

Procedures

Series 700

Code 702

Title: Budget Planning

The Chief Financial Officer will send a memo annually to those principals, directors, and supervisors who are responsible for budget preparation, detailing the following information.

1. The total dollar allocation for your school's (following year) budget based on the September (current year) enrollment figure, as provided by the Department of Business and Finance, is _____.
2. New textbook adoptions will be provided for under controlled accounts. Principals of schools are not required to budget for new textbook adoptions. Principals are still required to budget for the replacement of existing textbooks.
3. The account code numbers for all expenditure accounts will be the same as used for the (current year) fiscal year. Refer to "Budget Preparation Information" sent out previously for code number dimensions. The account code numbers used on the (following year) requisitions need to be the same account code numbers used in preparing the (current year) budget.
4. Budget information is to be entered directly into the on-line Mid-Iowa Computer Center computer system in accordance with the procedures manual prepared for the budget software system. The format for input into the computer follows the same pattern used in prior years, which is as follows:

	Purpose of Form
a. Salary Object Code	List in detail employees for each account with object codes:100-199.
b. Purchased Services Object Code	List in detail needs for services other than payroll for each account with object codes:300-399.
c. Supplies/Materials Object Code	List in detail needs for material items of an expendable nature that are consumed, worn out or deteriorated in use or items that lose their identity with object codes:400-499.
d. Capital Outlay Object Code	List in detail needs for acquisition of fixed assets with object codes:500-599.
e. Other Expenses Object Code	List in detail needs for goods and services not otherwise provided for with object codes:600-699.

If additional forms are needed, contact the Department of Business and Finance.

1. The budget inputs into the computer need to be completed by a date determined by the Department of Business and Finance. Budget hearing dates will be set after that date.
2. Regular annual Central Stores orders must be prepared for supplies listed in the Central Stores catalog. These annual orders are prepared by using the on-line Mid-Iowa computer system procedures for processing annual Central Stores supply requisitions. The supplies ordered need to be budgeted for in the appropriate budget accounts. All annual Central Stores requisitions must be transmitted to Mid-Iowa Computer Center by a date determined by the Department of Business and Finance.
3. "Annual Requisition for Non-Central Stores Items" forms must be prepared for all items to be ordered from the other special catalogs. The special catalogs are as follows:
 - Art Supplies and Equipment
 - Audio-Visual
 - Business Education Supplies and Equipment
 - Office Equipment
 - Home Economics Supplies and Equipment
 - Music Instruments and Supplies
 - Graphic Arts
 - Classroom and Office Furniture
 - Computer Equipment

Indicate at the top of the requisition form the name of the catalog used; such as, "Art Catalog." These requisitions must also be turned in at budget hearing time.

1. Regular Purchase Requisition/Order Forms must be prepared and submitted at budget hearing time for all equipment items included in the budget requests. The same forms must be prepared and submitted for any other items budgeted which needs to be ordered from outside vendors. Equipment items must be submitted on separate Purchase Requisitions/Order Forms than supply items. Catalog numbers and catalog name must be indicated on the requisition when available. All of these requisitions must indicate "(following year) Budget" at the top of the form. Warning: Any items ordered on a "Purchase Requisition/Order Form" which can be obtained from any of the district catalogs will not be ordered. These items must be put on a "Central or Non-Central Stores Requisition."
2. Annual Central Stores Requisitions need to be prepared for nurses, library, custodial, and sold supplies even though these accounts are not part of the decentralized funds. The account numbers to be used are as follows (xxx represents Facility Code Number):

Account Number	Account Description
10-630-001-410	Nurses Supplies
10-740-001-410	Library Supplies
10-942-001-470	Custodial Supplies
10-117-xxx-568	Sold Supplies

1. Commonly used account numbers (xxx represents Facility Code Number):

10-001-xxx-410	General Instruction Supplies (Break down into subject matter program coding if over \$100).
10-001-xxx-420	Textbooks-Replacements (Do not use subject matter program coding). (Do not budget for new adoptions).
10-740-xxx-430	Library Books
10-740-xxx-440	Periodicals
10-160-xxx-410	Industrial Arts Supplies
10-620-xxx-410	Counselor Supplies
10-830-xxx-410	Principal's Office Supplies
10-400-xxx-350	Co-Curricular Activities- Transportation Services
10-400-xxx-186	Co-Curricular Activities- Police Security Guards
10-444-xxx-350	Marching Band- Transportation Services
10-446-xxx-350	Instrumental Band- Transportation Services
10-447-xxx-350	Vocal Ensemble- Transportation Services

The Chief Financial Officer shall implement the following meeting schedule pertaining to the development and certification of the following year's budget. Meetings are open to all interested parties:

- December through first week of January:
Budget hearings for those individuals who are responsible for preparation of budget documents.
- Last week in January:
Budget review meetings for adjustment and balancing of budget documents.
- At one of February board meetings:
Budget work session' authorization to publish budget and set public hearing date.
- First board meeting in March or April:
Hold public hearing and certify budget.
- Prior to March 15 or April 15:
File approved certified budget.

Revised March 2, 1993

Series 700

Code 721

Title: Contractors--Equal Opportunity

The general conditions used by the Purchasing Department and architects doing work for the Des Moines Independent Community School District contain an item headed "Qualification of Bidders." A subparagraph reads as follows:

Equal Opportunity Policy:

Because it is the desire of the Des Moines Independent Community School District to encourage equal employment policies, all contractors, including suppliers supplying goods and services to the school district, are expected to comply with the spirit of equal opportunity employment, as well as with the letter of all applicable statutes and regulations. Compliance shall require contractors not to discriminate; and, in addition, to take reasonable affirmative action to insure that members of minority groups and women are effectively afforded equal employment opportunities. All subcontractors should be advised of, and are obligated to comply with, the equal opportunity employment policy.

General conditions are used on any bid where the cost is expected to exceed \$4,000 and where installation and labor would be required.

A Targeted Small Business (TSB) Participation Form is included with the bid forms for all construction projects. It identifies whether or not the general contractor is a TSB as defined by the State of Iowa and, if not, lists the TSB contractors they contacted and any TSB's that will be awarded a subcontract in the event the general contractor receives the award. The district can apply these subcontractor awards toward its TSB goal.

Revised March 2, 1993

Series 700

Code 723

Title: Award of Contract

If other than low bid meeting specifications is recommended, a statement of reasons for the recommendation will be presented to the Board of Directors.

Series 700

Code 728

Title: Accountability of Operating Fund Budget and Expenditures

Accountability of operating fund budget and expenditures shall be the responsibility of the Chief Financial Officer for the school district. The following procedures will be followed:

1. All funds expended from the Operating Fund must be coded to the properly identified function, program, facility, and object classification. The availability of budget appropriations in other accounts, but not in the properly coded account, cannot be the reason for improper account coding.

2. Account appropriations can be over-expended by ten percent of the budget allocation up to \$100 without prior approval for good cause. This does not mean that each account is automatically greater than the amount authorized.
3. Proposed over-commitment of budget allocation in excess of the ten percent or \$100 limitation must be accompanied by a formal request to the Chief Financial Officer requesting a budget appropriation transfer from one account to another. A pre-printed form called "Request to Chief Financial Officer for Budget Change" is to be used for this purpose. The over-expenditure of budget allocation will not be allowed until the Chief Financial Officer has approved the request in writing. When approval is granted, there will be a revised budget transfer made. A summary of the account code budget appropriation transfers will be given to the Board of Directors quarterly.
4. Commitment of funds for items not provided for in the adopted budget requires that the same preprinted form be filed with the Chief Financial Officer prior to the commitment of the district to expend said funds. The following approval procedure is required on such requests:
 - - The Chief Financial Officer will approve on items under \$10,000.
 - The superintendent or designee, will approve on items costing between \$10,000 and \$25,000.
 - The Board of Directors will formally approve all items costing in excess of \$25,000.
 - The normal purchasing policies will be followed after approval for the purchase has been obtained. The Chief Financial Officer will reply in writing to the request for the expenditure of funds for such items not provided for in the budget

All account codes are to be assigned to some one individual within the school district who will have the single responsibility for that account code. Any commitment for the expenditure of such accounts must have the signature of that individual indicating approval. The same individual has the responsibility of adhering to the adopted policies outlined above.

Accounts set up for utilities, employee benefit programs, postage, instructional and custodial salaries, insurance, taxes, and assessments are exempt from any formal request policy to exceed budget appropriations.

Since the Board of Directors must approve all items for which bids are received, and paragraph 4(d) as stated previously indicates the normal purchasing policies will be followed, the Board of Directors will ultimately act on those items not provided for in the adopted budget when the item comes before the Board of Directors for approval of bids.

Revised: March 2, 1993; October 2002

Series 700
Code 733
Title: Emergency Purchasing

If an emergency need occurs for a specialized item to be purchased, an employee may purchase that item, providing supervisory approval has been obtained, utilizing the following provisions. These practices are for emergencies only.

If the purchase price is less than \$50.00, the purchase should be made on a cash basis with a reimbursement to the employee upon presentation of a proper receipt.

If the purchase price exceeds \$50.00, the employee or the employee's supervisor or designee will prepare a Purchase Requisition and bring it to the Purchasing Department for the assigning of a Purchase Order Number. The employee may then take the Purchase Order to the vendor and pick-up the materials. The employee leaves the "vendor copy" with the vendor, signs the "receiving copy," and turns it in with the bill to the Department of Business and Finance for payment.

Revised March 2, 1993

Series 700

Code 735

Title: Disposition of School District Property

The purchasing agent, on notification by an appropriate supervisor that a piece of equipment, furniture, or group of supplies has been declared obsolete, shall dispose of such merchandise at the best price possible.

Auction sales of furniture and equipment will be handled by the Department of Facility Management with sale proceeds being forwarded to the Department of Business and Finance to be credited to the general fund.

Some sales of food service equipment will be handled by the Department of Food and Nutrition Management with receipts being forwarded to the Department of Business and Finance for credit to the Food Service Fund.

Discontinued Instructional Materials

Textbooks that have been replaced by a new adoption and will no longer be used in the district are considered to be obsolete and of negligible relative value. These textbooks must be disposed of in the following manner, using this listed order:

1. All student texts and teachers' materials must be stamped "Discontinued."
2. Check with the curriculum supervisor to see if it would be advisable to keep a classroom set, or at least a few, for reference material.
3. Textbooks may be given, not sold, to students who would value them.
4. Textbooks may be donated to community volunteer tutoring services to help district students.
5. Books may be sold to "used book" buyers. Call any or all of the buyers on a list to be provided, when necessary, by the district's Purchasing Department and invite them to meet with you to preview the condition of the books for sale. The buyers will determine

the value of the materials.

In the event a purchase is made, the buyer should send a check, made payable to Des Moines Public Schools, to the Business and Finance Office, 1801 16th Street.

6. After the book buyer declares the materials have no value, those materials may be donated or recycled without additional cost to the district.

Revised March 2, 1993; August 19, 1997; June 19, 2007

Series 700

Code 740

Title: Naming of Schools and Facilities

Proposed Name for Facility

(This form shall be used by persons nominating names for schools and school facilities.)

I propose that the (designation of building and/or location) (address) be named (proposed name)

1. Biographical/Other Data*:
2. The significance of this name is*:
3. I believe the facility should be so named because*:

(Signature) (Date)

* Additional information may be attached

Approved July 13, 1999

Series 700

Code 742

Title: Selection of Architects, Engineers and Consultants

Design professionals such as architect, engineers and consultants will be interviewed and selected by the superintendent and/or the superintendent's designee. The firm will be presented to the board as an information item.

Revised March 2, 1993

Series 700

Code 744

Title: Site Acquisition

City zoning commission approval of school sites shall be requested as required by the Code of Iowa. Joint planning shall be carried out with all other urban planning organizations whenever possible.

The designated "property agent" shall research conditions of ownership and contact owners to determine their attitude toward selling the property for school site use.

Series 700

Code 747

Title: Building Maintenance and Repair

The Department of Facility Management will maintain a list of long-range facility needs. This list will be updated annually. From this list of needs the Plant and Equipment Levy projects will be selected on an annual basis.

Revised March 2, 1993

Series 700

Code 750

Title: Public Use of School Facilities

I. INTRODUCTION

Arrangements for facility usage by the community must be made with the Community Education Department. The Community Education Department will handle the usages for all school facilities, and any census, memorial, funeral, caucus and film requests.

Users of district facilities must comply with all federal, state, municipal and school district equal opportunity laws and regulations prohibiting discrimination.

Unauthorized use of school facilities will result in an automatic suspension of the right to use facilities. Abusive and obscene language will not be tolerated.

The Board and/or designee reserves the right to grant or deny any or all facility use requests at its sole discretion when such action is deemed in the best interest of the district. Approval of a request does not imply the endorsement or sponsorship by the Superintendent, Board, or Des Moines Public Schools.

District administrators, the designated building supervisor, or the custodian on duty have the right to terminate any activity at any time if, in his/her judgment, there are violations of Board policies and rules, or federal, state or municipal laws, or if the activity is deemed to be hazardous to people, buildings, or equipment.

II. APPLICATION PROCESS

A person or organization requesting use of district facilities will contact the Community Education Office a minimum of seven (7) days prior to the event. Community Education Coordinators will:

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- - determine the requester's classification.
 - determine availability and appropriateness of facility to meet the request (including personnel and equipment, if applicable).
 - determine estimated cost of requested facilities and personnel
 - determine whether insurance is required and which additional documents will be needed.

When the above has been determined, the request will be scheduled if approved, and a permit will be issued and deposits collected.

The permit will list scheduled facilities, dates, times, equipment needs, personnel and estimated fees. A copy of the permit will be sent to the building administrator or designee at the site, the building manager and the Department of Facility Management as confirmation of the scheduled facility.

The requestor will sign a Group Representative Responsibility Agreement, and may be required to sign a Hold Harmless Agreement. These signed documents must be on file at the Community Education office prior to usage.

If the request is denied, the requester will be informed with reason(s). He/she may appeal by calling, writing or meeting with the Director of Community Education. If the Director upholds the decision, the requester can appeal to the Superintendent or his/her designee, who will review the request and make a final decision.

III. LIABILITY INSURANCE

All groups using Des Moines school district property shall carry commercial general liability insurance with a minimum limit of \$1,000,000 Combined Single Limit for each occurrence with a \$2,000,000 aggregate. This liability insurance will cover all premises and operations occurring on district property, including operations by any independent contractors, as well as contractual liability that would apply to the hold harmless agreement noted above. The insurance outlined above shall be written by companies admitted to do business in the State of Iowa, and acceptable to the district. A certificate of insurance shall be filed with the Community Education Office at least seven (7) days prior to the event or facility usage. The district reserves the right to require increased limits depending on the nature of the use by the group seeking to use DMPS property.

This policy must clearly state the DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT, 901 Walnut St., Des Moines, Iowa 50309, is listed as an additional insured. The certificate will not be acceptable if the requesting organization is the only insured listed. This form should be returned to the Community Education Office, 1915 Prospect Road, Suite 110, Des Moines, Iowa 50310-6265, or faxed to (515) 242-8528. Facility reservations cannot be committed until a valid certificate of insurance is received at the Community Education office.

A certificate of insurance is not required from district employees or district volunteers when the activity is a district event. PTA and PTO will not be required to have a certificate, but if a third party is involved, they will have to provide insurance. The district may require a certificate of insurability for any activities that are outside of the scope of an organization's normal areas of usage. These would include all activities that have the potential to put individuals or the district at risk.

IV. USER GROUP CLASSIFICATIONS

The classification of the group or organization is determined by the nature of the group and by the type and purpose of its activity. If a group activity does not fall into an existing class, the Chief Financial Officer, the Community Education Director and/or the Community Education Coordinator will set a fee based on type and function of group activity. The Community Education Coordinators reserve the right to request a financial statement and/or budget from a group to assist in determining the appropriate classification.

Fees charged to user groups will be determined by their classification.

The following classifications are listed in priority order for scheduling. All classifications are subject to revision.

School District and School District-Related

1. School District K-12 and District-Related Organizations

School district building and district programs and activities have top priority. School-sponsored events or activities are defined as individual programs or activities which the district or a district-related organization directly and completely coordinates, funds, plans, and operates. All profits from fundraising events in this classification are returned to the school or school-related organization.

Examples:

- Regular classroom activities
- School-sponsored activities for students (e.g., clubs athletics, intramural)
- School-sponsored activities for parents (e.g., plays, concerts, open houses)
- School-related groups and organizations (e.g., booster clubs, PTAs and other parent/teacher organizations, or employee meetings)
- School and district-sponsored activities for district staff (e.g., training sessions, Wellness, DMEA)
- Community Education activities (e.g., elementary enrichment, adult and continuing education classes)
- School, school-related or charitable activities with or for business partners

2. Public and Local Governmental Agencies, and District Co-Sponsored Activities

Co-sponsored events or activities are defined as individual programs or activities in which the district or district-related organization, through a joint arrangement with another agency, organization or individual receives mutual benefits from the event and assists in one or more of the following ways: funding, planning and/or operating. City of Des Moines Parks and Recreation Department (28e Agreement), City of Des Moines public meetings, Neighborhood Associations, and District Business Partners are included in this group.

3. Youth Programs

Meetings and practice sessions for non-profit, chartered youth groups, or organizations sponsoring local youth activities.

Examples:

- Boys and Girls Clubs
- Boy Scouts/Girl Scouts
- Camp Fire
- City Parks and Recreation
- ISU Extension
- Little League (meetings only; tryouts are charged as Group A)
- Iowa Special Olympics
- Soccer (meetings only)

*Fees will be charged to such organizations when meetings or events are **not** co-sponsored by the District.*

Student groups may use school facilities to conduct meetings which have a religious, political, or philosophical emphasis provided the meeting is voluntary, student initiated, and does not materially or substantially interfere with the orderly conduct of educational activities within the school.

Group A: Non-Profit Groups or Activities

1. Non-Profit Organizations or Religious Institutions

Nonprofit organizations or religious institutions are those groups whose activities are open to the public when no admission is charged or, if a charge is made, the net proceeds go entirely to school-related charitable or district purposes. Organizations who charge fees for their own purposes to cover costs will be considered Group A; organizations who charge fees for fundraising purposes will be charged at Group B For Profit. For purposes of determining nonprofit organizations, a tax-exempt identification number and/or an annual organizational budget will be requested.

Examples:

- Community organization meetings of civic or service nature.
- Religious services, religious classes and activities.

2. Adult Groups

Adult groups whose members reside in the district for regularly scheduled meetings or recreation (e.g., basketball groups, volleyball groups, community singing groups).

3. Educational Institutions

Educational institutions may use school facilities to offer classes that lead to the improvement of District staff and courses that are extensions of on campus programs.

Examples:

- Des Moines Area Community College
- Public universities (e.g., Iowa State University, University of Iowa, University of Northern Iowa)
- Heartland Area Education Agency 11
- Private higher educational institutions (e.g., Drake University, Simpson College, Viterbo)

4. Governmental Agencies Not Partnering with the District (e.g. Federal Census)

5. Private Youth Groups

Groups that are not District co-sponsored or covered by 28e Agreements (e.g. private school or tournament sport teams, Little League tryouts).

Group B: For-Profit, Private, or Political Activities

1. For-Profit Activities

Examples:

- Businesses, private interest groups, individuals conducting activities in which a fee or admission is charged or items are sold
- Meetings that are commercial in nature.
- Film production in school buildings, facilities or school grounds.
- Organizations holding events for which the participant directly or indirectly is charged a fee (e.g., rehearsals, ceremonies, performances, financial planners, and sports franchises).
- Local nonprofit organizations conducting fundraising.
- Private businesses conducting events (e.g., businesses conducting training).

2. Private Activities

- Private parties (e.g., wedding receptions, family or company picnics, birthday parties, graduation parties, funeral and memorial services).
- Private association meetings (e.g. homeowner's associations, service clubs).

3. Political Activities

- Political Party Events (except Caucuses or Elections). Caucus costs will be borne by the District.

I. PRIORITY USE

Groups using the facilities classified as school or school related activities will have the highest priority for use, followed by Group A, then Group B, then all others. Community Education will use the guidelines to determine the classifications of community groups requesting use of a facility. (see User Group Classifications, Section IV.)

Groups composed primarily of residents of the district will receive priority in scheduling.

Community Education will consult with appropriate district personnel and community users to coordinate use of the district's facilities.

II. SPECIAL EVENTS AND CIRCUMSTANCES

The district welcomes local, state, and national groups hosting special events which enrich our community and provide a variety of lifelong learning opportunities for community members. Such groups might include National AAU Junior Olympics.

In scheduling such events, we must ensure that the learning environment for students is preserved and the upkeep of the facilities is maintained. In that light, the following guidelines were developed.

Guidelines for giving access to local, state, and national groups hosting special events in district facilities:

1. The group can provide references from previous hosts attesting to reasonable group behavior, lack of damage, and prompt payment of costs incurred.
2. Additional workload incurred for district staff (custodians, technicians, athletic personnel, etc.) is not so excessive that it conflicts with regular job responsibilities.
3. The facilities are able to sustain the additional usage (e.g., a field seeded for fall cannot sustain a major summer soccer event; a school being prepared for an open house could not sustain a week of national basketball playoffs the week before).
4. Summer usage does not interfere with major cleaning and repair projects being accomplished.
5. The nature of the event does not conflict with previously scheduled groups (e.g. a statewide band play-off disturbs previously scheduled college classes held in the same building).

III. COMMUNITY EMERGENCY USE

All school district facilities will be made available for emergency use by the American Red Cross officials and/or Civil Defense officials in case of disaster emergencies. Staff members will cooperate with those officials while retaining responsibility for all school district resources. All arrangements should be made through the Superintendent of Schools/Office of the Chief Financial Officer/Director of Support Services.

IV. FEE DETERMINATION

A. The Superintendent of Schools, the Chief Financial Officer or a designated representative will prepare a schedule of fees for the rental of school facilities. This schedule shall be presented annually to the Board.

B. Community Education will determine the appropriate charges for the use of District facilities based on the above guidelines, including the following:

- the classification of the organization or individual requesting use
- the nature of the activity
- the size of the facility necessitated by the activity
- personnel costs
- equipment (a \$50 deposit will be required on all rental equipment)
- fee schedule
- deposit

When appropriate, additional fees will include:

- administrative costs
- cleaning fees
- change or cancellation charges
- failure to cancel
- replacement or repair for damage or theft
- overtime or holiday pay for district employees
- employment of an Event Manager

All or a percentage of the estimated usage and personnel fees for a group's activity may be required to be paid prior to the usage. Requests must be submitted, in writing to the Community Education director, to be reviewed for exemption. Exact fees and the total fee will be adjusted according to actual costs and the difference billed or refunded after use.

A deposit may be required if:

1. there is reasonable doubt that the group will pay or be able to pay costs incurred.
2. the group has the potential to incur excessive wear and/or damage to the facility.
3. the district has no previous experience with the group.
4. Groups are eligible for non-profit rate only if they provide proof of non-profit status and a tax exempt identification number.

1. Community Education Facility Scheduling may request a copy of the group's annual budget and/or the budget for the event.
2. Promoters, directors, and other staff involved in the event will not share in revenues from the event over and above a just wage comparable to other like positions in the community or as compared to the district job worth scale. That is, a group will not be considered non-profit if individuals involved in the event receive a share of event revenue beyond a reasonable preset salary.
3. All groups must pay all personnel costs involved before, during, and after the event. This may include costs for building supervisor(s), custodian(s), technician(s), food service worker(s), and overtime hours incurred as a result of the facility use.
4. If a group falls within Group A or Group B, it must pay personnel costs and it will be asked to cover direct costs of usage (e.g., electricity, water, air-conditioning, heat, snow removal).

V. NOTIFICATION OF CHANGE/CANCELLATION

The district reserves the right to cancel or postpone any activity, due to conflict, disregard of policies, or other uncontrollable circumstances. If approval has been given to a group to use facilities and it is later determined that the facilities will not be available, notice of cancellation will be given to the applicant as soon as practical with reasons for the cancellation. In such cases, the district will return any required deposit.

The requester is responsible for notifying Community Education when his/her group wants to change or cancel a confirmed request or the group is not using the facility at the scheduled time.

“No Shows”

All community groups who do not show for their scheduled time and who do not notify Community Education of cancellation 24 hours prior to their scheduled use shall be charged all costs of original contracted usage, including rental and personnel.

VI. BILLING/PAYMENT PROCEDURES

Estimated usage and personnel fees for all events will appear on the contractual agreement. All or a percentage of the estimated usage and personnel fees for a group's activities may be required to be paid prior to the usage. Exact fees and the total fee will be adjusted according to actual cost and the difference billed or refunded after usage. Under no circumstances is a fee to be paid to the custodian or any other school representative, only to the DMPS Community Education office, 1915 Prospect Road, Suite 110, Des Moines, IA 50311-6265.

VII. SUPERVISION

Each group is responsible for the behavior of its members. Each group must designate one person (group representative) who serves as a group contact person with the Community Education Coordinator, Building Supervisor and the group he/she represents. The group representative is responsible for communicating the Facility Use Guidelines, usage procedures

and other communication to the group members and for ensuring that group members understand and follow those guidelines and procedures as outlined in the Group Representative Responsibilities.

The district reserves the right to require police supervision at any event as deemed necessary by the administration or Community Education. This police supervision will be paid by the group.

VIII. SEATING CAPACITY

The maximum number of people permitted in any school facility shall be restricted to the seating capacity indicated as appropriate by the fire marshal.

IX. FOOD, BEVERAGES, AND SMOKING

Board policy regarding food, beverages and smoking will be enforced.

X. EMERGENCY PROCEDURES

Board policy regarding emergency closing or cancellations will be followed.

XI. DAMAGES AND MAINTENANCE

Board policy that applies to protection of school property and equipment will be followed.

XII. DISTRIBUTION OF FEES

1.
 1. Custodial fees collected will be credited to custodial salaries account. The Director of Community Education will be informed of all custodial overtime charged to the Community Education account in order to monitor overtime charged to the department and reconcile it with billing of rental groups.
 2. Seventy-five (75%) percent of facility usage fees collected will be credited to the Management Services account for purchase of paper, wax, soap, and other maintenance supplies or equipment.

Twenty-five (25%) percent of remaining facility usage fees collected will be credited to general account for buildings being used by the community.

The additional 20% administrative charge for handling and utilities will be divided with twenty-five (25%) percent of this fee going to Community Education, and seventy-five (75%) percent going to the Facilities Department utilities account.

Revised 07/01/2013

Series 700

Code 750.2

Title: Extending the Use of School Food Service Facilities

The following guidelines relate to the use of school food service facilities:

1. School-Related Individuals or Organizations

After permission is granted by the principal for use of the building, if food is to be prepared or mechanical equipment in the kitchen is to be utilized and a trained food service staff member is needed to comply with this policy, the individuals or organization shall contact the appropriate food service production kitchen manager (or the Director of Food and Nutrition Management if there are special needs) to make arrangements for use of the facility in a specific building.

2. Community or Non-School-Related Groups

To qualify and receive approval for use of a building, the group representative contacts Community Education, 1915 Prospect Road. If a community or non-school group also request use of school food service facilities, including the kitchen, cafeteria and/or equipment, personnel, or any type of food service, arrangements will need to be made through Community Education with the school's input for availability on a specific date and time.

Production Kitchen, Satellite, and Multi-Purpose Elementary Kitchens (School-Related and Non-School-Related Groups)

1. Use of the production kitchen is contingent upon the availability of trained food service personnel who must be present at all times to supervise and/or operate all major equipment such as dishwasher, slicer, steam table, mixer, and convection oven.
2. Food service personnel will be paid for their service in accordance with the wage scale in effect (usually overtime). Contracting individuals or organizations will pay the Department of Food and Nutrition Management as billed for labor, food, and/or supplies.
3. Hand dishwashing equipment and the stove, if available, may be used in the satellite kitchens under the supervision of the building principal or designee. The facility shall be left clean and polished and ready for the serving of meals. If food service workers must clean up before service the following day, the group will be billed for hours required.
4. Prior arrangements shall be made with the food service manager for use of supplies and small equipment such as pans, knives, flatware, and trays, and may require a charge or loan fee.
5. Standard disposable items such as styrofoam trays, cups, bowls, napkins, garbage bags, and dinnerware may be purchased through the Department of Food and Nutrition Management.
6. The individual or organization using the kitchen shall be responsible for costs of replacing or repairing any large or small equipment misplaced, lost, or broken.

7. Prices for special meals or catered items are set by the Director of Food and Nutrition Management in accordance with board policy. Orders placed and accepted shall be in compliance with this policy.

Community or Civic Organizations

1. With advance arrangements, civic organizations and community groups meeting in the school during the school day may eat in the school cafeterias by paying the staff price. Principals should notify the cafeteria manager two days or more in advance if groups are planning to eat school meals on a particular day. Individuals are welcome and advance notice is encouraged.
2. Trained food service personnel, hired by the director, assume full responsibility for kitchen facilities and equipment anytime they are on duty. The food service employee(s) have the physical examination required by the district and are covered by district liability insurance.

Revised July 1, 2013

Series 700

Code 760

Title: School Wellness

I. Procedures Statement

The Des Moines Public Schools Board of Education promotes the development of healthy students by supporting a comprehensive wellness program as a part of the total learning environment. The school district provides an environment where school communities learn and practice healthy lifestyles. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes academic achievement.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment shall be aligned with healthy school district goals to positively influence beliefs and habits as they relate to total wellness.

II. Definitions

Curriculum - The prescribed elements of programs and courses which state clearly and specifically what students are expected to know and be able to do.

Intramural program - An extracurricular activity program within a school that provides students an opportunity to participate in activities that are an extension of the physical education program.

Interscholastic athletics - Approved athletic competition between or among two or more schools.

Health Education - A planned sequential curriculum that addresses the intellectual, physical, emotional and social dimensions of health; develops health knowledge, attitudes and skills; and is tailored to the developmental level of students.

Nutrition Education - A component of the comprehensive school health education curriculum which teaches knowledge and skills related to nutrition and physical activity to achieve positive changes in dietary and physical activity.

Physical Activity - Any bodily movement produced by skeletal muscles that result in an expenditure of energy.

Physical Education Program - A planned sequential curriculum that teaches skills, knowledge and attitudes which are needed to establish and lead a physically active life.

Recess - Regularly scheduled periods within the school day for structured physical activity.

Food Guidance System - An educational tool to help consumers make food choices for a healthy diet. The Food Guidance System translates the principles of the Dietary Guidelines for Americans and other nutrition standards and interprets standards into healthy food choices.

II. Standards

A. Nutrition Education - The school system will provide curriculum in nutrition education as part of the system's instructional program in comprehensive health education.

1. Nutrition education will be included in health education each year for all students in grades pre-kindergarten through eight, and in a health education program in grades nine through twelve designed to enable students to meet graduation requirements and to select health education electives.
2. Nutrition education is consistent with the current Dietary Guidelines for Americans and the food guidance system.
3. Nutrition education is provided in the school cafeteria as well as in the classroom, with coordination between the food service staff and teachers.
4. Students receive consistent nutrition messages throughout the school, classroom, cafeteria, home, community, and media.

B. Physical Education - The school district will enhance and implement a curriculum in physical education in accordance with the National Association for Sport and Physical Education (NASPE) Standards.

1. A physical education program will be provided each year for all students in pre-kindergarten through grade twelve.
2. Physical education will be aligned to the greatest extent possible with the guidelines of the National Association for Sport and Physical Education (NASPE) Standards and the Centers for Disease Control (CDC).

C. Physical Activity - For students to embrace physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class.

1. The school district will offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities.
2. Each elementary school will provide daily recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity.
3. Middle and High schools will promote physical activity programs such as clubs, intramurals, and interscholastic athletic programs.

D. Foods and Beverages - The district will follow Des Moines Public Schools Board of Education Policy Series 700, Code 763 Nutrition Standards. All foods made available on campus comply with federal, state and local food safety and sanitation regulations as well as school district policies and food guidelines.

E. School Meals - Guidelines for reimbursable school meals shall not be less restrictive than the regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)0, as those regulations and guidance apply to schools.

1. The School Food & Nutrition Department will provide meal pattern breakfast and lunch to students each day that school is in session. Schools will schedule meal periods at appropriate times.
2. The school district will sponsor the Summer Food Service Program in schools and community locations in which more than 50 percent of students are eligible for free and reduced-priced meals.
3. Schools will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
4. Schools should discourage students from sharing their foods and beverages with one another during meals or snack times.

IV. Compliance - The superintendent/designee will ensure compliance with established school district wellness policy and procedures.

1. A comprehensive assessment will be repeated every 3 years to help review policy compliance, assess progress and determine areas in need of improvement.
2. The principal will ensure compliance with the wellness policy and procedures in the school.

Adopted: June 20, 2006

Series 700

Code 763

Title: Nutrition Standards

The Des Moines Public Schools recognizes the direct link between good health and academic

achievement. The district will promote the development of life-long, healthy lifestyles through offering an effective health curriculum that promotes good nutrition and regular physical activity through providing high quality and nutritious meal programs and through the establishment of standards and procedures that limit access to foods that have low nutritional value. (See district food guidelines revised 02/2002 and Board Policy Code 763.)

The vending machine standards listed in Policy Code 763 for middle and high schools shall apply to all vending machines in district facilities that are accessible to students. Machines in staff lounges and non school facilities are not covered by this policy.

These food and beverage restrictions do not apply to foods adults or students bring to campus.

Adults are encouraged to elect foods from the healthy snack list for school or classroom celebrations; i.e., Harvest party or Valentine's Day, keeping in mind that snacks are extra caloric intake, beyond the three meals children already consume. Foods must also meet the "commercially prepared and individually wrapped" safety standard. Food allergy information must be consulted prior to serving snacks.

For further information, please contact Food and Nutrition Services or Health Services as appropriate.

Adopted: September 20, 2005

Series 700

Code 764

Title: Food Items Offered or Sold

Snacks, beverages, sandwiches, meals, bake sales, party treats, etc., should not be in competition with school breakfast and lunch programs. Food and beverages may not be sold or offered on school grounds in competition with the school food service program during the period one-half hour before, during, and one-half hour after the period in which lunches or breakfasts are served.

Meals or snacks offered or sold by school or school-sponsored organizations should be planned on basic patterns for sound nutrition. School or school-sponsored organizations using food for fund raising projects are encouraged to offer or sell nutritious foods.

It is the responsibility of the building administration and/or those in charge of any activity to implement, monitor, and support the policy.

Suggestions of food items and recipes with reduced sugar, salt, and fat are available through the Department of Food and Nutrition Management.

Revised March 2, 1993

Series 700

Code 770

Title: Cash Flow and Investment

Maximum positive cash flow is achieved by following these four procedural concepts: 1) daily deposits of all incoming receipts; 2) enhancing the receipt of funds by using timely collection and billing methods; 3) scheduling businesslike expenditure payment procedures; and, 4) preparation of balanced budget with a realistic forecast of revenues and expenditures.

Investments are made based on Iowa Code guidelines for the purpose of earning interest income. The investment procedure includes: 1) obtaining daily bank balance position information from the bank; 2) projecting daily cash flow position allowing for in-transit cash items; 3) determining market investment opportunities available; 4) implementing the actual investment purchase; and, 5) account for the principle and the interest of the investment.

Series 700

Code 772

Title: Insurance

The district, along with services of insurance agencies, purchases insurance coverage based upon the needs of the district and the exposure to the district.

Revised March 2, 1993

Series 700

Code 776.3

Title: Special Education Transportation

Special education pupil eligibility for transportation is recommended by individual staffing teams and is verified by the Department of Student and Family Services. Consideration is given to students who require a home pickup or if a student is placed outside their home attendance area for educational purposes. The Department of Student and Family Services selects the mode of transportation.

If yellow bus, Transportation advises the Department of Student and Family Services and the receiving building principal of schedule details. During the summer break, the Department of Student and Family Services notifies Transportation of special education transportation requests for the fall. Transportation develops and communicates schedules to building principals for communication to parents.

If MTA pass, the Department of Student and Family Services coordinates with principal.

If parent reimbursement, parents are informed by letter from Executive Director of Student and Family Services, with a copy to the transportation supervisor.

If a cab is necessary, the Transportation Department arranges and validates billings; the Department of Student and Family Services advises the principal.

Note: Other students residing with or regularly cared for at the same address as an eligible student may be provided transportation privileges to the same attendance center upon written application to the Transportation Department on a space available basis. Applications must be submitted annually.

Revised March 2, 1993; October 2002

Series 700

Code 779

Title: Energy Conservation

An energy conservation program will not be successful unless the facilities and equipment are operated and maintained at peak efficiency. A fully implemented and controlled preventative maintenance system is essential to the program.

Everyone is encouraged to make suggestions that may increase the effectiveness of efforts to conserve energy and your cooperation is solicited in complying with restrictions on energy use. Report any structural, mechanical, or electrical problems that contribute to energy waste.

The following instructions are intended to assist staff to conserve energy while maintaining a comfortable environment for the teaching process. These instructions recognize the dual responsibilities of operations and maintenance personnel. Typical PHYSICAL PLANT responsibilities are noted by an asterisk.

Buildings:

1.
 1. Keep exterior doors and inner vestibule doors closed.
 2. *Remove exterior door hold open devices.
 3. Close all windows when possible--limit number of operable windows.
 4. Install drapes that have insulating characteristics--lined and fireproofed.
 5. *Use light reflecting (i.e., light colored) paints for ceilings and walls.
 6. *Repair putty and excessively leaking doors and windows.
 7. *Provide a program of continuous caulking and weather-stripping of doors and windows.
 8. Limit the number of doors used for exiting and entrance.
 9. *Maintain a sound roofing repair program.
 10. *Caulk all areas of building envelope to reduce infiltration, exfiltration, and heat loss.

Heating, Ventilating, and Air Conditioning Systems:

- 1.

1. Reduce the volume of ventilation fresh air intake to minimum (ASHRAE standards (10 percent maximum normally).
2. Shut down heating plants at 4:00 p.m. or earlier and start again at 7:30 a.m. during mild weather.
3. Shut down the air conditioning systems from October 1 through May 1.
4. Monitor boiler makeup water. A change of five percent or more requires investigation.
5. Shut off vestibule heaters if not required.
6. During summer months, run the minimum of refrigeration and air handling systems by servicing only the areas where specific tasks are being performed (i.e., offices and administration area where possible; otherwise, shut down completely).
7. Chilled water leaving temperature should be increased to 58deg F minimum.
8. Check that reheat coils are not in operation during the summer.
9. Turn off all heating systems during the summer.
10. Shut down chillers and air handling systems during unoccupied and minimally occupied periods.
11. When more than one boiler is involved in a heating system, the boilers should be fired sequentially to suit the load. When the load exceeds the capacity of one boiler and more than one boiler is operating, base load one boiler to improve boiler-operating efficiency.
12. Keep laboratory and ventilating exhaust hoods closed when not in use.
13. *If a food preparation air exhaust hood is oversized, modify the hood to limit the amount of air exhausted to that amount required to do a satisfactory job.
14. Use low friction filters with a high filtration efficiency (i.e., medium efficiency filters).
15. Clean filters monthly during heating season.
16. On air handling systems, close outside air dampers during unoccupied and minimally occupied periods. Control night setback from central location.
17. Institute a preventive maintenance program consisting of some of the following measures:

1. *Adjust burner linkages for correct operation.
2. *Repair leaking dampers and reset.
3. Check condition of filters and clean or replace faulty units.
4. *Stop leaks in oil and gas lines, tanks and water lines.
5. Clean heat exchanger tubes and coils (minimum annually).
6. *Inspect and clean refrigeration condensers to insure sufficient air circulation.
7. Check for plugged convectors, unit ventilators, and all other radiation elements.
8. *Inspect and repair door gaskets on walk-in refrigeration units.
9. Check all control systems for effective operation.
10. Keep supply and return air registers clear and clean.
11. Keep refrigeration coils free of frost buildup.
12. Check insulation around flanges and fittings.
13. *Check fan belts for slipping.
14. *Check the operation of back draft dampers on all exhaust fans.
15. *Clean and lubricate fans.

16. *Set burner to maximum efficiency with CO2 test unit.

1. Preheat ovens only for baked goods and preheat no sooner than necessary.
2. Run dishwashers only when filled to capacity.
3. Cook with lids on pots and kettles. Heat requirements are cut in half.
4. Do not begin cooling operations until the room temperature has reached 78deg F.
5. When a building is unoccupied or minimally occupied, do not use mechanical cooling. Reduce as much as practical internal heat generation during cooling periods (lights, machines, equipment, cooking, etc.).
6. Day (occupied)/night (unoccupied) timers should be set to switch to day (occupied) two hours before occupants arrive and to night (unoccupied) one hour before area is vacated (no later than 4:00 p.m.).
7. Pre-cool the building to 5deg F below outside temperature or 80deg F, whichever is higher, for when occupancy begins. Complete cooling during the first hour of occupancy.
8. Clean boiler tubes regularly.
9. Change filters with inclined gauge manometer when the reading changes 3/4 pound pressure from original settings.
10. *Reduce all outside air intakes.
11. Locate wall hangings, displays, and furniture away from supply and return air registers and thermostats to prevent obstruction of air flow.

1. Thermostats

1. Set classroom and office temperatures during occupancy at a maximum of 70deg F on a calibrated thermostat using a calibrated thermometer.
2. Set vestibule temperatures at a maximum of 55deg F or shut off if not needed.
3. Set night thermostat at 65deg F.
4. Set temperature in storage and unused areas to lowest possible temperature without freeze up (40deg F minimum).
5. *Use thermostat feedback controls in the return air ducts to control temperature.
6. *Use lockable thermostats non-indicating calibration in "F".
7. *Maintain and recalibrate thermostats when necessary.
8. Set cooling temperature for a minimum of 76deg F.

1. Water

1. Turn off fixture supplies when not required.
2. Adjust valves for minimum water use.
3. Reduce the number of automatic flushes on urinals.
4. Avoid using fresh hot or warm water for dish scraping.
5. Monitor water consumption as a check on leaks and other forms of excess usage.
6. Check for and stop leaks in the water system.
7. Stop water fountains from running continuously.
8. Turn off water supply to urinals on weekends.
9. *Carry out water treatment to reduce corrosion.

10. *Reduce shower head capacity.
11. Encourage students to reduce length of showers.
12. Reduce flow in drinking fountains.
13. *Clean strainers regularly.
14. *Turn off direct hot water recirculation pump either manually or by time clock.
15. Set chilled water supply temperature to 58deg F minimum.
16. Reduce domestic hot water temperature to 105deg F. Maintain commercial dishwasher temperature at 180deg F.
17. Reduce water closet tank capacity by approximately 30-40 percent reduction of gallons of water per flush.
18. *Install water saving aerators on faucets.
19. Swimming pool water temperature will be set at 78deg F and pool space temperature at 83deg F.

1. Power

1. *Disconnect unauthorized outside receptacles and drop cords used for automobile block heaters.
2. Turn off shop equipment when not in use.
3. Turn off office equipment when not in use.
4. Turn off refrigerators, freezers, ovens, and similar equipment not in productive use.
5. Reset building controls periodically.
6. Turn off baseboard auxiliary heaters when not required.
7. Operate kilns on full capacity only.
8. Where possible, utilize zone control for special events and partial use.
9. Adjust student and staff hours to maximize daytime activity. Discourage after hour work practices.
10. Schedule evening classes and special events for the maximum usage with minimum energy. Separate events, separate evenings, and separate facilities should be consolidated to maximize energy use. Facilities operating under normal conditions after hours for a few patrons cannot be justified. Develop a detailed shutdown program to minimize energy consumption during Christmas holidays, spring recess, summer recess, and for an abbreviated program on weekends.
11. Use kitchen (cafeteria) fans and equipment only when cooling.
12. Disconnect ballasts when fluorescent lights are removed.
13. Turn off power to portable classrooms in summer.
14. Do not use portable electric heaters.

1. Lighting

1. Have the user turn on lights when necessary.
2. Close drapes and blinds on windows at night.
3. Turn off lights during recess, lunch time, and other periods.
4. During the daylight hours, turn off the row of lights adjacent to windows if possible.
5. *Remove or rewire lamps that contribute to excessively high lighting levels.
6. *Use lower wattage, more efficient light sources.

7. Clean fixtures regularly. Dirty fixtures reduce lighting levels 25 to 40 percent.
8. Develop a schedule to minimize light usage by consumer and cleaning staff (particularly at night).
9. Leave lighting off in any unoccupied areas.
10. *Use high efficiency fluorescent lamps.
11. Turn off all interior and exterior lighting (total blackout) after completion of evening activity with exception of security lighting.
12. *Utilize task lighting.
13. Place in proximity to one another those persons whose tasks require similar lighting levels.
14. The levels of illumination are to be as recommended by the Illuminating Engineering Society.

Series 700
Code 781

The Board's collection of personal information using CCTV systems enables the Board to comply with its responsibilities as set out in Iowa Code Chapter 279, as well as the discharge of duties by its employees.

Camera system users and the Board will act in a responsible manner with respect to the notice, access, disclosure, retention, security and disposal of the personal information that is being collected, in accordance with Iowa's Open Records Act and FERPA.

The following principles shall govern the use of CCTV systems in Des Moines Public Schools: The use and maintenance of security cameras shall comply with Policy 781

- The Chief Operations Officer [COO] or designees will review camera recordings within the buildings to assist and support the investigation of serious incidents and regular system checks. Designees may include, but are not limited to, security and technology staff.
 - No unauthorized copies or images will be made of any district video without the permission of the COO or a designee
 - Sharing video outside of the chain of command can lead to disciplinary action, including, but not limited to, termination of employment.
 - Sharing video outside of the chain of command can hinder investigations through lost video, and jeopardizes the authenticity of the video.
- The only school personnel who may use the CCTV system in the schools are the Superintendent of Schools or designated staff and only then in the furtherance of their duties with the district. School resource officers may share video with each other as part of their job duties; however, they are not allowed to share video with other DMPD officers without district authorization. For example, an SRO for one high school may share video with an SRO from another school if the video involves students from both schools. However, they cannot turn the video over to DMPD for further action without district authorization.

- Superintendent or designee will be responsible for review of camera recordings on school buses and will determine when recordings shall be shared with appropriate school administration.
- Remote access will be used to assist and support investigation of serious incidents and regular system checks. Cameras must not be relocated without the express written permission of the COO or a designee.
- Cameras will be operated continuously or on motion detection. All recorded images are the property of the district and may be subject to FERPA laws and regulations.
- Notice signs will be installed where video surveillance systems exist.
- Cameras will not monitor the inside of changing rooms, locker rooms or restrooms.
- Administrators will conduct system reviews to ensure that cameras are not used for any disapproved purpose. Any inadvertent disclosure of personal information collected by video surveillance will be reported to the Board and Superintendent for further action.

PROCESSES

Updated: 10/13/2020

How to request a video (building, parents, and police).

To request district video [click here](#).

- **Employee request:** Employees who make a request for video must go through an administrator to view the video and make a request or ask DMPS Public Safety to do an investigation.
- **Building level request:** Requests will be made using a web-based form called FormSite. Copies will not be provided to buildings but will remain viewable within Milestone. To expedite the request, and ensure the data meets the system size requirements, the request will need to have the following information:
 1. Date
 2. Building Name: (i.e. North, Roosevelt)
 3. Camera Name: (i.e. NR EXT SW Parking Lot; names can be found in Milestone above camera image)
 4. Specific Times: (it is the requestor's responsibility to identify times)
 1. Video files are very large, and the more time requested, especially from multiple cameras, the larger the file.
 2. When these files are too large, they may not save properly, and could lead to lost data.
 3. To prevent this, please be as specific as possible, such as 8:05-8:56 am, on cameras w,x,y,z, will ensure we can better manage the video.
 4. Identify times relevant to the incident.
 5. Police Information:
 1. Case Number

2. SRO or Detective information to receive the video
 - i. Name
 - ii. Exact email address
 - iii. Phone number
 6. Description of the incident:
 1.
 1. Vandalism, fight, theft, etc.
 2. This will help determine if appropriate video is being saved and complies with our guidelines.
 7. The request for video footage that is too large will be sent back to the requestor to review and adjust times to the incident only.
 1.
 1. There is not enough storage to save video that does not apply to the requested incident.
 2. b. If you need video outside of the incident, please indicate why that is necessary.
 8. For assistance with viewing locked video call customer service desk at ext. 8161.
- ***HR and Work Comp request:*** Follow the steps listed above to request video to be saved. Requests will need to designate that the video is for HR or Work Comp. If that purpose is in the request, the video will be retained to comply with regulatory records retention guidelines.
 - **Police or Insurance Request:**
 1. A link for requesting video is located on SharePoint.
 2. If requests for video are initiated by non-district staff, a representative will provide the link.
 3. If the video request is denied because FERPA applies:
 1.
 1. The video evidence is locked.
 2. A response is sent to the original requestor stating what documentation is required.
 4. Necessary documentation should be sent through reply to the follow-up email.
 1.
 1. Video falling under FERPA will require a subpoena or written parental authorization.
 2. Video falling under juvenile court agreement between DMPS and DMPD will be provided to police without additional documentation.
 3. If more than one student is involved in the video, all parents must provide written authorization to release the video, unless incident falls under juvenile agreement.
 5. All other entities or individuals requesting data can submit a public records request and will required a subpoena for release unless authorized by the COO.
 - **Parent or Guardian Request:**

1. Follow the steps listed above to request video be saved. Copies will not be provided to the parents without a subpoena on file but is locked to prevent loss of video. (Retention not to exceed our retention period of 60 days.)
2. The question often arises about whether we can show video to parents. The U.S. Department of Education Privacy and Technical Assistance Center (PTAC) Issued a letter of interpretation on the matter in December 2017. In relation to video specifically, one of the questions answered by PTAC is:

What do you do when you receive a request from a parent for a copy of a surveillance video of an incident?

PTAC found that both the video and the witness statements were “education records” of both the perpetrators and the targets under FERPA. FERPA requires the District to allow an individual parent of a student (or eligible student) who is disciplined for an incident to inspect and review education records upon request but does not require a district to release copies. PTAC also noted that this would apply to the targets of the incident as well.

Thus, PTAC made the following conclusions: The District must provide the parents of the disciplined student (and the parents of the targeted students) with an opportunity to inspect and review the video so long as it cannot be segregated and redacted without destroying its meaning, even if the other parents or eligible students do not provide consent.

*****Administrators should contact our district counsel with questions or concerns regarding similar situations in our District. To read the interpretation by the U.S. Department of Education, click here or for the Iowa School Leader Update click here (located on the last page).***

Guidelines of record retention:

Video Request Timeline and Details

- District video retention is 7(seven) days based on storage capacity
 - Video may not be available due to equipment malfunction
- Every effort will be made to locate and save requested video
 - If the seven (7) days has passed, formally request the video for recordkeeping purposes
 - Don't assume that the video is gone even if the (7) days have passed. We will make every effort to retrieve the video.
- To ensure a video request is properly processed, all requests should be made within 3-4 days of the incident if possible.

*****If you think the video may be helpful, request the video. We cannot retrieve video after the system has permanently deleted it off the server.***

Retention time for requested video.

When a request is made, an evidence lock will be placed on the video and it will be saved for 60 days from the date of request. If a subpoena, parental authorization, or request for an extension is not received in writing within the 60-day timeframe, the video will be automatically deleted at the end of the 60 days. Any request for extension can be emailed to video@dmschools.org.

If building administration believes the video may be needed in the future, or if there is potential legal action, a request to save the video should be submitted. Physical copies are not provided to the buildings, but they will remain viewable within Milestone for 60 days. If you need help accessing the locked video within Milestone, please contact the customer service desk at 8161.

Updated 02/2020