this percentage is maintained. Beginning with the 2001-02 school year the capitalization threshold will be established at \$3,500

Legal Reference: Iowa Code §§ 257.31(4); 279.8; 297.22-.25; 298A (2003).

Cross Reference: 709 Insurance Program
701.3 Financial Records

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CAPITALIZATION THRESHOLD FOR INTANGIBLE ASSETS

GASB (Governmental Accounting Standards Board) Statement 51 requires that intangible assets be recognized in the statement of net assets. GASB Statement 51 defines intangible assets as those that are identifiable and possess all of the following characteristics:

- the asset has lack of physical substance;
- the asset is nonfinancial in nature;
- the asset's initial useful life extends beyond a single reporting period.

Examples include easements, land use rights (water, timber and mineral rights), patents, trademarks and copyrights.

In addition, intangible assets include computer software that is purchased, licensed, or internally generated (including websites) as well as outlays associated with an internally generated modification of computer software. Intangible assets can be purchased or licensed, acquired through nonexchange transactions or internally generated. All intangible assets subject to the provisions of GASB Statement 51 should be classified as capital assets and properly amortized over the useful life of the assets.

Threshold for Capitalization

The establishment of an intangible asset capitalization threshold policy has been recommended by the County Finance Committee and adapted for LEAs and AEAs. The threshold is to be consistently applied by all departments and offices of the District for financial reporting purposes. All intangible assets at or above a specified dollar amount must be reported for the audit and Certified Annual Report (CAR), all other intangible assets are excluded.

The capitalization threshold will be set at a level to capture 80 percent of the value of assets and periodically reviewed to ensure this percentage is maintained. Beginning with the 2009-10 school year the capitalization threshold will be established at \$25,000.

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BUILDINGS & SITES ADAPTATION FOR PERSONS WITH DISABILITIES

The board recognizes the need for access to its buildings and sites by persons with disabilities. School district buildings and sites currently in use will be altered to be accessible to persons with disabilities unless the alteration would cause an undue hardship for the school district. Renovated and new buildings and sites will be accessible to persons with disabilities.

It is the responsibility of the superintendent, upon board approval, to take the necessary action to ensure school district buildings and sites are accessible to persons with disabilities.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).
42 U.S.C. §§ 12101 *et seq.* (1994).
Iowa Code chs. 104A; 216 (2003).

Cross Reference: 102 Equal Educational Opportunity
603.3 Special Education

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VANDALISM

The board believes everyone should treat school district buildings and sites and property with respect for the benefit of the education program. Users of school district property will treat it with care. Employees discovering vandalism should report it to the building principal as soon as possible.

Persons suspected, found or proven to have destroyed or otherwise harmed school district property may be subject to discipline by the school district, if the person is under the jurisdiction of the school district, and may be reported to local law enforcement officials. Persons who are not under the jurisdiction of the school district and who are suspected, found or proven to have destroyed or otherwise harmed school district property will be reported to the local law enforcement authorities.

Legal Reference: Iowa Code § 279.8 (2003).

Cross Reference: 502 Students Rights and Responsibilities
903.4 Public Conduct on School Premises

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ENERGY CONSERVATION

In concert with the board's goal to utilize public funds in an effective and efficient manner, employees and students will practice energy conservation methods when utilizing the school district's buildings and sites. These methods include, but are not limited to, turning off lights and equipment when not in use, reducing the temperature of the facility, particularly when it is not in use, and keeping windows and doors properly closed or open, depending upon the weather.

It is the responsibility of the superintendent to develop energy conservation guidelines for employees and students. Employees and students will abide by these guidelines.

Legal Reference: Iowa Code §§ 279.44; 473.19-.20 (2003).

Cross Reference: 700 Purpose of Noninstructional and Business Services

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Policy 803.1: Disposition of Obsolete Equipment

Status: ADOPTED

Approved Date: 06/20/2022 | Last Reviewed Date: 06/14/2022

School property, such as equipment, furnishings, or supplies (hereinafter equipment), will be disposed of when it is determined to be of no further use to the school district. It is the objective of the school district in disposing of the equipment to achieve the best available price or most economical disposal.

Obsolete equipment or property other than real property having a value of no more than \$25,000 may be sold or disposed of in a manner determined by the Superintendent. *Equipment, furnishings or supplies will be posted on an auction site or listed/sold/disposed of in a manner determined by the superintendent.*

A public hearing will be held regarding the disposal of the equipment with a value of \$25,000 or more prior to the board's final decision. The board will adopt a resolution announcing the proposed sale or disposition and will publish notice of the time and place of the public hearing and the description of the property will be in the resolution. Notice of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date unless otherwise required by law. Upon completion of the public hearing, the board may dispose of the equipment.

It is the responsibility of the superintendent to make a recommendation to the board regarding the method for disposing of equipment of no further use to the school district.

NOTE: The language in the second and third paragraphs reflect Iowa law regarding the sale of personal property. Boards should add their procedures for disposition of personal property valued at less than \$25,000 in the second paragraph.

Legal Reference: Iowa Code §§ 24.9; 297.22-.25.

I.C. Iowa Code

Iowa Code § 24.9

Description

[Notice of Hearings](#)

Iowa Code § 297

[School Houses/Sites](#)

Cross References

Code

705.01

Description

[Purchasing – Bidding](#)

705.01-R(1)

[Purchasing – Bidding - Suspension and Debarment of Vendors and Contractors Procedure](#)

705.01-R(2)

[Purchasing – Bidding - Using Federal Funds in Procurement Contracts](#)

DISPOSITION OF OBSOLETE EQUIPMENT

1. Description of item(s):

Brand Name of Item: _____

Serial Number of Item: _____

2. Condition/Category of Item(s):

☐ Unrepeatable ☐ Not Cost Effective to Repair ☐ Inappropriate for the Site
☐ Safety Hazard ☐ Outdated

3. Method of disposal:

☐ Advertise availability throughout district. Date: _____

☐ Advertise availability to other districts. Date: _____

☐ Transfer Item to other location. Date: _____

☐ Sell to highest bidder. Date: _____

☐ Discard Item. Date: _____

4. Item removed from inventory. ☐ Yes ☐ No

5. I hereby certify that I have disposed of the item described above and have followed all the requirements in compliance with Board of Education Policy 803.1.

Authorized Signature Date

LEASE, SALE OR DISPOSAL OF SCHOOL DISTRICT BUILDINGS & SITES

The board makes decisions regarding the lease, sale, or disposal of school district real property. In making its decision the board will consider the needs of the education program and the efficient use of public funds.

Prior to the board's final decision regarding real property with a value of \$5,000 or more, a public hearing will be held. The board will adopt a resolution announcing the proposed sale, which will contain notice of the time and place of the public hearing and the description of the property or locally known address. Notice of the time and place of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the property.

If the real property contains less than two acres, is located outside of a city, is not adjacent to a city and was previously used as a schoolhouse site, the property may revert to the owner of the tract from whom the property was taken following the procedures set forth in Iowa Code §§ 297.15-.25.

In the case of a sale or lease of school district real property not being used for the education program, unless otherwise exempted, advertisements for bids will be taken. If the bids received by the board are deemed inadequate, the board may decline to sell or lease the property and re-advertise.

In the case of the razing of a school district facility, at a cost of \$25,000.00 or more, the board will advertise and take bids for the purpose of awarding the contract for the project.

The superintendent is responsible for coordinating the action necessary for the board to accomplish the lease, sale, or disposal of school district real property, including student-constructed buildings. It will also be the responsibility of the superintendent to make a recommendation to the board regarding the use of school district real property not being utilized for the education program.

Legal Reference: Iowa Code §§ 297.15-.25 (2003).

Cross Reference: 704 Revenue
705.1 Purchasing - Bidding
803 Selling and Leasing

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FACILITIES INSPECTIONS

A program for annual inspection, in addition to those conducted by authorized agencies, of the equipment, facilities, and grounds will be conducted as part of the maintenance schedule for school district buildings and sites. Annual summary report of any third party inspection will be provided to the board. Further, the board may conduct its own inspection of the school district buildings and sites annually.

Legal Reference: Iowa Code § 279.8 (2003).

Cross Reference: 802 Maintenance, Operation and Management

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DISTRICT EMERGENCY OPERATIONS PLANS

The safety and security of the school community is paramount to Louisa-Muscatine Community School District. While there is no absolute guarantee of safety, it is the goal of the district to encourage and support a physically secure learning and working environment within its buildings. The district shall work in conjunction with community stakeholders including local emergency management coordinators and local law enforcement agencies to create emergency operations plans for all district buildings and school buildings where students are educated.

The superintendent or their designee shall be responsible for the development, review and implementation of the district emergency operations plan. The plan shall include procedures for transmitting alerts regarding emergency situations to school personnel, students, and employers for non-school employees whose presence is regularly required in the school building. The emergency operations plan shall be updated and reviewed annually by the Board and shall address responses to natural disasters, active shooter scenarios and other emergencies as determined by the district. The emergency operations plans are confidential and shall not be subject to disclosure under Iowa Code Chapter 22. However, the district shall publish procedures for students, school personnel, parents, and family members to report possible safety threats on school grounds and at school activities.

The administration shall hold annual emergency operations drills at each district building covered by an emergency operations plan in accordance with law. The district shall determine which school personnel shall participate and whether local law enforcement and students participate in annual drills.

Legal Reference: Iowa Code 280.30

Cross Reference: 800 Objectives of Building and Sites

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ASBESTOS CONTAINING MATERIAL

Friable and nonfriable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos it will be replaced with nonasbestos containing materials. Each school building will maintain a copy of the asbestos management plan.

The school district will annually notify, appoint and train appropriate employees as necessary.

Legal Reference: 20 U.S.C. §§ 3601 *et seq.* (1994).
40 C.F.R. Pt. 763.84 (2002).
Iowa Code §§ 279.52-.54 (2003).

Cross Reference: 403.4 Hazardous Chemical Disclosure
802 Maintenance, Operation and Management

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Policy 804.6: Use of Recording Devices on School Property

Status: ADOPTED

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District-Generated Recordings

The district believes in the importance of providing a safe and enriching learning environment possible for its students. The district uses digital recording devices on school property including school transportation vehicles to help protect the safety of district students, employees and community members; and to safeguard district property which is funded using public resources. Additionally, district-generated recordings of students engaging in the district's educational and extracurricular programs can be essential to engage positively with the school community and promote the value of public education.

In order to balance privacy and safety interests, no recording devices will be utilized on district property where individuals maintain a reasonable expectation of privacy. These areas include but are not limited to: the school nurse's office, restrooms, locker rooms, changing areas, lactation spaces and employee break areas.

Recordings of students have the potential to be considered education records. Any recordings will be maintained and accessed in compliance with the requirements of the Family Education Rights and Privacy Act and the district's policy on student records.

Recordings will be digitally maintained and stored for an appropriate amount of time to maintain the safety of the educational environment and to safeguard district property, after which they will be destroyed. The superintendent or superintendent's designee will establish any necessary regulations related to the secure storage, maintenance, viewing and destruction of digital recordings.

Non-District Generated Recordings

The use of non-district owned recording devices on school property and at school events will be regulated. Students, parents and community members will not be permitted to take recordings of other students or employees during school hours unless the recording is authorized in advance by building administration. Students and employees found to violate this policy will be subject to disciplinary measures consistent with board policy and applicable student and employee handbooks. This policy will not be construed or enforced in a way that infringes on employee activity otherwise protected by law.

It is important to foster a community spirit and sense of unity within the district. However, the district acknowledges that not every student or staff member feels comfortable or safe being recorded. At district-sponsored extracurricular events and activities, the use of non-district owned recording devices by the public may be monitored by administration if a concern is made known to district administration by a student, employee or parent. Any individuals determined to be making recordings considered bothersome to students or staff may be asked to stop or destroy their recording and may be asked to leave the event.

I.C. Iowa Code
Iowa Code § 279.8

Description
[Directors - General Rules - Bonds of Employees](#)

Cross References

Code	Description
506.01	Education Records Access
506.01-R(1)	Education Records Access - Regulation
506.01-E(1)	Education Records Access - Request of Nonparent for Examination or Copies of Education Records
506.01-E(2)	Education Records Access - Authorization for Release of Education Records
506.01-E(3)	Education Records Access - Request for Hearing on Correction of Education Records
506.01-E(4)	Education Records Access - Request for Examination of Education Records
506.01-E(5)	Education Records Access - Notification of Transfer of Education Records
506.01-E(6)	Education Records Access - Letter to Parent Regarding Receipt of a Subpoena
506.01-E(7)	Education Records Access - Juvenile Justice Agency Information Sharing Agreement
506.01-E(8)	Education Records Access - Annual Notice
711.02	Student Conduct On School Transportation
711.02-R(1)	Student Conduct On School Transportation - Regulation

Regulation 804.6-R(1): Use of Recording Devices on School Property - Use of District Owned Recording Devices Regulation

Status: ADOPTED

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The board supports the use of recording devices on district property as a means to monitor and maintain a safe environment for students and employees. District property includes district-owned land, buildings, vehicles, buses and any other property as needed. The contents of the recordings may be used as evidence in a student or employee disciplinary proceeding.

Student Records

The content of the recordings may be a student record subject to federal and state law, board policy and administrative regulations regarding confidential student records. Generally, surveillance video that does not capture any specific incident is not a student record or personnel record and may be disclosed as a public record upon request. Only those persons with a legal basis or legitimate educational purpose may view the recordings. In most instances, individuals with a legitimate educational purpose may be the superintendent, building principal, classroom teacher, transportation director, bus driver, HR director and special education staffing team. A parent may inspect, review or be informed of the content of the recording without consent from any student or parent of a minor student also shown in the recording, whether the student is a bystander to an incident or directly involved. The district may, but is not obligated by law to provide a copy of a recording to a parent or student upon request.

A recording during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the recording becomes the subject of a student disciplinary proceeding, it will be treated like other evidence in the proceeding.

Notice

The school district will annually provide the following notice to students, employees, and parents:

The Community School District Board of Directors has authorized the use of recording devices on school district owned property. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

The following notice will also be placed on all school buses equipped with recording devices:

This building/bus is equipped with a recording /audio monitoring system.

Review of Recording Devices

The school district will review the recordings *(choose one of the following)*:

 Option 1--when necessary, as a result of an incident reported by an employee or student. The recordings may be re-circulated for erasure after days.

_____ Option 2--at least (weekly, monthly, etc.). The recordings may be re-circulated for erasure after _____ days. Note: Recordings should be kept for a minimum of two weeks.

_____ Option 3--randomly. The recordings may be re-circulated for erasure after _____ days.

If not public records, the viewing of the recordings is limited to the individuals having a legitimate educational purpose. A written log, as appropriate, may be kept of those individuals viewing the recordings stating the time, name of individual viewing and the date the recordings was viewed.

Student Conduct

Students are prohibited from tampering with the recording devices on the school property. Students found in violation of this regulation will be disciplined in accordance with the school district discipline policy and Good Conduct Rule and will reimburse the school district for any repairs or replacement necessary as a result of the tampering.

Employee Conduct

District-generated recordings may be used as evidence in employee disciplinary matters, as appropriate. Employees are prohibited from tampering with recording devices on school property. Employees found to be in violation of this regulation will be subject to disciplinary action as outlined in the employee handbook and relevant board policies.

I.C. Iowa Code
Iowa Code § 279.8

Description
[Directors - General Rules - Bonds of Employees](#)

Cross References

Code	Description
506.01	Education Records Access
506.01-R(1)	Education Records Access - Regulation
506.01-E(1)	Education Records Access - Request of Nonparent for Examination or Copies of Education Records
506.01-E(2)	Education Records Access - Authorization for Release of Education Records
506.01-E(3)	Education Records Access - Request for Hearing on Correction of Education Records
506.01-E(4)	Education Records Access - Request for Examination of Education Records
506.01-E(5)	Education Records Access - Notification of Transfer of Education Records
506.01-E(6)	Education Records Access - Letter to Parent Regarding Receipt of a Subpoena
506.01-E(7)	Education Records Access - Juvenile Justice Agency Information Sharing Agreement

506.01-E(8)

[Education Records Access - Annual Notice](#)

711.02

[Student Conduct On School Transportation](#)

711.02-R(1)

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