

ADM TECHNOLOGY ACCEPTABLE USE
STUDENT AND PARENT AGREEMENT

For Parents/Guardians of Students in 3-12

I have read and reviewed the ADM Technology Acceptable Use Policy with my child. I agree to have my child abide by all the rules listed in the policy. I accept responsibility and liability for the results of any actions with regards to my child's use of district technology. I release the district from any liability relating to consequences from my child's use of the Internet.

Student's Name (please print!) _____ Grade _____

Student's Signature _____

Parent or Guardian's signature _____ Date _____

Approved 10/13/97

Reviewed 8/11/08

Revised 8/11/08

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

USE OF INFORMATION RESOURCES

In order for students to experience a diverse curriculum, the board encourages employees to supplement their regular curricular materials with other resources. In so doing, the board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for plagiarism, unauthorized copying or using of media, including, but not limited to, print, electronic and web-based materials, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research providing that all fair use guidelines are met.

While the school district encourages employees to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of employees to abide by the school district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for school district staff to violate copyright requirements in order to perform their duties properly. The school district will not be responsible for any violations of the copyright law by employees or students. Violation of the copyright law by employees may result in discipline up to, and including, termination. Violation of the copyright law by students may result in discipline, up to and including, suspension or expulsion.

Parents or others who wish to record, by any means, school programs or other activities need to realize that even though the school district received permission to perform a copyrighted work does not mean outsiders can copy it and re-play it. Those who wish to do so should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The school district is not responsible for outsiders violating the copyright law or this policy.

Any employee or student who is uncertain as to whether reproducing or using copyrighted material complies with the school district's procedures or is permissible under the law should contact the principal, teacher or teacher-librarian who will also assist employees and students in obtaining proper authorization to copy or use protected material when such authorization is required.

It is the responsibility of the superintendent, in conjunction with the principal to develop administrative regulations regarding this policy.

Approved 11/12/07

Reviewed 11/12/07

Revised 11/12/07

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

USE OF INFORMATION RESOURCES REGULATION

Employees and students may make copies of copyrighted materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the publisher or producer with the assistance of the principal, teacher, or teacher-librarian. Employees and students who fail to follow this procedure may be held personally liable for copyright infringement and may be subject to discipline by the board.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work – The type of work to be copied.
- Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

Authorized Reproduction and Use of Copyrighted Material Reminders:

- Materials on the Internet should be used with caution since they may, and likely are, copyrighted.
- Proper attribution (author, title, publisher, place and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of:

- A chapter from a book;
- An article from a newspaper or periodical;
- A short story, short essay or short poem; or,
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

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A teacher may make multiple copies not exceeding more than one per pupil, for classroom use or discussion, if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

- Brevity
 - A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words;
 - Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less may be copied; in any event, the minimum is 500 words;
 - Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph;
 - One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. "Special" works cannot be reproduced in full; this includes children's books combining poetry, prose or poetic prose. Short special works may be copied up to two published pages containing not more than 10 percent of the work.
- Spontaneity – Should be at the "instance and inspiration" of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.
- Cumulative Effect – Teachers are limited to using copied material for only one course for which copies are made. No more than one short poem, article, story or two excerpts from the same author may be copied, and no more than three works can be copied from a collective work or periodical column during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers and current news sections of other periodicals.

Copying Limitations

Circumstances will arise when employees are uncertain whether or not copying is prohibited. In those circumstances, the principal, teacher or teacher-librarian should be contacted. The following prohibitions have been expressly stated in federal guidelines:

- Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
- Unless expressly permitted by agreement with the publisher and authorized by school district action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets and the like.
- Employees shall not:

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- o Use copies to substitute for the purchase of books, periodicals, music recordings, consumable works such as workbooks, computer software or other copyrighted material. Copy or use the same item from term to term without the copyright owner's permission;
- o Copy or use more than nine instances of multiple copying of protected material in any one term;
- o Copy or use more than one short work or two excerpts from works of the same author in any one term;
- o Copy or use protected material without including a notice of copyright. The following is a satisfactory notice: NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.
- o Reproduce or use copyrighted material at the direction of someone in higher authority or copy or use such material in emulation of some other teacher's use of copyrighted material without permission of the copyright owner.
- o Require other employees or students to violate the copyright law or fair use guidelines.

Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy or three digital copies of:

- An unpublished work in its collection;
- A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.
- A work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or employee at no more than the actual cost of photocopying. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

Authorized Reproduction and Use of Copyrighted Music or Dramatic Works

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;

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- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole
- musical work which would constitute a performable unit such as a complete section, movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

Performances of non-dramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,
- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

Recording of Copyrighted Programs

Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the principal, teacher or teacher or the subscription database, e.g. unitedstreaming.

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Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45 calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the 45-calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10-day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Authorized Reproduction and Use of Copyrighted Computer Software

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed;
- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
- A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;
- A copy of the software license agreement shall be retained by the technology director and,

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- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

Fair Use Guidelines for Educational Multimedia

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more than five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

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USE OF INFORMATION RESOURCES REGULATION

Approved 11/12/07

Reviewed 11/12/07

Revised 11/12/07

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SHARED STUDENTS

The board may make arrangements for sharing students with neighboring school districts in order to expand the opportunities available in the educational program or in the operation of the school district. It shall be within the discretion of the board to determine when and with which school district sharing agreements will be made.

It shall be the responsibility of the superintendent to bring to the board's attention opportunities for sharing students with neighboring school districts.

Approved 7/1/93

Reviewed 9/17/07

Revised 5/11/98

ADE DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

CLASS SIZE - CLASS GROUPING

It shall be within the sole discretion of the board to determine the size of classes and to determine whether class grouping shall take place. The board may review the class sizes as needed.

It shall be the responsibility of the superintendent to make a recommendation to the board on class size based upon the budget of the school district, the qualifications of and number of certificated personnel, and other factors deemed relevant to the board.

Approved 7/1/93

Reviewed 9/17/07

Revised 5/11/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

HOMEWORK

Homework, extra class activities or assignments beyond the regular classroom instruction program are a part of the educational program.

Homework shall be an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activity or to make up incomplete assignments.

The amount of homework in grades one (1) through five (5) shall be minimal. A reasonable amount of homework may be required in grades six (6) through twelve (12).

Approved 7/1/93

Reviewed 9/17/07

Revised 5/11/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SCHOOL CEREMONIES AND OBSERVANCES

The school district will continue school ceremonies and observances that have become a tradition and a custom to the educational program. These include, but are not limited to, reciting the Pledge of Allegiance and observance of holidays, such as Christmas, Halloween and Valentine's Day by programs and performances. Such ceremonies or observances shall have a secular purpose and shall not advocate or sponsor a particular religion.

Students who do not wish to participate in these activities may be silent during the ceremony or observance, or receive permission from the principal to be excused from the ceremony for religious reasons, in compliance with board policy.

Approved 7/1/93

Reviewed 9/17/07

Revised 5/11/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ANIMALS IN THE CLASSROOM

Except for service animals, as defined by federal and/or state law and as set forth in ADM CSD Code No. _____, live animals will not be allowed in the school facilities except under special circumstances, and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into the school facilities. Appropriate supervision of animals is required when animals are brought into the school facilities.

The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus.

It shall be the responsibility of the building principal to determine appropriate supervision of animals in the classroom.

Miriam Van Heukelem 3/27/12 5:43 PM

Comment [4]: School districts are required by law to update their policies to permit the use of service animals by individuals with disabilities. I will send you a separate document with a proposed policy for your board to consider. I will also include the language of the federal regulation so that your board can use that as a reference.

Miriam Van Heukelem 3/27/12 5:28 PM

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Miriam Van Heukelem 3/27/12 5:30 PM

Deleted: it must

Approved 7/1/93

Reviewed 9/17/07

Revised 5/11/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ANIMALS IN THE CLASSROOM

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SERVICE ANIMALS PERMITTED

I. PURPOSE

The purpose of this policy is to establish procedures for the use of service animals in the ADM CSD. A service animal is permitted to accompany an individual with a disability onto school premises, subject to this policy and state and federal law. For purposes of this policy, "school premises" refers to school buildings, vehicles, and other district-owned or -operated property.

II. GENERAL STATEMENT OF POLICY

The ADM CSD shall comply with all state and federal laws, regulations and rules regarding the use of service animals by disabled staff or students under appropriate circumstances.

III. DEFINITION OF SERVICE ANIMAL

This policy applies to any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. Service animals do not include any animal other than a dog or a miniature horse, wild animals, farm animals and rodents, or animals whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or to promote emotional well-being.

IV. PROCEDURES/REQUIREMENTS

Use of service animals by staff or students with a qualifying disability is subject to the following procedures and requirements:

- A. The Superintendent or his or her designee may ask an individual with a disability or his or her parent or guardian (if a student) if the service animal is required because of a disability (but need not identify the nature or extent of the disability), and may request that the individual identify and describe the work or task that the animal has been trained to perform.
- B. The Superintendent or his or her designee may require documentation that the service animal is properly licensed pursuant to regular local animal control current license, to ensure current vaccinations;
- C. The use of a service animal on School District property may be subject to a plan which introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the District. However, an individual with a disability

who uses a service animal will not be restricted from entry onto District property prior to completion of any training/familiarization deemed appropriate.

- D. Service animals must be under the control of their handlers at all times. Service animals must wear proper identification and always be on a leash or other form of restraint mechanism, unless the handler is unable because of a disability to use a harness, leash, or other tether, or the use of such mechanism would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must otherwise be under the handler's control (voice control, signals, or other effective means).
- E. It is the responsibility of the student (or, if the student is unable, the student's parent or designee) or staff person who uses a service animal pursuant to be the animal's handler. The handler must have the service animal utilize the designated animal waste area and disposal.
- F. Service Animals will be allowed in school district transportation vehicles only when the service animal is under the control of a properly trained handler at all times, including entering and exiting the vehicle.
- G. The School District retains discretion to exclude or remove a service animal from its property if:
 - 1. The animal is out of control and the animal's handler does not take effective action to control the animal's behavior; or
 - 2. The animal is not housebroken; or
 - 3. The animal's presence or behavior fundamentally interferes in the functions of the School District; or
 - 4. The animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications.
- H. Access to facilities: Individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of the District where members of the public, participants in services, programs or activities are allowed to go.

V. LIABILITY

The student (parent/guardian) or staff member with a disability is liable for any damage to ADM CSD's property, personal property, and any injuries to individuals caused by their service animal. The student (parent/guardian) or staff member with a disability who uses a service animal on school district property will hold the ADM CSD harmless and indemnify the ADM CSD from any such damages.

VI. GRIEVANCES

Denial of usage of a service animal can be appealed to the District's Section 504 Coordinator.

School Board Action:
Adopted (Insert date)

DRAFT

STUDENT PRODUCTION OF MATERIALS AND SERVICES

Materials and services produced by students at the expense of the school district shall be the property of the school district. Materials and services produced by students at the student's expense, except for incidental expense to the school district, shall be the property of the student.

It shall be the responsibility of the superintendent to determine incidental expense.

Approved 7/1/93

Reviewed 9/17/07

Revised 5/11/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SCHOOL FIELD TRIPS AND EXCURSIONS

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district may provide transportation for field trips and excursions.

In authorizing field trips and excursions, the building principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Written parental permission will be required prior to the student's participation in field trips and excursions. The superintendent's approval shall be required for field trips and excursions outside the state. Board approval shall be required for field trips and excursions which involve unusual length or expense.

Miriam Van Heukelem 3/27/12 5:32 PM
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Approved 5/8/95

Reviewed 9/17/07

Revised 5/11/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

SCHOOL ASSEMBLY

The principal may authorize programs or activities in the form of a school assembly when such events contribute to the achievement of education goals of the school district. Such assemblies shall comply with the school calendar.

In authorizing a school assembly, the principal shall consider the budget of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors as the principal or superintendent deems relevant.

It shall be the responsibility of the superintendent to inform the board upon request of the approved school assemblies.

Approved 7/1/93

Reviewed 9/17/07

Revised 5/11/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

INSUFFICIENT CLASSROOM SPACE

Insufficient classroom space shall be determined on a case-by-case basis. In making its determination whether insufficient classroom space exists, the board may consider several factors, including but not limited to, the nature of the educational program, the grade level, the available instructional staff, the instructional method, the physical space, student-teacher ratios, equipment and materials, facilities either being planned or under construction, facilities planned to be closed, finances available and projected to be available, a sharing agreement in force or planned, a bargaining agreement in force, laws or rules governing special education class size, board-adopted school district goals and objectives, and other factors deemed relevant by the board.

The board shall review this policy annually. It shall be the responsibility of the superintendent to bring this policy to the attention of the board each year.

Miniam Van Heukelem 3/27/12 5:43 PM
Comment [5]: I wanted to draw your attention to this section, as it requires annual review of this policy.

Approved 7/1/93

Reviewed 9/17/07

Revised 5/11/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

STUDENT GUIDANCE AND COUNSELING PROGRAM

The board shall provide a guidance and counseling program, by a guidance counselor or social worker certified with the State Department of Education and holding the qualifications required by the board. The guidance counseling services will serve grades pre-kindergarten (K) through twelve (12). The program will assist students with their personal, educational, and career development. The program shall be designed to coordinate with the educational program and to involve school district personnel.

Approved 7/1/93

Reviewed 9/17/07

Revised 9/17/07

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

STUDENT HEALTH SERVICES

Students are required to be in good health, as certified by their physician, prior to admission into school. Thereafter, the board retains the authority to deny continued enrollment if the student has not complied with the minimum immunization requirements as stated by the State Department of Health and to require at any time a certification of good health for any student.

Health services shall be coordinated with the health education and physical education curriculum and the guidance and counseling services. The goal of the health services provided by the school district is to help each student protect, improve and maintain physical, emotional and social wellbeing.

Nurses, other medical personnel, or other health services personnel employed by or requested to conduct services for the board shall hold and maintain a current Iowa license.

In addition to the health services provided in the curriculum, the school district will provide the following district-wide health services:

- report communicable disease;
- report and maintain student immunization record;
- report child abuse observed by certified personnel, and
- provide hazardous chemical disclosure.

The superintendent shall provide a written report on the role of health services in the educational program to the board upon request.

Miriam Van Heukelem 3/27/12 5:43 PM

Comment [6]: There is some overlap here with 507.1, but no apparent conflict.

Approved 7/1/93

Reviewed 9/17/07

Revised 5/11/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

MUSICAL INSTRUMENT DISPLAY NIGHT

Annually, as a service to students and their parents, the board may hold a musical instrument display night. The event is designed to provide an opportunity to students and their parents to view, purchase and rent musical instruments and accessories if they desire.

This policy does not require students and parents to purchase musical instruments from the vendor displaying at this event. This policy shall not limit a student's participation in the band or require a student to participate in band or other activities involving musical instruments.

Approved 7/1/93

Reviewed 9/17/07

Revised 5/11/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

CLASS RING DISPLAY

Annually, as a service to students and their parents, the board may provide a class ring display for students in grades ten (10) through twelve (12). The service is designed to provide an opportunity to students and their parents to view class rings and accessories.

This policy does not require students and parents to purchase class rings from the vendor displaying at the school. The principal chooses vendors.

Approved 7/1/93

Reviewed 9/17/07

Revised 9/17/07

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

ADULT EDUCATION

The board supports post-high school and adult educational programs for the members of the school district community. The goal of the adult educational program shall be to prepare individuals for democratic citizenship, to provide them with means for economic improvement and cultural development, and to enrich their personal lives.

The school district facilities shall be available for these educational programs as long as they do not interfere with or disrupt the educational program or other school district activities. It shall be the responsibility of the superintendent to oversee these programs.

No programs will be operated unless a predetermined number of individuals register for the program. This number shall be determined based upon the costs of the program. Proposed changes to post-high school and adult educational programs shall be made in the manner set forth by the superintendent.

Approved 7/1/93

Reviewed 9/17/07

Revised 5/11/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

COMMUNITY EDUCATION

Learning is a life-long activity and the board supports community educational programs to further this activity. The school district facilities shall be available for community educational programs as long as they do not interfere with or disrupt the educational programs or other school district activities.

It shall be the responsibility of the superintendent to develop administrative regulations regarding the use of the school district facilities for community educational programs.

Approved 7/1/93

Reviewed 9/17/07

Revised 5/11/98

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS