

**COMMUNITY/FAMILY ACTIVITIES**

In order to reduce conflict with community and family activities, no school functions, practices, and/or activities are to be scheduled after 6:00 p.m. on any Wednesday night. Building principals and/or the Superintendent or designee may permit occasional activities on Wednesday evenings if special circumstances exist.

APPROVED: 1/21/13

**SUPERINTENDENT PURCHASING LEVEL APPROVAL**

It shall be the responsibility of the Superintendent to approve purchases, except those authorized by requiring direct Board action. The Superintendent shall have the authority to authorize purchases for goods and services costing under \$25,000 without prior Board approval. The Board shall be appraised at its next meeting of any purchases made. Competitive sealed bids are required for purchases, other than emergency purchases, for goods and/or services that cost more than \$25,000.

APPROVED: 1/21/13

### **SCHOOL LIBRARY**

The District shall maintain a school library in each educational center for use by employees and students during the school day. Materials for the libraries shall be acquired according to Board Policy 6.26, "Instructional Materials Selection," as well as other applicable Board Policies. Materials purchased for school libraries shall be recommended for purchase by the professional personnel of the library, in consultation with administrative staff, instructional staff, and students. It shall be the responsibility of the principal of the building in which the library is located to oversee the use and purchase of materials in the library.

Gifts will be considered according to the same standards as any other library acquisition. The Superintendent shall develop regulations and/or procedures for the selection and replacement of library materials.

*Iowa Administrative Code 281-12.3(12)*

APPROVED: 1/21/13

## USE OF INFORMATION RESOURCES

The Board encourages employees to use materials, other than textbooks, in the classroom in accordance with Board Policy 6.26, "Instructional Materials Selection," as well as other applicable Board Policies. In so doing, the Board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the copyright owner, except for certain exempt purposes in accordance with the fair use doctrine. Penalties may be imposed for unauthorized copying or use of media (print, electronic, web-based, etc.) as well as for plagiarism.

Employees are responsible for ensuring that their use of materials abides by the school district's copying procedures and is in accordance with the requirements of the law. Any employee or student who is uncertain as to whether their use of material is in compliance with the District's procedures or is permissible under the law should contact their building principal.

Parents or others who wish to record, by any means, school activities need to realize that even though the District received permission to perform and/or publish a copyrighted work does not mean that others may copy it and/or replay it. Parents or others who wish to record school activities should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The District will not be responsible for copyright law or plagiarism violations made by employees, students, parents or any other outsiders.

The Superintendent shall develop regulations and/or procedures for this policy.

*17 U.S. Code et al., Iowa Administrative Code 281-12.3(12)*

APPROVED: 1/21/13

### **USE OF INFORMATION RESOURCES- FAIR USE**

Notwithstanding the federal copyright law, unauthorized reproduction of copyrighted materials may be permissible for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use only), scholarship, or research. There are four factors that are relevant in determining whether the use was fair:

- (1) Purpose and Character of the Use- Asks whether and to what extent the new work is transformative. The central purpose of the investigation is to see whether the new work merely supersedes the objects of the original creation or instead adds something new, with a further purpose or different character, altering the first with new expression, meaning, or message. Uses in nonprofit educational institutions are more likely to be fair use than works used for commercial purposes, but not all educational uses are fair use.
- (2) Nature of the Copyrighted Work- The law generally recognizes a greater need to disseminate factual works than works of fiction; that is, the more entertaining the work is, the less likely that it is fair use.
- (3) Substantiality of the Portion Used in Relation to the Copyrighted Work as a Whole- Use must be reasonable in relation to the purpose of the copyrighted work as a whole. Reproducing smaller portions of a work is more likely to be fair use than large or essential portions.
- (4) Effect of the Use upon the Potential Market for or Value of the Copyrighted Work- Uses which have no or little market impact are more likely to be fair than those interfere with potential markets (i.e., those that create some economic loss to the copyright owner).

When using a copyrighted work under the fair use doctrine, proper attribution (author, title, publisher, place and date of publication) should always be given. Any employee or student who is uncertain as to whether their use of material is in compliance with the District's procedures or is permissible under the law should contact their building principal.

*17 U.S. Code et al.*

APPROVED: 1/21/13

## SCHOOL CALENDAR

The school calendar will accommodate the education program of the school district. The school calendar is for 180 school days each fiscal year, with at least 175 days for seniors.

The academic school year for students may not begin prior to September but may begin in the week in which September 1 falls unless a waiver is obtained from the Iowa Department of Education. Should September 1 fall on a Sunday, school may begin any day during the calendar week which immediately precedes September 1. Employees may be required to report to work at the school district prior to this date.

Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individual Education Program.

The Board, in its discretion, may excuse graduating seniors from up to five days of instruction after the school district requirements for graduation have been met. The Board may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school district's graduation requirements.

It is the responsibility of the Superintendent to develop the school calendar for recommendation, approval, and adoption by the Board annually.

The Board may amend the official school calendar when the Board considers the change to be in the best interests of the District's education program.

*Iowa Code 279.8, 279.10; Iowa Administrative Code 281-12.1(7)*

**APPROVED: 1/21/13**