

SAFE AND HEALTHFUL FACILITIES

LONG RANGE PLAN

(NOTE: Past practices and attention to emerging Federal, State, and Local regulations regarding the maintenance of safe and healthful facilities have maintained District facilities to the established level of standards for safe and healthful facilities. The long range plan which follows has been designed to insure continuance of past practices and attention and to insure compliance with [s. 121.02 (1) (i), Stats.]

1. Establish and maintain District policy in compliance with State Standard.
2. Conduct annual inspections of facilities using those guidelines and checklists adopted and/or developed by the District.
3. Require “Safe and Healthful Facility” coordinator to inservice custodial staff regarding their obligations for maintenance of safe and healthful facilities.
4. Require the coordinator to submit for Board approval an annual plan which will be expected to identify necessary program activity to insure compliance with new, reinterpreted, or emerging Federal, State, or Local rules and regulations.

STUDENT POSSESSION AND USE
OF
TOBACCO/ALCOHOL/DRUGS PRODUCTS

Policy Approved: June 5, 2001

See Section 700.8 (b) for complete policy.

GUIDELINES FOR PUBLIC USE OF SCHOOL FACILITIES
Darlington Community School District

For purpose of administrative regulation, the following types of groups are hereby defined in order of priority:

1. **School-sponsored groups** are those which are sponsored, organized, planned, and supervised by the school (athletic teams, school clubs and organizations, band, chorus, etc.).
2. **School-allied groups** are those that are not directly sponsored, organized and supervised by the school, but are closely allied to the school and its educational program (Parents Music Club, Touchdown Club, Hoops Club, Redbird Spikers, etc.).
3. **Local youth groups** are those that are not school connected but involve active participation of children residing in the district and open to any age appropriate community member (Boy Scouts, Girl Scouts, 4-H, youth basketball, etc.).
4. **Local adult groups** are those that are not school connected and involve local adult residents of the district (women's clubs, Kiwanis Club, etc.).
5. **Non-local groups** are those that are not school connected and involve either youth or adults who do not reside in the district or offer activities by invitation only.
6. **Local or non-local** for profit/commercial organizations.

The basic purpose of school buildings is the education of the children residing in the district. Accordingly, all school-sponsored activities have precedence over other groups and their activities relative to the use of school facilities. School-allied group activities have precedence over the activities of other group activities except those which are school sponsored. Priority list – 1 thru 5.

The following building facilities are available to all non-school sponsored groups for their activities:

1. Gymnasium, multipurpose room and locker rooms
2. Conference Room
3. Cafeteria
4. Kitchen
5. Classroom (except laboratories, art rooms, technology lab, computer labs)

Following are charges for use of specific facilities for the non-school different groups:

Rental Fees

Community Organizations:

- a. \$85.00 per event per building or \$150.00 per 2 day event per building
- b. Darlington youth based activities - \$300 per season

Non-local Groups:

- a. Elementary school, multipurpose room, locker rooms, and kitchen - \$85/each
- b. Middle school/high school gymnasium and locker rooms - \$85/each
- c. Conference Room - \$85
- d. Cafeteria - \$85
- e. Kitchen - \$85
- f. Classroom - \$85

Fees for janitors and staff, whenever possible, will be determined at the time of rental. The actual cost of janitors or staff to the District will be charged. Whenever the kitchen facilities are used a minimum of one employee from the regular Food Service staff must be on duty to supervise use of facilities. Required staff will be compensated at their rate of pay for similar duty.

All cases of building use are subject to the following restrictions:

1. There will be no gambling of any sort nor any alcoholic beverage allowed anywhere in the school buildings or on school grounds at any time.
2. Only the specific area(s) of the building indicated above will be used. At no time will individuals enter or use other parts of the building.
3. Tobacco use is not permitted on any school property.
4. The sponsor or representative of the requesting group shall be in attendance the full time the facility is used. The sponsor or representative of the requesting group is fully responsible for the care of the equipment and the facility and will bear the cost of repair or replacement of damaged or lost items.
5. The hours of reserved use as stated will be strictly adhered to.
6. If this activity involves persons under 18 years of age, a minimum of one adult supervisor will be present for every ten children in attendance.
7. Only those members of the requesting group or attending the approved activity shall be permitted in the building.
8. At the conclusion of the activity, all equipment/materials will be properly returned to their original places and the facilities will be cleaned and left in the same conditions of order and cleanliness as they were found at the start of the activity. Also, all lights will be turned off and doors properly locked.
9. Building keys will be picked up and promptly returned in accord with directive from the district administrator.

10. The group using the facility, its sponsor or representative, assume full financial responsibility for any damage to the building, furniture, equipment, or grounds incurred during use of the facility.
11. The group and sponsor or representative assume full liability for any and all injuries to individuals involved in and/or present at the activity and shall provide of proof insurance prior to using the facilities.
12. The school district reserves the right to terminate this agreement and to rescind the right of the group to use school facilities in the future when, in the judgment of the district administrator, the group has failed to adhere to these rules and regulations or otherwise has shown a disregard for school properties.

All reservations for building use by non-school groups will be made at the discretion of the district administrator at least one week in advance and not prior to 3 months to the beginning of the event(s). The sponsor or adult leader of the non-school groups will assign a Use of Building Agreement at the time the reservation is made.

The playground and athletic field are available for community use at all times with the following exceptions:

1. When schools are in session.
2. When school activities are scheduled for these areas.
3. When the areas have been seeded or other grounds maintenance work is being done.
4. During the football season, the football field shall not be used by non-school groups.

Anytime the playgrounds or athletic field are used by community groups and organizations, the group is responsible for cleaning up the grounds and leaving them in an orderly condition as they were prior to the groups activity.

New facility use requests will require school board action. Previously approved events may be approved by Administration. Administration has the discretion to take any public requests to the school board for approval.

School Board reserves the right to deny any request.

Approved: April 21, 2014

Revised: July 20, 2015

Revised: July 18, 2016

Darlington Community Schools

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization: _____

Name of Organization's Contact Person: _____

Address: _____

Phone: _____

1. Date(s) of Use: _____

2. Time Period: _____ to _____

3. Specific name of event to be held: _____

3. Facilities Requested: (please check all that apply)

DHS _____ **DEMS** _____
Gym _____ Kitchen _____ Cafeteria _____ Auditorium _____ Large Group Room _____
Light/Sound Booth _____ Library _____ Computer Lab _____ Stage _____
Classroom(s) _____ Specify classroom needed: _____
Other: _____

5. Special Requests:
(List any special requests for use of equipment and/or special furniture.)

6. Specific Custodial Needs: (Actual costs will apply per policy #1200.3)
Please check:

A. 1. Required for opening _____ Yes _____ No
2. Required for closing _____ Yes _____ No

B. Hours required: _____

C. Please describe, in detail, duties expected from custodial staff:

7. Specific Cook Needs: (Actual costs will apply per policy #1200.3)

8. Admission to be charged or collection to be made? Yes No

Signature of Building Principal Designee
(Designates prepared for Board review)

FOR SCHOOL USE ONLY

Facilities Use Procedure

1. Use of the Facilities application completed and submitted to the office of the facilities being used.
Received By: _____ Date Received: _____
2. Building secretary reviews application to assure it is completed in full. Date Completed: _____
3. District Office receives the request for board approval Received By: _____
Date Received: _____ (receipt required by Wed. noon prior to board meeting for agenda)
4. Board Review
 - a. Approval – District Administrator signs and issues a contract
 - b. Denied – District Administrator contacts them via telephone to indicate the request has been denied.
5. Upon approval, copies of the Facility Use Request go to:
 - a. Building Secretary. She is to share it with the Building Principal, Activities Director & place it on the school calendar
 - b. Building & Grounds Supervisor. Building & Grounds Supervisor is to assure proper coverage.

DARLINGTON COMMUNITY SCHOOL DISTRICT

**AGREEMENT
FOR USE OF BUILDING FACILITIES**

1. Sponsoring Organization: _____
2. Facility Requested: High School () Elem/Middle School ()
Check: Gym () Auditorium () Cafeteria () Kitchen ()
Large Group Room () Library () Stage () Prop Room ()
Sound/Lighting Booth & Equipment () Computer Lab ()
Distance Learning Room () Classroom(s) () Locker Rooms ()
3. Purpose of Use: _____
4. Special Requests: _____
5. Date(s) and Hours to be Used: _____
6. Admission or Collection to be Made:
7. Labor Required: Janitor () Cook ()
8. Contact Person/Address/Phone Number: _____

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USAGE AGREEMENT

It is understood that organizations using the school facilities for public dances are required to hire a deputy or deputies to govern the conduct of the people. Failure to comply with this regulation will result in the loss of future contract privileges.

It is understood that organizations using the buildings shall be financially responsible for any or all damages incurred during the time of usage.

It is understood that any licenses or taxes that may be necessary for promoting the activity shall be the responsibility of sponsoring organization.

It is also understood that the District shall not be held liable for personal or physical injury suffered by participants. The sponsoring organization shall be responsible to alert participants as to their risks.

Where applicable, the sponsoring agency agrees to pay the following fees:

FACILITY CHARGE: _____

LABOR CHARGE: _____

DATE _____ APPLICANT SIGNATURE _____

Applicant Name & Address

DATE _____ SUPERINTENDENT SIGNATURE _____

District Name & Address

Darlington Community Schools

11630 Center Hill Road

Darlington, WI 53530

APPLICANT SHOULD SIGN BOTH COPIES OF THIS AGREEMENT; KEEP ONE; RETURN ONE TO THE SCHOOL DISTRICT OFFICE.

Revised: April 2, 2013

1200.3 (b)

CAPITALIZATION AND DEPRECIATION POLICY

This capitalization and depreciation policy is established to safeguard assets, enhance accountability and provide for more accurate and uniform financial reporting in compliance with accounting principles generally accepted in the United States of America (GAAP) and GASB 34.

1. All fixed asset purchases in excess of \$ 1,500.00 for items that have a useful life of more than one year shall be capitalized.
2. Certain categories of assets costing less than \$ 1,500.00 shall be inventoried and tracked, although not in the general ledger. These items will not be depreciated.
3. In accordance with GAAP, assets must be depreciated over their estimated useful lives.
 - a. Computer Equipment 3 years
 - b. Vehicles and Buses 5 years
 - c. Other Equipment 5 years
 - d. Site Improvements 10 years
 - e. Buildings 50 years
 - f. Subsequent Modernization of Buildings 10 years
4. For depreciation purposes only, the salvage value of assets is estimated to be immaterial. Therefore, assets will be depreciated at 100% of cost.
5. The “half-year” convention will be utilized whereby one-half of depreciation is recorded in the fiscal year of acquisition and the fiscal year of disposition.
6. Straight-line depreciation will be calculated for all depreciable property.

REVENUE FROM INVESTMENTS

The Board considers an investment program to be a critical ingredient of sound fiscal management. Therefore, the Board authorizes an investment program for the purpose of securing revenues for the support of the District's educational program. All transactions involving the District's funds (except employee benefit trust funds) and related activity of any funds shall be administered in accordance with the provisions of this policy and accompanying procedure.

The investment program shall be administered in a way that will ensure:

1. A continuous process of temporary investing of all idle moneys available for investment purposes.
2. The use of an open competition system of bids and /or quotes to obtain the maximum yield on all investments from both in-district and out-of-district financial institutions;
3. That all District investments will be in compliance with the law;
4. That all non-insured depositories using school district funds provide a statement to the District of their collateral in the form of a list of their securities pledged at market value.

The primary objectives of the District's investment activities, in priority order, shall be:

1. Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
2. Liquidity – The District's investment portfolio shall be structured in such a manner as to provide sufficient liquidity to meet all operating requirements/obligations that might be reasonable anticipated.
3. Return on Investment/Yield – The District's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, commensurate with the District's investment risk constraints, the cash flow characteristics of the portfolio, and legal restrictions for return on investments.
4. Public Trust – The Board of Education and school officials should avoid any investment transaction or practice which in appearance or fact might impair public confidence in their stewardship of public funds.

The Board authorizes the District Bookkeeper to direct all activities associated with the investment program in such manner as to accomplish the objectives of this policy. The District Bookkeeper shall be further authorized to execute, in the Board's name, any or all documents relating to the investment program in a timely manner and to confer with reputable consultants regarding investment decisions when necessary.

School district funds, may be invested in local financial institutions, banks, the local government pooled investment fund, in accordance with state laws and with the approval of the Board.

Approved: March 21, 2011

DISTRICT FUND BALANCE

Purpose

The Board of Education recognizes the need to maintain an operating reserve in the general fund for the following purposes:

1. Hold adequate working capital to meet cash flow needs during the fiscal year
2. Reduce the need for short term borrowing
3. Serve as a safeguard for unanticipated expenditures of the District
4. Show fiscal responsibility to maintain a high credit rating which will help reduce future borrowing costs

Any excess of revenues and other financing sources over expenditures and other financing uses at the end of the fiscal year will be added to the District fund balance. The District will strive to maintain a general fund balance of not less than 26% of subsequent year's operational expenditures. If the District, as of June month-end of a given fiscal year, shows an operating fund balance below 26% of the subsequent year budget, the Board will take proactive actions to raise the district fund balance.

Long-Term Goals

The District's long-term goals for fund balance is to achieve and maintain a general fund balance that would alleviate the need to short-term borrow for operational cash flow needs. Fund balance in excess of this goal may be used for one-time expenditures or unforeseen costs (i.e. damages). The general fund balance shall not be used for recurring costs in the operating budget.

Financial Disclosures

Fund balance amounts will be reported in conformance with generally accepted accounting principles and shall be reclassified not less than the end of each fiscal year for general purpose financial statements. The district shall report inventories, long-term receivables and amounts legally or contractually required to be maintained intact as non-spendable. The fund balance for the spendable portion of permanent funds and balance, if any, in the special revenue trust funds, debt service funds, food service fund, and other funds established by regulatory authority shall be classified as restricted.

The School Board directs a commitment of general fund balance in an amount equal to the difference between expected health benefit costs and the aggregate stop-loss insurance attachment point, to the extent such commitment does not create a negative unassigned fund balance. The Board may, from time to time, commit additional amounts of fund balance to a specific purpose. Such action shall be taken in open meeting and require the approval of a majority of the Board. Commitments of fund balance, once made, can be modified only by majority vote of the Board.

The School Board authorizes and directs the superintendent, or designee, to assign the fund balance, to the extent such assignment does not create a negative unassigned fund balance, as follows:

- An amount sufficient to liquidate open encumbrances that are reasonably expected to result in an expenditure in the subsequent year and
- An amount estimated to be sufficient to cover the cost of unsettled labor agreements, if any.
- An amount estimated for labor costs incurred prior to recognition of revenue in the subsequent year.
- Unrestricted Community Service fund balance shall be assigned for future community service.

Approved: July 5, 2011

Revised: April 2, 2012

FIREARMS AND OTHER WEAPONS

It is the policy of Darlington Community Schools to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions.

To aid in reaching that goal, the District shall strictly enforce a policy that, to the extent permitted by law, limits the possession, use, or storage of firearms and other weapons by students, employees, and other visitors on school property, in or on school vehicles, and at school-related activities. Although the Wisconsin Carrying Concealed Weapon (CCW) Law generally allows individuals with training and registration to carry concealed weapons in some public places, there are specific laws that make such concealed carry illegal when it occurs in or around schools in which education of children occurs and on other property owned or operated by the District, and the District is not required to post signs in order for such prohibition of firearms and weapons (concealed or otherwise) to apply in such locations.

In furtherance of the above goals, it is the policy of the District that all persons are prohibited from possessing, being armed with, storing, or using a firearm or other weapon, whether unconcealed or concealed, in or on grounds of a school, on school premises, in or on school vehicles, or at school-related activities, unless otherwise specifically permitted by law. This prohibition applies to all students, employees, parents, guardians, or other visitors at all times.

This policy applies to firearms (as that term is defined under Wis. Stat. s. 948.605(1)(ac) and 18 U.S.C. s. 7151(a)(3)), dangerous weapons (as that term is defined under Wis. Stat. s. 948.61(1)(a)), and weapons (as that term is defined under Wis. Stat. s. 175.60(1)(j)), unless state law otherwise specifically restricts the District from prohibiting such weapons. Examples of weapons under this policy include, but are not limited to: guns, knives, martial arts devices, explosive devices, chemical agents (including pepper spray), biological agents, and clubs. This policy also applies to the possession of any facsimile firearm that could reasonably be expected to alarm, intimidate, threaten, or terrify another person.

Any entity that contracts with the District shall ensure the safety of District students by ensuring that, to the extent permitted by law, the possession, carrying, use, or storage of weapons at any building owned by the contractor where the students may be present pursuant to the contract.

All employees are also prohibited from possessing or carrying weapons in their employment or during any part of the course of their employment, including on school field trips or during other activities that are not held on school grounds. Individuals who volunteer for any school-related function shall also be prohibited, unless specifically authorized by law, from possessing or carrying weapons in the course of their volunteer activities.

Students found to be in violation of this policy are subject to disciplinary action that may include suspension and/or expulsion from school and/or legal action. Any student who brings a firearm or weapon to a school shall be referred to the criminal justice system or juvenile delinquency system.

Employees found to be in violation of this policy are subject to disciplinary action that may include suspension and/or termination and/or legal action consistent with any applicable bargaining agreement. Any employee who reasonably believes that an employee, visitor, student, or other person has a weapon in violation of this policy, the employee must report such belief to their supervisor.

Visitors found to be in violation of this policy will be removed from the premises and/or be subject to legal action.

Legal Ref: Wis. Stat. § 29.301; Wis. Stat. § 120.13(1)(a), (1)(bm), (1)(c)2m., (1)(g); Wis. Stat. § 175.60; Wis. Stat. § 941.23; Wis. Stat. § 943.13; Wis. Stat. § 948.60; Wis. Stat. § 948.605; Wis. Stat. § 948.61; 20 U.S.C. § 7151; Individuals with Disabilities Education Act.

Approved: January 16, 2012

QUOTATION/BIDDING REQUIREMENTS

The district shall solicit bids or quotations as follows:

1. The district shall solicit bids whenever required by law or a contract with a state or federal agency.
2. Except as otherwise provided, any purchase costing \$3,000 or more, but \$15,000 or less, may be made at the discretion of the District Administrator and must be supported by at least three written price quotations. In the event that less than three price quotations are received, documentation supporting attempts to solicit a minimum of three quotes shall be retained. When emergency repairs are necessary in order to prevent the closing of any school, repairs may be approved without first obtaining written price quotations. All written price quotations will be retained according to relevant retention laws.
3. Exceptions shall be as follows:
 - a. Instructional media and related materials;
 - b. Replacement parts for existing equipment where the value of the replacement parts are estimated to be less than 50% of the existing contract;
 - c. Governmental procurement contracts/pricing or bulletins (Federal – GSA, state or other local);
 - d. Cooperative Educational Service Agency (CESA) contracts and purchasing arrangements;
 - e. Professional service contracts/agreements;
 - f. Educational pricing available directly from the manufacturer (i.e. Apple, Compaq, IBM);
 - g. Emergency purchases (to protect personal safety, life or property);
 - h. Used equipment where a definite cost advantage can be demonstrated;
 - i. Projects that are administratively determined to be handled by district staff in compliance with the District Project Initiative Proposal.
4. Quotes shall be solicited annually for all short-term loans approved by the Board

The district reserves the right to reject any or all formal bids or informal quotations, waive technicalities, make adjustments in specifications or quantities and/or make selections based on best judgment which best serves the interest of the Darlington Community School District.

Approved: April 2, 2013

INVESTMENT STATEMENT

SCOPE OF THIS INVESTMENT POLICY STATEMENT

This Investment Policy Statement reflects the investment policy, objectives, and constraints of Darlington Community School District. This policy is specifically applicable to the Melissa Barlow Fund, the Charles Barlow Fund, the Marriot Fund, the Friske Fund, and the Loren “Buck” Rogers Fund, and other Funds that the School District may from time to time designate.

PURPOSE OF THIS INVESTMENT POLICY STATEMENT

This Investment Policy Statement defines the investment philosophy and procedures for the management of assets of the Stocks, Bonds and Assets held by the Darlington Community School District. The Board of Education of the Darlington Community School District (Board) has the responsibility to ensure that assets are invested prudently.

This Statement of Investment Policy is also set forth in order to:

1. Establish a clear understanding for all parties of the investment goals and objectives of the Assets (“Assets”).
2. Provide guidelines and define limitations for the investment of the Assets.

This policy statement is designed to allow for sufficient flexibility in the management oversight process to capture investment opportunities as they may occur, while setting reasonable parameters to ensure prudence and care in the execution of the investment program.

RESPONSIBILITIES

The School Board of the Darlington Community School District is charged with the responsibility for the management of the assets of Stocks, Bonds and Assets. The School Board of the Darlington Community School District shall discharge its duties solely in the interest of Darlington Community School District, with the care, skill, prudence and diligence under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character with like aims. The specific responsibilities of the Board relating to the investment management of assets is to assure that the School District shall comply with and follow the “good faith” and “prudent person “ standards, as they are defined by Wisconsin Law, and the particular factors to consider (See Sec. 112.11(3)(e) (1)a-h Wis. Stats.) are as follows:

1. In managing and investing the various institutional accounts, the following factors, if relevant, shall be considered:
 - a. General economic conditions.
 - b. The possible effect of inflation or deflation.
 - c. The expected tax consequences, if any, of investment decisions or strategies.

- d. The role that each investment or course of action plays within the overall investment portfolio of the fund.
- e. The expected total return from income and the appreciation of investments.
- f. Other resources of the institution.
- g. The needs of the institution and the fund to make distributions and to preserve capital.
- h. An asset's special relationship or special value, if any, to the charitable purpose of the institution.

In addition to these factors, the School District shall be bound by any specific requirements and/or restrictions for investing, and the School District shall follow the specific directions of the gift instrument creating the fund or investments.

CASH-FLOW EXPECTATIONS

The Board expects distributions made during any given fiscal year not to exceed the income generated by the asset held by any particular fund, and 50% of the immediately preceding year's excess income. (Excess income shall be defined as any income generated by an asset during a school year that is not distributed or earmarked for distribution during any given school year.) Excess income from any given year shall be reinvested in a manner consistent with this policy and with the expressed approval of the Board.

INVESTMENT OBJECTIVES

The investment objective of the School District shall be the following factors, with primary weight given in the order listed below:

1. Respect given to the nature and holdings as those holdings were given or bequeathed to the School District. Special consideration shall be given to substantially maintain those assets given to the School District.
2. Maintain the corpus of the Fund so that income from the Fund is available for scholarships.
3. Strive to maintain income over long term growth.
4. To the extent income exceeds distribution, the excess income shall in part be available for distribution for the following year, not to exceed one-half of the previous year's excess income, the remainder to be re-invested in an asset that has moderate to low risk that historically seeks income over long term growth, and that shall be consistent with the nature and character of the Fund's original gift.
5. Avoid excessive risk, but tolerate short term volatility consistent with the nature and character of the risk associated with the original gift.

CONCLUSION

This Statement is a working document structured to accomplish long term and short term goals. This Statement of Investment Policy will be reviewed as the Board may see fit.

Investment Review

To assure compliance with this investment policy the various Funds, and their respective holdings, shall be reviewed by the Trust and Agency Committee annually and by the full Board at least every three years.

Approved: July 6, 2015

NAMING

The Darlington Community School may grant naming rights “in recognition” to recognize individuals who have attained achievements of extraordinary and lasting distinction. These will be individuals who have had direct, substantial, and active association with the District and have demonstrated meritorious service over a period of years.

One of the following criteria must be met for granting naming rights in recognition:

- a. Outstanding service to the Darlington Community School District while serving in an academic or administrative capacity or outstanding service to the Darlington Community School District community.
- b. Outstanding achievement of distinguished alumni; or
- c. Generous financial or other contribution from a donor (be it by way of donation, bequest, sponsorship, etc.), such being voluntary and not rendered in consideration of granting naming rights.

Granting Naming Rights

The decision of naming rights shall be granted through the school board process.

The granting of naming rights must always be consistent with Darlington Community School District’s mission and vision. The long-term effects of the naming rights must be considered. The department/school affected by the naming right to be granted must be consulted before any decision is made.

Termination of Naming Rights

In addition to any remedies for breach of the written agreement granting naming rights, the parties may terminate a naming rights agreement in advance of the scheduled termination date for cause.

Limit of Naming Rights

- a. On the Part of the District:
The Darlington Community School District’s right to use the name and other brand elements of the named party is permitted by express agreement with the named party.
- b. On the Part of the Named Party:
The named party, after whom a building or part of a building is named, has no decision-making rights as to the purpose of the building or part of the building unless specifically provided for in the written agreement between the parties. The Darlington Community School District will not agree to any condition in an agreement that could unnecessarily limit progress toward the Darlington Community School District’s mission and purpose, statutory obligations, or the local authority of the Darlington Community School District School Board. In turn, the named party has no liability in respect of that building or part of a building unless provided for in a specific contract between the parties.

Approved: May 16, 2016

ADVERTISEMENT POLICY

The Superintendent shall be responsible for approving advertising. The District shall allow a paid advertisement when it meets all of the following criteria:

- Is consistent with law and the District's vision, mission, values, and goals
- Is suitable for student cognitive, emotional, physical, and social development
- Is not disruptive to the school environment nor does it inhibit the operation of any school
- Does not promote tobacco, alcohol, drugs, weapons, or a political affiliation
- Is not vulgar, offensive, sexual, or obscene

Paid advertisements may be in yearbooks and/or event programs.

No advertisement shall be construed as an endorsement of the goods or services by the Darlington School Board or Darlington Community School District. The Board reserves the right to reject any advertisement for any reason.

Permanent advertisements on facilities or grounds is prohibited.

Approved: October 3, 2016

DISTRICT CREDIT CARD POLICY

A credit card for school district use will be kept in the district office or principals' offices. The credit card may be used with approval from the District Administrator or Principals.

The following rules shall apply:

1. A credit card may be used for the following purposes:
 - a. Purchase of an item where the vendor accepts only credit cards;
 - b. Internet purchases;
 - c. Situations in which normal district purchasing procedures are impracticable or impossible.
2. All purchases must be approved in advance and assigned a school purchase order.
3. Credit cards may not be used for personal purchases, cash advances, or to circumvent normal district purchasing procedures.
4. Upon receipt of the bill and supporting receipts, the district shall pay charges in a timely manner for all credit card purchases made in conformance with this policy.
5. Credits or other benefits resulting from credit card purchases shall accrue to the benefit of the Darlington Community School District.
6. The loss or theft of a credit card shall be reported immediately to the district business office and issuing financial institution.
7. A credit card limit of \$5,000 will apply. The limit can be temporarily increased with the approval of the district administrator. Permanent changes to the credit limit require approval of the Board of Education.

Approved: October 3, 2016