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Selected SCHOOL LAWS and STANDARDS



A SUMMARY CONTAINING



SPECIFIC SCHOOL LAWS RELATING TO AREA SCHOOLS



STANDARDS FOR AREA COMMUNITY COLLEGES
AND
AREA VOCATIONAL SCHOOLS

PREPARED BY

AREA SCHOOLS DIVISION
DEPARTMENT OF PUBLIC INSTRUCTION
STATE OF IOWA

1971

1972 (Revised)

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SCHOOL LAWS
and
STANDARDS**

A summary containing

- Specific school laws relating to area schools.
- Standards for area community colleges and area vocational schools.

Prepared by
Area Schools Division
Department of Public Instruction

State of Iowa
1972

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Grimes State Office Building
Des Moines, Iowa 50319

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PREFACE

The purpose of this publication is to provide a selected summary of: (1) school laws relating to area schools; and (2) standards for area community colleges and area vocational schools.

Part I contains the specific Chapters (280A and 286A, **Code of Iowa**) which pertain to the area schools. This information is taken from **School Laws of Iowa**, 1971, prepared by Mr. Leonard Abels, administrative consultant for Administrative Support Staff, Department of Public Instruction.

Part II contains standards for area community colleges and area vocational schools as set forth in Chapter 5 of the Iowa Departmental Rules.

Part III, the appendix, identifies related chapters of **School Laws of Iowa**, 1971, which are referred to in Chapters 280A and 286A.

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CHAPTER 280A

AREA VOCATIONAL SCHOOLS AND COMMUNITY COLLEGES

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280A.19	Acquisition of sites and buildings.	280A.39	Adjacent areas combined.
280A.20	Payment of bonds.	280A.40	Dubuque attendance center.

280A.1 Statement of policy. It is hereby declared to be the policy of the state of Iowa and the purpose of this chapter to provide for the establishment of not more than seventeen areas which shall include all of the area of the state and which may operate either area vocational schools or area community colleges offering to the greatest extent possible, educational opportunities and services in each of the following, when applicable, but not necessarily limited to:

1. The first two years of college work including preprofessional education.
2. Vocational and technical training.
3. Programs for in-service training and retraining of workers.
4. Programs for high school completion for students of post-high school age.
5. Programs for all students of high school age who may best serve themselves by enrolling for vocational and technical training while also enrolled in a local high school, public or private.
6. Student personnel services.
7. Community services.
8. Vocational education for persons who have academic, socio-economic, or other handicaps which prevent succeeding in regular vocational education programs.
9. Training, retraining, and all necessary preparation for productive employment of all citizens.
10. Vocational and technical training for persons who are not enrolled in a high school and who have not completed high school.

It is further declared to be the policy of the state that all of the area of the state shall be in a merged area by July 1, 1971. If any area of this state is not within one of the existing merged areas of this state by April 1, 1971, or is not included in a plan pending before the state board of public instruction under the provisions of this chapter on or before that date, the state board of public instruction shall attach all such areas to an existing merged area or shall form such areas into new merged areas. Such attachment or formation shall become effective by resolution of the board, and by filing notice, if applicable, with the secretary of the school board of the merged areas to which such area is to be attached. Any area included in a merged area plan filed with the state board on or before April 1, 1971, and not becoming a part of a merged area because of the subsequent failure of the plan, shall be attached to an existing merged area by the state board of public instruction. The state board shall, where possible, carry out the provisions of this Act by July 1, 1971, but may defer action as may be necessary. The state board in carrying out the provisions of this Act shall investigate the desires of the residents of the area affected, and obtain the advice and recommendation of the advisory committee. All actions made by the state board shall be accomplished by resolution of the board. Such resolution shall be adopted by roll call vote entered in the minutes of the board and the action of the board shall be final.

At any time before April 1, 1971, any school district not included in a merged area may join any adjacent merged area in the following manner:

The school district board of directors shall publish notice of the proposal to join a specific adjacent merged area, in a newspaper of general circulation within the school district. The notice shall be published at least twice, no oftener than once a week.

The school district shall become part of the adjacent merged area, as proposed in the notice, thirty days after second publication of the notice, unless a petition requesting an election on the proposal and signed by electors equal to ten percent of those voting in the last regular school election in the district is filed with the school board.

If such a petition is filed, the school board shall submit the question of whether the district shall join the adjacent merged area as proposed, or shall join another adjacent merged area, at the next regular school election, or at a special election. If a special election is called, notice shall be published at least three times, no oftener than once a week, in a newspaper of general circulation within the district.

Upon receiving notification from a school board that it is proceeding under the above provisions to join an adjacent merged area, the state board shall stay its attachment proceedings until the procedures are completed. If a majority of those voting favor joining any adjacent merged area, the state board shall proceed to attach the district to that merged area. [C66, 280A.1; Ch. 244 (S.F. 616), sec. 10, 62 G.A.; Ch. 1118 (H.F. 333), sec. 1, 63 G.A. (2)]

280A.2 Definitions. When used in this chapter, unless the context otherwise requires:

1. "Vocational school" means a publicly supported school which offers as its curriculum or part of its curriculum vocational or technical education, training, or retraining available to persons who have completed or left high school and are preparing to enter the labor market; persons who are attending high school who will benefit from such education or training but who do not have the necessary facilities available in the local high schools; persons who have entered the labor market but are in need of upgrading or learning skills; and persons who due to academic, socio-economic, or other handicaps are prevented from succeeding in regular vocational or technical education programs.

2. "Junior college" means a publicly supported school which offers as its curriculum or part of its curriculum two years of liberal arts, preprofessional, or other instruction partially fulfilling the requirements for a baccalaureate degree but which does not confer any baccalaureate degree.

3. "Community college" means a publicly supported school which offers two years of liberal arts, preprofessional, or other instruction partially fulfilling the requirements for a baccalaureate degree but which does not confer any baccalaureate degree and which offers in whole or in part the curriculum

of a vocational school.

4. "Merged area" means an area where two or more county school systems or parts thereof merge resources to establish and operate a vocational school or a community college in the manner provided in this chapter.

5. "Area vocational school" means a vocational school established and operated by a merged area.

6. "Area community college" means a community college established and operated by a merged area.

7. "State board" means the state board of public instruction.

8. "State superintendent" means the state superintendent of public instruction.

9. "Planning board" means any county board of education which is a party to a plan for establishment of an area vocational school or area community college.

10. "Area school" means an area vocational school or area community college established under the provisions of this Act. [Ch. 244 (S.F. 616), sec. 11, 62nd G.A.]

280A.3 Combination of school systems. Boards of education of two or more counties are hereby authorized to plan for the merger of county school systems, or parts thereof, for the purpose of providing an area vocational school or area community college. Such plans shall be effectuated only upon approval by the state board and by subsequent concurrent action of the county boards of education at special meetings, called for that purpose, or at the regular July meetings of the county boards. No area which has less than four thousand public and private pupils in grades nine through twelve shall be approved by the state board as a merged area. [61GA, ch 247, sec. 3]

280A.4 Division of county systems. Upon recommendation of the county board of education and approval by the state board in an area plan, a county school system may be divided to permit parts of the system to merge with one or more merged areas in establishing an area vocational school or area community college. When division is permitted, the county school system shall be divided along local school district boundaries. No local school district shall be a part of more than one merged area. The county board of education shall be the planning board for any portion of the county school system which is to become a part of a merged area. [61GA, ch 247, sec. 4]

280A.5 Submission of plan to state board. Plans formulated for a merged area when submitted to the state board shall include the following:

1. A description of the geographic limits of the proposed area.

2. Total population, population trends, population density, and projected population density of the area.

3. Total school enrollments in grades one through eight within the area.

4. Total school enrollments in grades nine through twelve within the area.

5. Projections of school enrollments within the area.

6. A description of the types of educational offerings and capacities of educational facilities beyond high school existing within the area, or within fifty miles of the center of the area, at the time of submission of plans.

7. Identification of educational programs needed within the area.

8. An evaluation of local interest in and attitude toward establishment of the proposed area vocational school or area community college.

9. An evaluation of the ability of the area to contribute to the financial support of the establishment and operation of the proposed area vocational school or area community college.

10. Estimated number of students within the area who are eligible to attend the proposed area vocational school or area community college.

11. The curriculum intended to be offered in the proposed area vocational school or area community college and assurances that adequate and qualified personnel will be provided to carry on the proposed curriculum and any necessary related services.

12. The location or locations where the proposed area vocational school or area community college is to be constructed or established if such location or locations have been agreed upon. The site or sites of any proposed area vocational school or area community college shall be of sufficient size to provide for adequate future expansion.

13. The boundaries of director districts which shall number not less than five or more than nine if such districts have been agreed upon. Director districts shall be of approximately equal population.

14. When it is intended that one or more existing vocational schools, community colleges, or public junior colleges are to become an integrated part of an area vocational school or area community college, specific information regarding arrangements agreed upon for compensating the local school district or districts which operate or operated any existing school or college.

15. Such additional information as the state board may by administrative rule require. [61 GA, ch 247, sec. 5]

280A.6 Formulating plans—cost. County boards of education may expend public funds for the purpose of formulating plans for a merged area and may arrive at an equitable distribution of cost, subject to approval of the state board, to be paid by

each participating board. [61GA, ch 247, sec. 6]

280A.7 Investigation of plan. Upon receipt of any plan submitted, the state board shall cause the plan to be examined, conduct further investigation of and hearings on the plan if deemed necessary, and evaluate the plan in relation to all vocational schools, community colleges, and junior colleges existing, proposed, or needed throughout the state. The state board may approve or disapprove the plan or may return the plan to the planning boards for modification and resubmission. [61GA, ch 247, sec. 7]

280A.8 Approval of plan. When a plan is approved, the state board shall issue an order of the approval, a copy of which shall be sent to each of the respective planning boards. The order shall:

1. Officially designate and classify the area school to be established as an area vocational school or area community college.

2. Describe all territory included in the county school systems which is to be a part of the approved area.

3. Officially designate the location or locations of the area vocational school or area community college. If the plan did not specify a location, the state board shall so determine.

4. Officially designate the boundaries of director districts. If the plan did not specify such boundaries, the state board shall so determine. [61GA, ch 247, sec. 8]

280A.9 Disapproval of plan. When a plan is disapproved, a statement of the reasons for such disapproval shall be forwarded to each of the planning boards. Within fifteen calendar days from the date of receiving such statement, the planning boards or their authorized representative may request a hearing by the state board on the disapproved plan. The state board shall grant the hearing within thirty calendar days after receipt of the request. Upon receiving all evidence and arguments presented by the planning boards or their representative, the state board may reaffirm or reconsider its previous action with respect to the disapproved plan or may request the planning boards to modify and resubmit the plan. [61GA, ch 247, sec. 9]

280A.10 Procedure after approval. When a plan proposing formation of a merged area is approved by the state board, each county board of education which is a planning board with respect to the approved plan shall:

1. Within thirty calendar days after approval of the plan by the state board, order published, in all official newspapers of the county, notice of intent to form the proposed merged area. The state board shall prescribe by administrative rule the form and content

of such published notices.

2. Within seventy calendar days after approval of the plan by the state board hold a meeting to accept or reject the merger plan. In the event no decision has been made by a county board of education within seventy days, the county board shall be deemed to have approved the merger plan. The secretaries of the respective boards shall immediately notify the state board of the action taken at the meetings. [61GA, ch 247, sec. 10]

280A.11 Procedure of state board. Upon receiving notice that all planning boards have given final approval to the proposal to form a merged area, the state board shall:

1. Officially designate all territory included in the plan approved by the county school systems as a merged area.

2. Direct the county superintendent of the county in which the physical plant facilities of the area vocational school or area community college are to be located to call and conduct a special election to choose the members of the initial governing board of the merged area. If physical plant facilities are to be located in more than one county, the county superintendent of the county in which the school or college administrative offices are to be located shall be responsible for calling and conducting the special election. [61GA, ch 247, sec. 11]

280A.12 Governing board. The governing board of a merged area shall be a board of directors composed of one member elected from each director district in the area by the electors of the respective district. Members of the board shall be residents of the district from which elected. Successors shall be chosen at the annual school elections for members whose terms expire on the first Monday in October following such elections. Terms of members of the board of directors shall be three years except that members of the initial board of directors elected at the special election shall determine their respective terms by lot so that the terms of one-third of the members, as nearly as may be, shall expire on the first Monday in October of each succeeding year. Vacancies on the board which occur more than ninety days prior to the next annual school election shall be filled at the next regular meeting of the board by appointment by the remaining members of the board. The member so chosen shall be a resident of the district in which the vacancy occurred and shall serve until the next annual school election, at which election a member shall be elected to fill the vacancy for the balance of the unexpired term. A vacancy shall be defined as in section 277.29. No member shall serve on the board of directors who is a member of a board of directors of a local school district or a member of a county board of education. [61GA, ch

247, sec. 12]

280A.13 Directors of merged area. In each merged area, the initial board of directors elected at the special election shall organize within fifteen days following the election and may thereafter proceed with the establishment of the designated area vocational school or area community college. The board of directors shall thereafter organize on the first Monday in October of each year. Organization of the board shall be effected by the election of a president and such other officers from the board membership as board members so determine. The board of directors shall appoint a secretary and a treasurer who shall each give bond as prescribed in section 291.2 and who shall each receive such salary as shall be determined by the board. The secretary and treasurer shall perform such duties as are prescribed in chapter 291 and such additional duties as the board of directors may deem necessary. The frequency of meetings other than organizational meetings shall be as determined by the board of directors but the president or a majority of the members may call a special meeting at any time. [61GA, ch 247, sec. 13]

280A.14 Expenses prorated. All expenses incurred in electing the initial board of a merged area shall be prorated among the several county school systems included in the area, in the proportion that the value of taxable property in each county school system, or any portion thereof which is part of the merged area, bears to the total value of taxable property in the area. The superintendent responsible for calling and conducting the election shall certify to each county board of education the amount which each board owes. [61GA, ch 247, sec. 14]

280A.15 Conduct of elections. The nomination of candidates, preparation of ballots, and canvass for all elections of members of the board of directors of an area vocational school or an area community college, except as otherwise directed, shall be conducted in the manner provided in sections 273.5, 273.6, and 273.7 for members of county boards of education. Nomination papers in behalf of a candidate shall be filed with the secretary of the board of the merged area. Each candidate shall be nominated by a petition signed by not less than fifty qualified electors of the district from which the member is to be elected. The board of directors of each respective merged area shall be responsible for causing the printing of election ballots and the printing of necessary forms used by judges and clerks of election and by secretaries of local school districts in making election returns. The votes cast in the election shall be returned to the respective boards of directors of the merged areas who shall canvass the vote and issue certificates of election as prescribed in

section 273.7. Members elected to the board of directors of a merged area shall qualify by taking the oath of office prescribed in section 277.28. [61GA, ch 247, sec. 15]

280A.16 Status of merged area. A merged area formed under the provisions of this chapter shall be a body politic as a school corporation for the purpose of exercising powers granted under this chapter, and as such may sue and be sued, hold property, and exercise all the powers granted by law and such other powers as are incident to public corporations of like character and are not inconsistent with the laws of the state. [61GA, ch 247, sec. 16]

280A.17 Preparation of budget. The board of directors of each merged area shall prepare an annual budget designating the proposed expenditures for operation of the area vocational school or area community college. The board shall further designate the amounts which are to be raised by local taxation and the amounts which are to be raised by other sources of revenue for such operation. The budget of each merged area shall be submitted to the state board no later than June 1 preceding the next fiscal year for approval. The state board shall review the proposed budget and shall, prior to July 1, either grant its approval or return the budget without approval with the comments of the state board attached thereto. Any unapproved budget shall be resubmitted to the state board for final approval. Upon approval of the budget by the state board, the board of directors shall prorate the amount to be raised by local taxation among the respective county school systems, or parts thereof, in the proportion that the value of taxable property in each system, or part thereof, bears to the total value of taxable property in the area. The board of directors shall certify the amount so determined to the respective county auditors and the boards of supervisors shall levy a tax sufficient to raise the amount. No tax in excess of three-fourths mill shall be levied on taxable property in a merged area for the operation of an area vocational school or area community college. Taxes collected pursuant to such levy shall be paid by the respective county treasurers to the treasurer of the merged area in the same manner that other school taxes are paid to local school districts.

It is the policy of this state that the property tax for the operation of area schools shall not in any event exceed three-fourths mill, and that the present and future costs of such operation in excess of the funds raised by such three-fourths mill levy shall be the responsibility of the state and shall not be paid from property tax. The general assembly in 1971 shall review the need for and the advisability of such three-fourths mill levy. [Ch. 244 (S.F. 616), sec. 12, 62nd G.A.]

280A.18 Other funds received. In addition to revenue derived by tax levy, a board of directors of a merged area shall be authorized to receive and expend:

1. Federal funds made available and administered by the state board, for such purposes as may be provided by federal laws, rules, and regulations.

2. Other federal funds for such purposes as may be provided by federal law, subject to the approval of the state board.

3. Tuition for instruction received by persons who reside outside the area, or by persons twenty-one years of age or over or who are high school graduates residing within the area.

4. State aid to be paid in accordance with the statutes which provide such aid.

5. State funds for sites and facilities made available and administered by the state board.

6. Donations and gifts which may be accepted by the governing board and expended in accordance with the terms of the gift without compliance with the local budget law. [Ch. 244 (S.F. 616), sec. 13, 62nd G.A.] **SECTION 7, SEE PAGE (10)**

280A.19 Acquisition of sites and buildings. Boards of directors of merged areas may acquire sites and erect and equip buildings for use by area vocational schools or area community colleges and may contract indebtedness and issue bonds to raise funds for such purposes. [61GA, ch 247, sec. 19]
Referred to in secs. 280A.20, 280A.21

280A.20 Payment of bonds. Taxes for the payment of bonds issued under section 280A.19 shall be levied in accordance with chapter 76. The bonds shall be payable from a fund created from the proceeds of such taxes in not more than twenty years and bear interest at a rate not exceeding seven percent per annum, and shall be of such form as the board issuing the bonds shall by resolution provide. Any indebtedness incurred shall not be considered an indebtedness incurred for general and ordinary purposes. [Ch. 87 (S.F. 549), sec. 3, 63d G.A.; Ch. 1032 (S.F. 382), sec. 1, 63 G.A. (2)]; [Ch. 1088 (H.F. 574), sec. 247, 64 G.A. (2)] * *amended effective July 1, 1974 to delete reference to Section 407.1

280A.21 Election to incur indebtedness. No indebtedness shall be incurred under section 280A.19 until authorized by an election. A proposition to incur indebtedness and issue bonds for area vocational school or area community college purposes shall be deemed carried in a merged area if approved by a sixty percent majority of all voters voting on the proposition in the area. [61GA, ch 247, sec. 21]

280A.22 Additional tax. In addition to the tax authorized under section 280A.17, the voters in any

merged area may at the annual school election vote a tax not exceeding three-fourths mill on the dollar in any one year for a period not to exceed five years for the purchase of grounds, construction of buildings, payment of debts contracted for the construction of buildings, purchase of buildings and equipment for buildings, and the acquisition of libraries, and for the purpose of maintaining, remodeling, improving, or expanding the area vocational school or area community college of the merged area. [61GA, ch 247, sec. 22] **SEE PAGE (10)**

280A.23 Authority of area directors. The board of directors of each area vocational school or area community college shall:

1. Determine the curriculum to be offered in such school or college subject to approval of the state board. If an existing private educational or vocational institution within the merged area has facilities and curriculum of adequate size and quality which would duplicate the functions of the area school, the board of directors shall discuss with the institution the possibility of entering into contracts to have the existing institution offer facilities and curriculum to students of the merged area. The board of directors shall consider any proposals submitted by the private institution for providing such facilities and curriculum. The board of directors may enter into such contracts. In approving curriculum, the state board shall ascertain that all courses and programs submitted for approval are needed and that the curriculum being offered by an area school does not duplicate programs provided by existing public or private facilities in the area. In determining whether duplication would actually exist, the state board shall consider the needs of the area and consider whether the proposed programs are competitive as to size, quality, tuition, purposes, and area coverage with existing public and private educational or vocational institutions within the merged area.

2. Change boundaries of director districts in merged areas after each decennial census or change in boundaries of the merged area to compensate for changes in population if such population changes have taken place.

3. Have authority to determine tuition rates for instruction as authorized under section 280A.18, subsection 3. Tuition for residents of Iowa shall not exceed the lowest tuition rate per semester, or the equivalent, charged by an institution of higher education under the state board of regents for a full-time resident student. Tuition for nonresidents of Iowa shall be not less than one hundred fifty percent and not more than two hundred percent of the tuition established for residents of Iowa. Tuition for resident or nonresident students may be set at a higher figure with the approval of the state board. A lower tuition for nonresidents may be permitted under a reciprocal tuition agreement between a

merged area and an educational institution in another state, if the agreement is approved by the state board.

4. Have the powers and duties with respect to such schools and colleges, not otherwise provided in this chapter, which are prescribed for boards of directors of local school districts by chapter 279.

5. Have the power to enter into contracts and take other necessary action to insure a sufficient curriculum and efficient operation and management of the school or college and maintain and protect the physical plant, equipment, and other property of the school or college.

6. Establish policy and make rules, not inconsistent with law and administrative rules, regulations, and policies of the state board, for its own government and that of the administrative, teaching, and other personnel, and the students of the school or college, and aid in the enforcement of such laws, rules, and regulations.

7. Have authority to sell any article resulting from any vocational program or course offered at an area vocational school or area community college. Governmental agencies and governmental subdivisions of the state within the merged areas shall be given preference in the purchase of such articles. All revenue received from the sale of any article shall be credited to the funds of the board of the merged area.

8. With the consent of the inventor, and in the discretion of the board, secure letters patent or copyright on inventions of students, instructors, and officials of any vocational school or community college of the merged area, or take assignment of such letters patent or copyright and make all necessary expenditures in regard thereto. Letters patent or copyright on inventions when so secured shall be the property of the board of the merged area and the royalties and earnings thereon shall be credited to the funds of the board.

9. The area board, when setting the salary of the area superintendent, shall take into consideration the salaries of administrators of educational institutions in the area and the enrollment of the area schools; the salary range shall be from seventeen thousand dollars to twenty-five thousand dollars per annum. The superintendent shall not be required to hold any teacher's certificate.

10. Tax-sheltered annuities. At the request of an employee through contractual agreement the board may arrange for the purchase of an individual annuity contract for any of their respective employees from any company the employee may choose that is authorized to do business in this state and through an Iowa-licensed insurance agent that the employee may select, for retirement or other purposes and may make payroll deductions in accordance with such arrangements for the purpose of paying the entire premium due and to become due under such contract. The deductions shall be made in the manner which will qualify the annuity premiums for the

benefits afforded under section 403b of the Internal Revenue Code of 1954 and amendments thereto. The employee's rights under such annuity contract shall be nonforfeitable except for the failure to pay premiums. [Ch. 244 (S.F. 616), sec. 14, 62 G.A.; Ch. 185 (S.F. 593), sec. 1, 63 G.A.]

280A.24 Area community college. The board of directors of a merged area initially organized for the establishment of, and which is operating, an area vocational school may with the approval of the state board expand the curriculum of the school to qualify as an area community college. The state board shall upon approval officially classify the school as an area community college.

The standard academic workload for an instructor in arts and science courses shall be fifteen credit hours per school term, and the maximum academic workload for any instructor shall be sixteen credit hours per school term, for classes taught during the normal school day. In addition thereto, any faculty member may teach a course or courses at times other than usual day-course hours, or on days other than the regular school week, involving total class instruction time equivalent to not more than a three-credit-hour course. The total workload for such instructors shall not exceed the equivalent of eighteen credit hours per school term. [Ch. 244 (S.F. 616), sec. 15, 62nd G.A.]

280A.25 Power of state board. The state board shall:

1. Have authority to designate any vocational school or community college as an "area vocational education school" within the meaning of, and for the purpose of administering, the Act of Congress designated the "Vocational Education Act of 1963". No vocational school or community college shall be so designated by the board for the expenditure of funds under section 35c, subsection (a), paragraph 5, Title 20, U.S.C., which has not been designated and classified as an area vocational school or area community college by the state board.

2. Change boundaries of director districts in any merged area when the board of directors of the area fails to change boundaries as required under section 280A.23, subsection 2.

3. Change boundaries of merged areas to take into account mergers of local school districts and changes in boundaries of local school districts, when necessary to maintain the policy of this chapter that no local school district shall be a part of more than one merged area. The state board may also make other changes in boundaries of merged areas with the approval of the board of directors of each merged area affected by the change. At any time when the boundaries of a merged area are so changed, the state board may authorize the board of directors of the merged area to levy additional taxes upon the

property within the merged area, or any part thereof, and distribute the same so that all parts of the merged area are paying their share toward the support of the school or college.

4. Administer, allocate, and disburse any federal or state funds made available to pay any portion of the cost of acquiring sites for and constructing, acquiring, or remodeling facilities for area vocational schools or area community colleges, and establish priorities for the use of such funds.

5. Administer, allocate, and disburse any federal or state funds available to pay any portion of the operating costs of area vocational schools or area community colleges.

6. Approve, in such manner as it may prescribe, sites and buildings to be acquired, erected, or remodeled for use by area vocational schools or area community colleges.

7. Have authority to adopt such administrative rules and regulations as it deems necessary to carry out the provisions of this chapter.

8. Have the power to enter into contracts with local school boards within the area that have and maintain a technical or vocational high school and with private schools or colleges in the co-operative or merged areas to provide courses or programs of study in addition to or as a part of the curriculum made available in the community college or area vocational schools.

9. Make arrangements with boards of merged areas and local school districts to permit students attending high school to participate in vocational-technical programs and obtain credit for such participation for application toward the completion of a high school diploma. The granting of such credit shall be subject to the approval of the state board.

10. Prescribe a uniform system of accounting for area schools. [Ch. 244 (S.F. 616), sec. 16, 62nd G.A.]

280A.26 Former community or junior colleges.

Any local school district which operated a community or junior college for any period between September 1, 1964 and July 4, 1965 may continue to operate such college. Existing public community or junior colleges may be converted into area vocational schools or area community colleges in the manner provided in this chapter. In addition, an existing public community or junior college may be converted into an area vocational school or area community college by agreement between the board of directors of the local school district operating the community or junior college and the board of directors of the merged area. Such agreement shall be effective only if approved by the state board of public instruction. Such agreement shall provide for reasonable compensation to such local school district.

Where the board of any local school district

operating a community or junior college and the board of directors of the merged areas are not in agreement on the reasonable value of any public community or junior college which is to be converted, the matters of disagreement shall be decided by three disinterested arbitrators; one selected by the local board, one by the board of the merged area, and one by the two arbitrators so selected. The decision of the arbitrators shall be made in writing and a copy of the decision shall be filed with the secretary of the board of the merged area and the secretary of the local board. Any party to the proceedings may appeal therefrom to the district court by serving notice thereof within twenty days after the decision is filed. Such appeal shall be tried in equity and a decree entered determining the entire matter. The decree so entered shall be final. [61GA, ch 247, sec. 26]

280A.27 Area schools branch in department. There shall be an area schools branch within the state department of public instruction. The branch shall exercise the powers and perform the duties conferred by law upon the department with respect to area vocational schools and area and public community and junior colleges. [Ch. 244 (S.F. 616), sec. 17, 62nd G.A.]

280A.28 Assistant superintendent of branch. Repealed by Ch. 1106 (H.F. 1359), sec. 3, 63 G.A. (2).

280A.29 Advisory committee. There is further established a state advisory committee on area schools which shall consist of nine members. Members of the committee shall be appointed by the governor and shall include:

1. A member of the state board of regents.
2. A member of the state advisory committee for vocational education.
3. A member to represent private universities and colleges.
4. A member to represent industry and management.
5. A member to represent associations which have been established for the purpose of furthering the education and training of individuals with academic, socio-economic, and other handicaps.
6. A member to represent local school districts which offer programs of vocational education.
7. Two members to represent the general public.
8. A member to represent labor. [Ch. 244 (S.F. 616), sec. 19, 62nd G.A.]

280A.30 Members terms. The members of the state advisory committee shall serve for terms of four years but the nine initial appointees shall serve as follows: Four members shall serve from the date of appointment until June 30, 1967, and five members

shall serve from the date of the appointment until June 30, 1969. Any vacancy on the committee shall be filled for the unexpired term of the vacancy in the same manner as the original appointment. Members of the committee shall serve without compensation but shall be allowed actual and necessary expenses while engaged in official duties. [61GA, ch 247, sec. 30]

280A.31 Meetings. Prior to August 1 of each year, the advisory committee shall meet and organize. The committee shall annually elect a chairman and such other officers as committee members deem necessary. The chairman of the committee shall be responsible for calling meetings of the advisory committee. Advisory committee members shall meet at least four times a year and at such other times as the chairman or the state superintendent deems necessary. The state board shall meet with the advisory committee at least quarterly. [Ch. 244 (S.F. 616), sec. 20, 62nd G.A.]

280A.32 Advice. The advisory committee shall advise the state board on the establishment of area community colleges, on the adoption of standards for area and public community and junior colleges, on faculty salary schedules and other matters relating to area and public community and junior colleges under the jurisdiction of the state board and state superintendent. [Ch. 244 (S.F. 616), sec. 21, 62nd G.A.]

280A.33 Joint action with board of regents. Approval standards, except as hereinafter provided, for area and public community and junior colleges shall be initiated by the area schools branch of the department and submitted to the state board of public instruction and the state board of regents, through the state superintendent of public instruction, for joint consideration and adoption. No proposed approval standard shall be adopted by the boards until the standard has been submitted to the advisory committee created by this chapter and its recommendations thereon obtained.

Approval standards for area vocational schools and for vocational programs and courses offered by area community colleges shall be initiated by the area schools branch and submitted to the state board of public instruction through the state superintendent of public instruction, for consideration and adoption. No such proposed approval standard shall be adopted by the state board until the standard has been submitted to the advisory committee created by this chapter and to the advisory committee created by chapter 258 and their recommendations thereon obtained.

For purposes of this section, "approval standards" shall include standards for administration, qualifications and assignment of personnel,

curriculum, facilities and sites, requirements for awarding of diplomas and other evidence of educational achievement, guidance and counseling, instruction, instructional materials, maintenance, and library. [Ch. 244 (S.F. 616), sec. 22, 62nd G.A.]

280A.34 Restriction for athletic facilities. Funds obtained pursuant to section 280A.17; subsections 3, 4, and 5 of section 280A.18; section 280A.19; and section 280A.22, shall not be used for the construction or maintenance of athletic buildings or grounds. [Ch. 244 (S.F. 616), sec. 7, 62nd G.A.]

280A.35 Limitation on sites. After January 1, 1969, a merged area may not purchase land which will increase the aggregate of land owned by such area, excluding land which has been or may be acquired by donation or gift, by more than three hundred twenty acres. Such limitation shall not apply to merged areas owning more than three hundred twenty acres, excluding land acquired by donation or gift, prior to January 1, 1969.

With the approval of the state board, the board of directors of any merged area at any time may sell any land in excess of one hundred sixty acres owned by the merged area, and no election shall be necessary in connection with such sale notwithstanding any other provisions of law. The proceeds of the sale may be used for any of the purposes stated in section 280A.22. This paragraph is in addition to any authority under other provisions of law. [Ch. 190 (H.F. 825), sec. 7, 63 G.A.]

280A.36 Faculty development. The administration of the college shall encourage the continued development of faculty potential by: (1) Regularly stimulating department chairmen or heads to meet their responsibilities in this regard; (2) lightening the teaching loads of first-year instructors whose course preparation and in-service training demand it; (3) stimulating curricular evaluation; and (4) encouraging the development of an atmosphere in which the faculty brings a wide range of ideas and experiences to the students, each other, and the community. [Ch. 244 (S.F. 616), sec. 29, 62nd G.A., amended section 5.4 (8), Rules of the Department of Public Instruction and enacted it as above.]

280A.37 Dues paid to association. Boards of directors of merged area schools may pay, out of funds available to them, reasonable annual dues to an Iowa association of school boards.

Membership in such an Iowa association of school boards shall be limited to those duly elected members of boards of directors of area schools. [Ch. 187 (S.F. 545), sec. 4, 63 G.A.]

280A.38 Lease-purchase agreements. The board of directors may, with the approval of the state

board, enter into lease agreements, with or without purchase options, not to exceed twenty years in duration, for the leasing or rental of buildings for use basically as classrooms, laboratories, shops, libraries and study halls for vocational school or community college purposes, and pay for the same with funds acquired pursuant to section two hundred eighty A point seventeen (280A.17), section two hundred eighty A point eighteen (280A.18), and section two hundred eighty A point twenty-two (280A.22) of the Code.

Such agreements may include the leasing of existing buildings on public or private property, buildings to be constructed upon real estate owned by the area school, or buildings to be placed upon real estate owned by the area school.

Before entering into a lease agreement with a purchase option for a building to be constructed, or placed, upon real estate owned by the area school, the board shall first adopt plans and specifications for the proposed building which it considers suitable for the intended use, and the board shall also adopt the proposed terms of the lease agreement and purchase option. Upon obtaining the approval of the state board, the board shall invite bids thereon, by advertisement published once each week for two consecutive weeks in the county where the building is to be located. Such lease agreement shall be awarded to the lowest responsible bidder, or the board may reject all bids and readvertise for new bids. [Ch. 189 (S.F. 630), sec. 1, 63 G.A.]

280A.39 Adjacent areas combined. Any merged area may combine with any adjacent merged area after a favorable vote by the electors of each of the areas involved. If the boards of directors of two or more merged areas agree to a combination, the question shall be submitted to the electors of each area at a special election to be held on the same day in each area. The special election shall not be held within thirty days of any general election. Prior to the special election, the board of each merged area shall publish notice of the election at least three times, no oftener than once a week, in one or more newspapers of general circulation within the merged area.

If the vote is favorable in each merged area, the boards of each area shall proceed to transfer the assets, liabilities, and facilities of the areas to the combined merged area, and shall serve as the acting board of the combined merged area until a new board of directors is elected. The acting board shall submit to the state board a plan for redistricting the combined merged area, and upon receiving approval from the state board, shall provide for the election of a director from each new district at the next regular school election. The directors elected from each new district shall determine their terms by lot as provided in section 280A.12. Election of directors for the

combined merged area shall follow the procedures established for election of directors of a merged area. A combined merged area shall be subject to all provisions of law and regulations governing merged areas. [Ch. 1118 (H.F. 333), sec. 2, 63 G.A. (2)]

280A.40 Dubuque attendance center. Any merged area shall provide an area vocational school attendance center within a county of the merged area which contains a city of fifty thousand population or more as determined by the most recent federal decennial census. [Ch. 1118 (H.F. 333), sec. 3, 63 G.A. (2)]

* * *

(Editor's Note: this subsection was enacted in June, 1971 and amended Section 280A.18 by adding the following new subsection.)

280A.18 (7)

Student fees collected from students for activities, laboratory breakage, instructional materials, and other objects and purposes for which student fees other than tuition are customarily charged by colleges and universities, as provided in a schedule of fees adopted by the area board of directors. The expenditure of funds collected from students for activities shall be determined by the student government unit with administrative and board approval.

After June 30, 1971, any increases in student fees for activities shall be determined by the student government unit with administrative and board approval. [Ch. 164 (S.F. 444) sec. 1, 64 G.A. (1)]

* * *

(Editor's Note: Section 280A.22 was amended in June, 1972 by adding the following.)

280A.22 (con't)

... which tax shall be collected by the county treasurers and remitted to the treasurer of the merged area as other taxes are collected and remitted, and the proceeds of said tax shall be deposited in a separate and distinct fund to be known as the voted tax fund, to be paid out upon warrants drawn by the president and the secretary of the board of directors of the merged area district for the payment of costs incurred in providing the school facilities for which the tax was voted.

In order to make immediately available to the merged area the proceeds of the voted tax hereinbefore authorized to be levied, the board of directors of any such merged area is hereby authorized, without the necessity for any further election, to borrow money and enter into loan agreements in anticipation of the collection of such tax, and such board shall, by resolution, provide for the levy of an annual tax, within the limits of the special voted tax hereinbefore authorized, sufficient to pay the amount of any such loan and the interest thereon to maturity as the same becomes due. A certified copy of this resolution shall be filed with the county auditors of the counties in which such merged area is located, and the filing thereof shall make it a duty of such auditors to enter annually this levy for collection until funds are

realized to repay the loan and interest thereon in full. Said loan must mature within the number of years for which the tax has been voted and shall bear interest at a rate or rates not exceeding seven percent per annum. Any loan agreement entered into pursuant to authority herein contained shall be in such form as the board of directors shall by resolution provide and the loan shall be payable as to both principal and interest from the proceeds of the annual levy of the voted tax hereinbefore authorized, or so much thereof as will be sufficient to pay the loan and interest thereon. In furtherance of the foregoing the board of directors of such merged area may, with or without notice, negotiate and enter into a loan agreement or agreements with any bank, investment banker, trust company, insurance company, or group thereof, whereunder the borrowing of the necessary funds may be assured and consummated. The proceeds of such loan shall be deposited in a special fund, to be kept separate and apart from all other funds of the merged area, and shall be paid out upon warrants drawn by the president and secretary of the board of directors to pay the cost of acquiring the school facilities for which the tax was voted.

Nothing herein contained shall be construed to limit the authority of the board of directors to levy the full amount of the voted tax, but if and to whatever extent said tax is levied in any year in excess of the amount of principal and interest falling due in such year under any loan agreement, the first available proceeds thereof, to an amount sufficient to meet maturing installments of principal and interest under the loan agreement, shall be paid into the sinking fund for such loan before any of such taxes are otherwise made available to the merged area for other school purposes, and the amount required to be annually set aside to pay the principal of and interest on the money borrowed under such loan agreement shall constitute a first charge upon all of the proceeds of such annual special voted tax, which tax shall be pledged to pay said loan and the interest thereon.

This law shall be construed as supplemental and in addition to existing statutory authority and as providing an independent method of financing the cost of acquiring school facilities for which a tax has been voted under this section and for the borrowing of money and execution of loan agreements in connection therewith and shall not be construed as subject to the provisions of any other law. The fact that a merged area may have previously borrowed money and entered into loan agreements under authority herein contained shall not prevent such merged area from borrowing additional money and entering into further loan agreements provided that the aggregate of the amount payable under all of such loan agreements does not exceed the proceeds of the voted tax. All acts and proceedings heretofore taken by the board of directors or by any official of any merged area for the exercise of any of the powers granted by this section are hereby legalized and validated in all respects. [Ch. 1061 (S.F. 1059) sec. 1, 64 G.A. (2)]

CHAPTER 286A

GENERAL AID TO SCHOOLS (MERGED AREAS AND JUNIOR COLLEGES)

286A.1	Aid to merged areas and junior colleges.	286A.7	Omitted, not applicable to area schools.
286A.2	Omitted, not applicable to area schools.	286A.8	Omitted, not applicable to area schools.
286A.3	Omitted, not applicable to area schools.	286A.9	Merged area formula.
286A.4	Omitted, not applicable to area schools.	286A.10	Quarterly payments.
286A.5	Omitted, not applicable to area schools.	286A.11	Advisory committee.
286A.6	Rules and regulations.	286A.12	Uniform accounting system.

(Editor's note: Incident to the creation of the new form of school aid under the title, "Tax Equalization", which appears at Chapter 442, the 62nd General Assembly repealed those portions of Chapter 286A relating to school districts in general effective January 1, 1968. However, Chapter 286A also deals with aid to merged areas and to districts operating junior colleges, and its provisions relating thereto, as amended by the 62nd General Assembly, continue in force. The amended sections which apply to merged areas are set forth below. Sections 286A.3 and 286A.6 were neither repealed nor amended by the 62nd General Assembly.)

286A.1 Aid to merged areas and junior colleges.

The several merged areas operating area vocational schools or community colleges and the several school districts operating junior colleges or community colleges in the state of Iowa shall be entitled to receive financial aid from the state in the manner and amount as provided in this chapter. [Ch. 356 (H.F. 686), sec. 21, 62nd G.A. repealed section 286A.1 and enacted the above substitute effective January 1, 1968.]

286A.6 Rules and regulations. The superintendent of public instruction, subject to the approval of the state board of public instruction, is hereby authorized to adopt such rules and regulations and definitions of terms as are necessary and proper for the administration of this chapter. The necessary expenses incurred by the department of public instruction in the administration of this chapter may be paid from the appropriation therefor. When such conditions as unnatural weather hazards, bad roads, epidemics, and the like, occur to such an extent as to penalize any district, the superintendent of public instruction can adjust the formula by taking the average of several months' attendance in lieu of the months affected by such epidemics or hazards. [C50, 54, 58, 62, sec. 286A.6]

286A.9 Merged area formula. Merged areas operating area schools shall be entitled to general school aid. Each merged area shall be entitled to two dollars and twenty-five cents per day for the full-time equivalent enrollment of students who are residents of the state. The total amount of state aid allocated to each area shall be computed by the following formula:

$$\text{State aid} = \text{Full-time equivalent enrollment} \times 180 \text{ days} \times \$2.25.$$

The amount appropriated for general state aid for the fiscal year beginning July 1, 1971, and each year thereafter, shall first be allocated to each merged area, in accordance with the above formula, on the basis of its reimbursable full-time equivalent enrollment for the previous school year. Any amount remaining shall be allocated to each merged area as provided in sections 286A.11 and 286A.12. Any course or program, the direct operational costs of which are entirely paid by federal, state, or other governmental agencies or private subsidy, or both, shall not be eligible for reimbursement.

For the purpose of this chapter, the following definitions shall apply:

1. "Full-time equivalent enrollment" means the quotient of the total number of reimbursable hours carried by residents of the state attending a single area school, divided by five hundred forty, which represents fifteen reimbursable hours per week for a period of thirty-six weeks.

2. "Reimbursable hour" means any of the following:

a. One contact hour of lecture in an approved course in arts and science or vocational-technical education. A contact hour of lecture is one that requires significant outside preparation.

b. Two contact hours of laboratory in an approved course in arts and science or vocational-technical education.

c. Two contact hours in an approved course of adult education that is eligible for general state aid, except that basic adult education, high school completion, and college credit courses that qualify as lecture courses will be reimbursed on a one contact hour basis. Courses dealing with recreation, hobbies, casual cultural, or self-enjoyment subjects shall not be eligible for reimbursement. [Ch. 190 (H.F. 825), sec. 1, 63d G.A.]

286A.10 Quarterly payments. Payment of the aid provided in sections 286A.8 and 286A.9 shall be made to each merged area, and to each school district operating a junior or community college on a quarterly basis, at the end of each quarter of the school year, which commences on July 1 and ends on the following June 30, in the following manner:

1. At the close of each school year but not later than July 5, the board of directors of each such school district or merged area shall certify to the state department of public instruction the information necessary to compute the aid entitlement, as hereinabove provided, for the school year ending on June 30 immediately preceding the said July 1. In addition thereto, each said board shall certify to the state department, its best bona fide estimate of what the same data and information will be for the school year that commences upon the said July 1, and ends on the following June 30.

2. On the basis of estimates certified, as provided in subsection one hereof, thirty percent of the anticipated aid entitlement for each such school district or merged area shall be paid to the district or merged area at the end of each of the first three quarters of the school year for which said estimates have been certified. The aid payment for the fourth quarter shall be equal to the difference between the aggregate aid payments for the first three quarters and the total amount of aid entitlement computed on the basis of the actual information required for calculation, as certified in the following July, plus or minus such pro rata amount as may be necessary to make the aggregate total of general school aid paid to all such school districts or merged areas, as the case may be, for the said year equal to the respective amounts of aid funds appropriated for payment to such districts or areas in the said year.

3. Forms for the purpose of reporting the information and estimates required under subsection one hereof shall be supplied by the state department. After quarterly payments have been calculated they shall be certified to the state comptroller for payment. Such certification shall be made to the comptroller on or about August 1, November 1, February 1, and May 1 for aid payable for the preceding quarter. The comptroller shall pay the quarterly amounts so certified forthwith. [Ch. 190 (H.F. 825), sec. 2, 63 G.A.]

286A.11 Advisory committee. The superintendent of public instruction, with the advice and participation of an advisory committee, shall submit a plan to the state comptroller for the allocation of any funds remaining after fulfilling the requirements of section 286A.9.

For the purpose of this section, the "advisory committee" shall consist of one board member from each merged area, to be appointed by each merged area board at its first meeting in July of each year.

286A.12 Uniform accounting system. The superintendent of public instruction shall establish a uniform accounting system for area schools subject to the approval of the auditor of state. The accounting system shall provide for crediting all funds received in the form of federal aid, state aid, tuition, and miscellaneous fees to four separate accounts, as follows:

1. Arts and science education.
2. Vocational-technical education.
3. General adult education.
4. Co-operative programs or services.

All expenditures shall be charged to the appropriate accounts. No funds shall be transferred from one account to another without the approval of the superintendent of public instruction, and notification of all such transfers shall be given to the state comptroller. The accounting system of each area school shall be audited annually by the auditor of state. [Ch. 190 (H.F. 825), sec. 4, 63 G.A.]

II

DEPARTMENTAL RULES FOR AREA VOCATIONAL SCHOOLS AND COMMUNITY COLLEGES

AREA VOCATIONAL SCHOOLS AND COMMUNITY COLLEGES

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- 5.27 Permanent facilities.
- 5.28 Nonacceptable facilities.

Pursuant to authority conferred by section 280A.33, 1966 Code of Iowa, and the advice of the state advisory committee on community and junior colleges, and for the purpose of implementing chapter 280A, 1966 Code of Iowa, the following approval standards [Rules 5.2 (280A) to 5.13 (280A), inclusive] for merged area vocational school and community colleges as hereby adopted:

(To be inserted in departmental rules appearing at 1966 I.D.R. 401)

(Filed October 5, 1966)

5.2(280A) Definitions.

For purposes of these approval standards, the following definitions shall be used.

5.2(1) Accreditation. Accreditation is the process of granting approval to an institution to indicate that such institution has met the minimum requirements of excellence for an institution of its type.

5.2(2) Area community college. An area community college shall satisfy the definition of both an "area vocational school" and an "area community college" as set forth in sections 280A.1 and 280A.2, Code of Iowa.*

*(Editor's note: See sections 280A.1 and 280A.2 this booklet).

5.3(280A) Administration.

5.3(1) Superintendent. The superintendent, who shall be the holder of a teacher's certificate* authorizing service as superintendent of an area vocational school or area community college, shall be the chief administrative officer of the area community college operated under the jurisdiction of a merged area board, and he shall be the executive officer of that board. The superintendent shall be

responsible for the operation of the area community college with respect to its educational program, its faculty and student personnel programs, and the use of its facilities. He shall delegate to the directors all necessary administrative and supervisory responsibilities to insure an efficient operation of the institution.

*(Editor's note: New exception from certification. See sec. 280A.23, this booklet).

5.3(2) Administrative assistant. The administrative assistant shall be responsible to the superintendent for projects and duties assigned.

5.3(3) Business manager. The business manager shall perform the functions of financial accounting, record keeping, and reporting, and he shall implement decisions of the administration relative to budgeting. In addition, he shall be responsible for inventory keeping, equipment and plant maintenance, operation of plant, and operation of services such as food service and bookstore.

5.3(4) Director. A director, who shall be the holder of a teacher's certificate authorizing service in the administrative position of director of a division of an area community college or of a separate attendance area, shall be administratively responsible to the superintendent.

5.3(5) Chairman or department head. A chairman or department head is a person who holds a teacher's certificate authorizing service as community college or vocational school instructor and who heads a department of instruction within a division.

5.3(6) Administrative structure. Each merged area board, subject to the approval of the state board of public instruction, shall, for each educational

institution or branch thereof which it may operate, establish and staff an administrative structure consistent with the educational services offered. Each area community college shall have the following divisions with a director, responsible to the superintendent, for each such division: Vocational-technical education, adult or continuing education, education in arts and sciences, student personnel services, and institutional services. If additional attendance centers are operated, a center director shall be appointed for each such center.

5.3(7) Financial records and reports. The area community college shall maintain accurate financial records and make reports in the form prescribed by the state department of public instruction.

5.3(8) Enrollment. An area community college shall meet minimum enrollment requirements if it offers instruction as outlined in standard 5.5(280A), and if, to the satisfaction of the state board of public instruction, it: (a) Is able to provide classes of reasonable economic size as needed by students of the merged area, (b) meets the needs of the students of the merged area in terms of available curricula as evidenced by periodic geographical area occupational surveys, and (c) shows by its past and present enrollment and placement picture that it meets the individual and employment needs.

The full-time equivalent of part-time students shall be determined by dividing by twelve the sum of all credit hours carried by all part-time students.

The total full-time equivalent enrollment of an institution shall be determined by adding to the quotient above, the total number of full-time students.

5.3(9) Student records and transcripts. The area community college shall maintain for each student a permanent record which shall include: (a) A summary of the secondary school records, (b) original copies of official transcripts on intransferring students, (c) a record of each course in which the student has been enrolled. The permanent records shall be maintained in perpetuity, and they shall be kept in a fire resistant storage located in a designated administrative office.

A cumulative record folder, including copies of both the permanent record and a compilation of any data which will assist the faculty members to understand the student better and to assist the student to develop his talents to the greatest extent possible, shall be maintained for each student, and it shall be located in the guidance office or records center.

Official transcripts of the permanent student records shall be issued to the student involved and to authorized persons upon the approval and signature of the designated school official. The transcripts shall provide, as a minimum, the items enumerated in any adequate transcript guide which the state department

of public instruction may designate.

5.3(10) Registrar. The registrar shall provide for all student registrations, keep the official student records, issue all transcripts of student records, maintain statistics on student enrollments, class size, room and space utilization, and other pertinent data.

5.3(11) Admissions officer. The admissions officer shall enforce the policies of the admissions requirements, receive and act upon all applications for admission, cooperate with the directors and department heads, and cooperate with the public schools in the area.

5.3(12) Catalog. The catalog of the area community college shall be the official publication of the college. It shall include accurate information on the following: (a) Statement of institutional policy; (b) listing of administrative, faculty, and staff personnel; (c) curricular offerings; (d) all courses by course number, title, credit hours, and description; (e) admission requirements; (f) retention standards; (g) graduation requirements; (h) grading system; (i) rules of conduct; (j) college costs; and (k) institutional accreditation or approval. The catalog shall be published at least every other year.

5.3(13) Admission requirements.

a. Arts and sciences. The minimum requirement for admission as an entering freshman, including pre-professional education, shall be graduation from an approved secondary school or its equivalent. The method of determining equivalency of a secondary school diploma shall be consistent with the practices employed by the three state institutions for higher education in Iowa. The minimum requirement for admission of a student transferring from another college shall be completion of college credit from an accredited collegiate institution. The method of determining accreditation of an institution shall be in accordance with recognized institutional standards.

b. Technical Curricula. The minimum requirements for admission to technical curricula shall be: (1) Graduation from an approved high school, or evidence of demonstrated interests, aptitude, and ability to profit from technical education; (2) possession of physical, mental, and emotional capability to profit from technical education; and (3) fulfillment of the prerequisites for enrollment in a curriculum including the meeting of specific standards for entrance to the particular technical curriculum which shall have been established by the state board of public instruction.

"Part-time supplemental courses" are those in which instruction is given to individuals for the purpose of increasing or extending their skill and

knowledge in the occupation in which they are or have been engaged. Admission to such courses in a technical area shall be limited to persons who have left the full-time school, under conditions not in violation of the compulsory school law, and who are or have been employed in the activity in which instruction is sought.

c. Vocational. The standard minimum requirements for admission to vocational curricula shall be: (1) Evidence of demonstrated interest, aptitude, and ability to profit from vocational education; (2) possession of physical, mental, and emotional capability to profit from vocational education; and (3) fulfillment of the prerequisites for enrollment in a curriculum including the meeting of specific standards for the particular vocational curriculum which shall have been established by the state board of public instruction.

"Part-time supplemental courses" are those in which instruction is given to individuals for the purpose of increasing or extending their skill and knowledge in the occupation in which they are or have been engaged. Admission to such part-time courses in a vocational area shall be limited to persons who have left the full-time school, under conditions not in violation of the compulsory school law, and who are employed in the activity in which instruction is sought.

d. Vocational education for persons with handicaps. The requirements for admission to programs of vocational education for persons who have academic, socio-economic, or other handicaps which prevent succeeding in regular vocational education programs shall be based on analysis, evaluation, and screening of each individual's needs, abilities, and interests in accordance with procedures established by appropriate divisions of the state department of public instruction.

e. High school completion. The requirements for admission of persons to programs for high school completion shall be: (1) Chronological age of the typical high school graduate, and (2) evidence of interest and ability to complete a high school curriculum.

f. Adult general education courses. The requirements for admission of persons to adult general education courses shall be: (1) Chronological age of the typical high school graduate, and (2) evidence of interest.

5.3(14) High school students in arts and science courses and in vocational-technical courses.

a. Arts and science courses. Students with demonstrated superior competence in specific areas of academic fields may be admitted to college level

course work in comparable areas for college credit. Authorization to undertake such work shall have cooperative approval of the college administration and the high school principal.

b. Vocational-technical courses. Courses for all students of high school age who may best serve themselves by enrolling for vocational and technical training while also enrolled in a local high school, public or private, shall be offered in accordance with plans developed for such students subject to approval by the state department of public instruction.

5.3(15) School year and length of periods. The length of the school year and the length of periods for: (a) Offerings comprising the first two years of college work including pre-professional education, and (b) offerings in vocational and technical education, respectively, shall comply with the following conditions. The duration of continuing education (general and occupational) shall be governed by the course content.

a. Arts and sciences. The academic year of that portion of the educational program of an area community college which is devoted to instruction yielding credits for the first two years of college work including pre-professional education shall be a minimum of thirty-six weeks of instruction. One hour per week including passing time for twelve weeks shall be regarded as the minimum basis for one quarter hour of credit. Courses involving laboratory work shall include in addition to the required lecture minimum, at least, one quarter time per week of supervision in the laboratory. Appropriate adjustment shall be made if work is offered on the semester plan.

b. Vocational-technical education. An area community college shall provide for forty-eight weeks of instruction consisting of four twelve-week quarters. Provision shall be made for conducting programs of instruction for which the scheduling does not fit into the normal school year. The base period shall be one hour in length including passing time.

5.3(16) Graduation requirements. Graduation from an area community college shall be certified by the issuance of a diploma indicating the type of two-year curriculum or program which the student has completed. No student shall be issued a diploma who has not earned a cumulative grade point ratio of 1.80 or above. Grades and grade points shall be awarded as follows: A-4, B-3, C-2, D-1, F-0.

a. Associate in arts and science. The degree issued to a person who has been graduated from a two-year college curriculum shall certify that the recipient is either an associate in arts or an associate in science.

b. Associate in applied science. The degree issued to a person who has been graduated from a two-year technology curriculum shall certify that the recipient is an associate in applied science.

c. Graduate in vocational or technical education. A diploma shall be issued to a person who has been graduated from a vocational curriculum or a technical curriculum of less than two years' duration and it shall specify the type of curriculum completed.

d. Certificate in course of instruction. A certificate of completion shall be issued to signify that a student has satisfactorily completed a course of instruction other than the above.

5.4(280A) Faculty.

5.4(1) Certificate and preparation in field of instruction. An area community college instructor or area vocational school instructor must hold a certificate issued by the state board of public instruction which is valid for teaching in such institutions. The instructor must be prepared in his respective field of instruction as outlined herein.

5.4(2) Approval in area in arts and sciences. Each instructor in any of the following areas shall hold a master's degree in his principal field of instruction from an accredited graduate school: (a) Business, (b) English, (c) the fine arts, (d) foreign languages, (e) mathematics, (f) physical education, (g) sciences, (h) social science, and (i) speech.

5.4(3) Other fields. Each person offering service or instruction in any of the following fields shall have met the preparation requirements indicated for each field.

a. Accounting. An instructor in accounting shall hold a master's degree in business from an accredited graduate school providing that the degree includes 15 semester hours of credit in accounting of which at least three semester hours shall be graduate credit.

b. Counseling and guidance. A counselor shall have a master's degree in counseling and guidance or in college student personnel work with a major in counseling from an accredited institution.

c. Pre-engineering drawing. An instructor in this area shall hold a bachelor's degree from an institution approved by the department of public instruction with emphasis in the area of engineering graphics and competency in the field of drafting as evidenced by work experience.

d. Librarian. A professional librarian shall hold a master's degree or equivalent in library science from an accredited institution. An assistant librarian shall have a bachelor's degree with a major in library science from an accredited collegiate institution.

e. Business skills. An instructor in business skills shall hold a bachelor's degree from an accredited collegiate institution, providing that the degree includes a major in business or commerce, with advanced course work for credit in office machine operation, shorthand, and stenography or typewriting -- whichever business skills the instructor will teach.

5.4(4) Approval in areas in vocational-technical education. Instructors in vocational-technical education areas shall meet the approval standards for the fields taught as outlined in the Iowa State Plan for Vocational Education in: (a) Agriculture, (b) distribution, (c) health occupations, (d) home economics, (e) office occupations, (f) trade and industry, and (g) related courses designed to increase knowledge and understanding and develop attitudes concerned with occupations and necessary for general education.

5.4(5) Approval in adult or continuing education. Instructors in vocational-technical education areas shall meet the approval standards as set forth in section 5.4(4); in other fields as set forth in section 5.4(2). For all adult general education classes, the instructor shall display (a) a genuine interest in teaching, (b) evidence of proficiency in the area of instruction, and (c) compliance with all rules and regulations established by the area school superintendent or the appointed director.

5.4(6) Instructor load*

a. Arts and sciences. The standard load of an instructor in arts and science courses shall be twelve credit hours, with the exception that any faculty member may teach the equivalent of one three-credit-hour adult or continuing education course at night in addition to a full-time day school load; in no case shall it exceed sixteen credit hours.

b. Vocational-technical. The full-time teaching load of an instructor in shop or laboratory vocational and technical courses shall not exceed six hours per day, and an aggregate of thirty hours per week, including teaching, supervision, coordination, and other assignments provided that this limitation does not include continuing education or supplemental programs. When the teaching assignment includes classroom subjects (non-laboratory and non-shop), consideration shall be given to establishing the *(Editor's note: Statutory workload. See S.F. 616, sec. 15; Ch. 244, sec. 15, Acts of 62nd G.A.; sec 280A.24 this booklet).

teaching load more in conformity with that of "a" above.

5.4(7) Faculty organization. The faculty shall be organized in such a way as to promote unity through two-way communication between the faculty and administration and to insure faculty participation in the development of the curriculum, improvement of instruction, development of general policy, and such other matters as are appropriate. The faculty shall meet regularly to fulfill these functions. The faculty shall be organized into departments or instructional areas, and, where the department is sufficiently large to justify it, it shall be led by a chairman or departmental head who has released time and office facilities commensurate with his leadership responsibilities. The chairman or departmental head shall work in cooperation with his departmental staff in: (a) Development of a departmental curriculum responsive to the needs of the principal types of prospective students and occupations; (b) determination and administration of a departmental testing program; (c) participation with the administration in employing and promoting staff members; (d) conduct of in-service education; and (e) leadership and stimulation of the experienced members of the department.

5.4(8) Faculty development.* The administration of the college shall encourage the continued development of faculty potential by: (1) Regularly stimulating department chairmen or heads to meet their responsibilities in this regard; (2) lightening the teaching loads of first-year instructors whose course preparation and in-service training demand it; (3) stimulating curricular evaluation; and (4) encouraging the development of an atmosphere in which the faculty brings a wide range of ideas and experiences to the students, each other, and the community.

*(Editor's note: As amended by sec. 29, S.F. 616, 62nd G.A., also see sec. 280A.36, this booklet).

5.5(280A) Curriculum.

5.5(1) Arts and sciences. The first two years of college work including pre-professional education shall be offered in the division of arts and sciences, and this work shall provide courses in: (a) Business, (b) English, (c) the fine arts, (d) foreign languages, (e) mathematics, (f) sciences, (g) social sciences, and (h) speech. A continuing survey of the institutions of higher learning to which students tend to transfer shall be carried on by each area institution to determine how well such students succeed and which adjustments in its curriculum and standards, if any, need to be made.

5.5(2) Technical and vocational education. Instruction shall be offered in technical and vocational education in no less than five different occupational fields as defined by the state department of public instruction leading to immediate employment. The occupational fields in which instruction is offered shall be determined by merged area and geographical area needs as identified by periodic surveys in these areas. Advisory committees shall be used in connection with these surveys and in establishing instructional programs.

a. Technical education. The curricula which may be offered under the heading "technical education" shall be classified as: (1) Agricultural education, (2) distributive education, (3) health occupations education, (4) home economics education, (5) office occupations education, (6) trade and industrial education and (7) special technical education programs.

b. Vocational education. The curricula which may be offered under the heading "vocational education" shall be classified in the same manner as those offered under the heading of technical education.

c. Curriculum content. A technical education curriculum shall include fifteen to thirty percent in related instruction, for example, communication skills, social studies, economics, and human relations; twenty to thirty percent in related basic and applied mathematics and science; forty to sixty percent in technical skills and specialties; and zero to ten percent in electives.

Vocational curricula will require more time devoted to the development of skills and specialties than will technical curricula.

5.5(3) Part-time occupational education. Part-time adult continuing or supplemental education shall be offered as needed in the technical and vocational areas cited herein including education for single skill occupations, supervisory development, related instruction for apprentices, and new industry and business education.

5.5(4) Part-time general education. Part-time adult or continuing general education shall be offered as needed in adult basic education, adult secondary education; continuing general education of liberal, informational, avocational, or recreational type; and community service programs.

5.5(5) Programs of technical and vocational education for the handicapped. Surveys shall be conducted in each merged area to determine the educational needs of persons who, due to academic,

socio-economic, or other handicaps, are prevented from succeeding in regular technical or vocational education programs, and appropriate modifications in facilities, materials, and instructional arrangements shall be made to make it possible for those whose abilities and interests warrant it to enroll in such programs.

5.6(280A) Community services.

The area community college shall provide a program of community services designed to meet the needs of the persons residing in the merged area. Programs shall be developed with the assistance of an advisory committee. The purpose of the community service programs shall be to foster agricultural, business, industrial, cultural, and recreational development in the area.

5.7(280A) Standards of work and student load.

5.7(1) Arts and sciences. Each course which is offered in the arts and sciences division for college credit shall be taught at a standard consistent with the quality and quantity of similar courses offered in accredited institutions of higher learning.

Courses of a remedial nature or a pre-freshman level shall not bear college transfer credit and shall be clearly identified in the college catalog and on transcripts.

A normal full-time student's load shall be sixteen credit hours. Additional work may be taken by superior students with faculty approval, but no student shall be permitted to register for more than twenty credit hours without college approval.

A full-time student in arts and sciences shall be defined as one who is carrying twelve or more hours of college credit.

5.7(2) Technical and vocational education. Each course offered in the area of technical and vocational education shall be taught at a standard consistent with the quality and quantity of work needed to prepare the student for successful employment in the occupation for which instruction is being offered.

A full-time student in technical or vocational education shall be defined as one who is taking twelve or more credit hours of technical or vocational education credit.

Curricula in technical and vocational education shall be offered on the basis of an average load of thirty class hours per five-day week, twelve weeks per quarter. Students enrolled in part-time curriculum work shall be scheduled, based on class needs, to accomplish this average load, but over a longer period of time.

a. Class work. The term "class work" shall mean lecture and other classroom instruction. One

quarter hour of technical or vocational credit shall require one hour of class work per week for twelve weeks.

b. Laboratory work. The term "laboratory work" shall mean demonstration by the instructor, and experimentation and practice by students. One quarter hour of technical or vocational credit shall require two hours of laboratory work per week for twelve weeks.

c. Shop work. The term "shop work" shall mean development of manipulative skills and job proficiency. One quarter hour of technical or vocational credit shall require three hours of shop instruction for twelve weeks.

5.8(280A) Library.

5.8(1) Staff.

a. A professional librarian as defined by standards 5.4(3) "d" herein shall be employed.

b. The librarian shall have faculty rank equivalent to that of a department head as defined by standard 5.4(7) herein.

c. An area institution with a full-time equivalent enrollment up to 500 shall employ one professional librarian, and, for each increase of 500 in enrollment, one additional professional librarian shall be employed.

d. An area institution with a full-time equivalent enrollment up to 500 shall employ one assistant librarian as defined by standard 5.4(3) "d" and also at least one clerical assistant; at least one additional clerical assistant shall be added for each additional 500 students enrolled.

e. Student assistants may be employed on a part-time basis, provided they are not left with a complete supervision of the library or a branch thereof in the absence of a professional librarian or an assistant librarian for longer than a two-hour period.

5.8(2) Expenditures.

a. The library expenditures shall be at least five percent of the total general fund budget.

b. The percent of the general fund budget devoted to the library shall, if necessary, be augmented as the student enrollment of course offerings increase, or if the library is responsible for audio-visual services.

c. The library expenditures for an area institution shall exceed five percent of the general

fund budget each year by the amount needed to meet the conditions of standard 5.8(3) "a" herein.

5.8(3) Collections.

a. An area community college with an enrollment up to 1,000 full-time equivalent students shall have a professionally selected book collection of at least twenty volumes per student; for each additional 500 students, there shall be an additional ten volumes per student. The collection of an area vocational school shall be evaluated in terms of its adequacy for the number and variety of programs offered and the number of students enrolled.

b. In addition to the book collection the library shall have a professionally selected list of periodicals, newspapers, government documents, maps, pamphlets, and basic reference books all appropriate for each area in which instruction is given.

c. The audio-visual services of the library shall include recordings, tapes, slides, film strips, and other appropriate audio-visual items.

d. The library collection shall be fully organized for use, using classification schemes and cataloging practices in general use by professional librarians.

e. Provision shall be made for locating library materials as needed for ready reference in classrooms, laboratories, and shops.

5.8(4) Quarters. Whether housed in a separate building or as a part of a complex, the library shall be centrally located on the campus or at the attendance center; its lighting shall conform to generally accepted standards for libraries; it shall be air conditioned; there shall be free access to the collections with seating accommodations for at least 25 percent of the full-time equivalent students enrolled. Provision shall be made for expansion as the student enrollment and collection grow.

5.8(5) General standard. Merged area boards shall take into account recognized standards developed by professional librarians and accrediting associations in developing, equipping, staffing, housing, and operating library services in the educational institutions which they maintain and operate. Evaluative instruments developed by these librarians and associations shall be used in appraising the adequacy of libraries in area institutions.

5.9(280A) Laboratories, shops, equipment, and supplies.

Laboratories, shops, equipment, and supplies comparable with that used in the occupations for

which instruction is offered shall be provided in accordance with the conditions of the most recent Iowa State Plan for Vocational Education. Similarly, arts and science courses shall be supported in a manner comparable to those which prevail in standard, accredited colleges and universities to which students may wish to transfer college credits.

Specific annual budgetary provisions shall be made to meet this standard.

5.10(280A) Physical plant.

The location, buildings, and equipment of the area institution shall be well maintained and in good repair. A consistent plan of systematic maintenance shall be in evidence.

The physical plant shall be adequate in size and properly equipped for the program offered.

5.11(280A) Student personnel services.

A program of student personnel services shall be provided to meet the needs of students.

5.11(1) Counseling and related services.

Professionally prepared and certificated counselors shall be employed on the staff of the director of personnel services. There shall be one professional counselor for each three hundred full-time equivalent students. These services shall deal with student academic, vocational, and personal adjustment problems. More specifically, these services shall be concerned with standardized testing, personal data collection, counseling, information service, placement, and follow-up. Allotments shall be made of space, time, equipment, and materials necessary for a comprehensive program providing counseling and related services in keeping with the total programs of the institution.

5.11(2) Housing. Unmarried students under twenty-one years of age and not living at home shall be required to live in approved housing. The inspection and approval of private residences for student housing shall be done by the division of personnel services to insure that students will be protected from exploitation and will live in a healthful situation. If the area institution maintains a residence hall, its staff shall be selected in terms of their interest with priority given to those who have experienced background or preparation for this type of work.

5.11(3) Health services. Provision shall be made for health services adequate to meet those student needs which fall within the responsibility of the area institution operated by a merged area board.

5.11(4) Extracurricular activities. Sufficient extracurricular activities to afford students an opportunity for leadership and initiative shall be

provided. Planning of the activities shall involve both students and faculty, but all activities shall be under the direct supervision of qualified members of the faculty or staff.

5.12(280A) Approval procedures.

5.12(1) Procedure for first and second years of operation. Temporary approval of an area community college for each of the first two years of operation shall be granted annually subject to approval by the state board of public instruction and the state board of regents upon certification by the state department of public instruction that said institution has followed prescribed procedures in getting started and that it gives promise of ultimate compliance with all standards contained herein.

During the second year of operation, the institution shall prepare a comprehensive self-study following the directions issued by the state department of public instruction.

5.12(2) Procedures after second year of operation.

a. During the third year of operation, the institution shall be visited by a team of six examiners equally representing the state board of public instruction and the state board of regents and chosen by the respective boards. The chairman of the team shall be selected by the state department of public instruction. The examiners shall spend a minimum of two days at the institution visited.

b. Within one month after the visit the chairman of the examination team shall submit to the state board of public instruction and the state board of regents a report, together with the institution's self-study and pertinent supplementary materials. The report shall identify the institution's strength and weaknesses on the basis of the state standards and the final pages of the report shall consist of a specific recommendation as to whether or not approval by the state board of public instruction and the state board of regents seems warranted. The head of the institution shall have an opportunity to file supplementary statements or data. The state department of public instruction shall distribute copies of the report, the self-study, any supplementary statements or data filed by the head of the institution, and related materials to the members of the state board of public instruction and the state board of regents.

c. If, after the visit by the examination team, the institution is given full approval by the state board of public instruction and the state board of regents, its approval shall continue, ordinarily, on an annual basis for a period of five years, contingent upon evidence that the institution is making

consistent efforts to strengthen the areas in which weaknesses were noted. To provide this evidence of progress, the institution shall submit by April 1, of each year, a report of what improvements have been made and what changes are planned for the next year. To supplement and verify this annual report, a representative of the state department of public instruction shall visit each institution at least one day each year. However, acting jointly, the state board of public instruction and the state board of regents have the discretionary authority to review the approval in intervening years.

On the basis of this report and the visit by its representative, the state department of public instruction shall recommend to the state board of public instruction and the state board of regents whether or not an institution's approval should be continued. The institution shall be revisited by an examination team every five years. If the state department of public instruction believes that the situation in a given institution warrants such, it shall arrange for a revisit by an examination team, which shall always be preceded by a self-study, even though a period of five years has not yet elapsed.

d. If, after the visit by the examination team, the institution is given provisional approval by the state board of public instruction and the state board of regents, the institution shall be revisited by an examination team within three years after the original visit. One year after the team visit and again a year later, the institution shall be visited by a representative of the state department of public instruction who will submit an annual report as provided in standard 5.12(2) "c" herein.

On the basis of the visit and the report, the state department will recommend to the state board of public instruction and the state board of regents whether continuation of provisional approval seems warranted. Provisional approval shall continue if, in the judgment of the state board of public instruction and the state board of regents, the institution has made satisfactory progress in improving areas where weaknesses were noted by the examination team.

"Provisional approval" shall mean that the institution's strengths are judged to be greater than the weaknesses and that there is a good possibility that the weaknesses can be corrected within three years or less.

5.12(3) State financial aid. An institution that has received temporary approval, full approval, or provisional approval by the state board of public instruction and the state board of regents is eligible to receive financial aid from state funds.

5.12(4) Progress toward regional accreditation. Each area community college that has not received accreditation by the regional association is expected to demonstrate that it is making annual progress toward meriting such accreditation.

5.13(280A) Standards for area vocational schools.

Area vocational schools; with the exception of offering the first two years of college work including pre-professional education and with the exception of providing instructors, facilities and equipment for such college work; shall be subject to the same standards as outlined for area community colleges and hereinabove set forth insofar as applicable.

(Editor's note: Sections 5.2(280A) to 5.13(280A), inclusive, of this chapter are joint rules of the Board of Public Instruction and the Board of Regents).

Pursuant to authority conferred by section 280A.25(7), Code 1966, section 5.14 (280A), rules of the department of public instruction, adopted August 19, 1966, and filed with the secretary of state October 10, 1966, is hereby rescinded and the following adopted in lieu thereof:

(Filed March 17, 1967)

5.14(280A) Tuition rates.*

5.14(1) Residents. The board of directors of any merged area vocational or area community college may establish tuition rates, not to exceed one hundred dollars per semester of eighteen weeks, for resident students of the state, who are subject to tuition under section 280A.18, Code of Iowa, enrolled for a full course of study and may establish equivalent and lesser rates for such resident students of the state enrolled for less than a full semester work-load or for specific course-subjects of less than eighteen weeks' duration.

5.14(2) Nonresidents. The board of directors of any merged area vocational or area community college may establish tuition rates not to exceed the actual operational costs per semester of eighteen weeks for students who are nonresidents of the state of Iowa enrolled for a full course of study and may establish equivalent or lesser rates for nonresident students of the state enrolled for less than a full semester work-load or for specific course-subjects of less than eighteen weeks' duration. In no case shall these rates be less than for Iowa resident students.

(Filed March 17, 1967)

*(Editor's note: New statutory rate. See S.F. 616, sec. 14, 62nd G.A. or sec. 280A.23, subsection 3, this booklet).

5.15(280A) Attendance outside resident area.

The boards of directors of two or more merged areas, may by agreement provide for attendance of students residing in one area in the vocational school or community college of another area for the purpose of taking courses not offered in the area of their residence. The boards of directors of merged areas entering into such agreements may provide for

sharing of costs and expenses of such courses. No agreement entered into under this section shall have any force or effect until approved by the state board of public instruction.

Pursuant to authority conferred by section 280A.25(6), Code 1966, and for the purpose of implementing said section, the following new rules relating to area school sites and buildings, are hereby adopted and added to chapter 5 of the rules of the department of public instruction:

(Filed October 10, 1966)

Building and Site Approval

5.16(280A) Site—size.

All sites for area school shall be approved by the state board of public instruction. The minimum size for an Area School site shall be 80 acres for the first 100,000 in total population in the merged area plus additional 10 acres for each additional 25,000 in population or major portion thereof. Provided, however, that the state board of public instruction may waive said requirement for good cause shown.

5.17(280A) Building plans.

All building plans and specifications for construction shall be submitted to the state board of public instruction for review and approval of educational adequacy.

5.18(280A) Preliminary planning.

Each merged area board shall present evidence of adequate preliminary planning along with the preliminary building plans and specifications. Preliminary planning includes: (1) Tentative program approval; (2) a master campus plan; (3) written educational specifications; (4) site plot showing location of proposed facilities, and existing facilities; (5) elevations and floor plans; and (6) specifications of materials.

5.19(280A) Other governmental approval.

After a tentative approval has been received from the state board of public instruction, evidence shall be submitted indicating the approval by the state fire marshal and by the state department of health, when required, before final approval will be made by the state board of public instruction.

5.20(280A) Parking lots.

All-weather parking lots of adequate size to accommodate the enrollment shall be included as part of the planned construction.

5.21(280A) Flexibility and expansion.

Evidence shall be presented to show that flexibility and expansion of the proposed construction is possible.

5.22(280A) Physically handicapped.

The facilities planned shall be functional for the physically handicapped.

5.23(280A) Adequate facilities.

All administrative facilities, classrooms, laboratories, and related facilities shall be educationally adequate for the purpose for which they are designed.

5.24(280A) Air-conditioning.

All buildings or parts of buildings, used for instructional or office purposes, shall be air-conditioned, to accommodate year-round use of such facilities.

5.25(280A) Library.

An instructional material center shall be planned as a part of the master campus plan and some space made available for library services within the initial construction.

5.26(280A) Commons.

An area of the school plant shall be provided where students may gather informally and where food is available.

5.27(280A) Permanent facilities.

All facilities constructed with state funds appropriated for area school construction shall be of a permanent type.

5.28(280A) Nonacceptable facilities.

No facility intended primarily for events for which admission may be charged nor any facility specially designed for athletic or recreational activities other than physical education, shall be constructed with state-appropriated funds.

III APPENDIX

Listed below is a cross reference to other chapters in the **Code of Iowa** referred to in Chapters 280A and 286A. Page numbers indicate where these portions of the statutes may be found in **School Laws of Iowa**.*

Chapter 76	Maturity and Payment of Bonds	pp. 121-122
Chapter 277.29	School Elections – Vacancies	p. 256
Chapter 291.2	Bonds of Secretary and Treasurer	p. 317
Chapter 273.5	Nomination papers	p. 229
Chapter 273.6	Ballots	p. 229
Chapter 273.7	Canvass	p. 230
Chapter 279	Directors – Powers and Duties	pp. 261-267
Chapter 258	Vocational Education	pp. 191-193
Chapter 277.28	Oath Required	p. 256

Additional sections of **School Laws of Iowa** which pertain to area schools are:

Chapter 257.25	Educational Standards	p. 76
Chapter 261.2	Duties of Commission – Federal Co-operation	p. 207
Chapter 74	Public Warrants Not Paid for Want of Funds	pp. 117-118
Chapter 296	Indebtedness of School Districts	p. 331
Chapter 298.22	Form-Rate of Interest – Where Registered	p. 340

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