

## SCHOOL DISTRICT-COMMUNITY RELATIONS

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Policy Title: PRINCIPLES AND OBJECTIVES FOR  
COMMUNITY RELATIONS

Code No. 900

Successful education programs require the support of the school district community. The board addresses the importance of the role of the school district community in the school district in this series of the policy manual. The board recognizes this support is dependent on the school district community's understanding of and participation in the efforts, goals, problems and programs of the school district.

In this section, the board sets out its policies defining its relationship with the school district community. In striving to obtain the support of the school district community, the board will:

- Provide access to school district records in accordance with law;
- Inform the school district community of the school district's goals, objectives, achievements, and needs;
- Invite the input of the school district community; and,
- Encourage cooperation between the school district and the school district community.

Approved 10/17/02      Reviewed 3/3/16      Revised 3/3/16

Policy Title: PUBLIC EXAMINATION OF SCHOOL  
DISTRICT RECORDS

Code No. 901

The board secretary shall act as the custodian of public records of the school district. In accordance with law, public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 8:00 a.m. to 3:00 p.m. Monday through Friday, except for holidays and recesses. All expenses of examination and copying shall be paid by the person desiring to examine or copy the records.

Persons wishing to view the school district's public records will contact the board secretary and make arrangements for the viewing. The board secretary will make arrangements for viewing the records as soon as reasonably practicable, depending on the nature of the request.

Persons may request copies of public records by telephone or in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing of the records requested.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a fee for the time of the employee to compile the requested information. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

Pursuant to Iowa law, the board has determined certain records containing information concerning security procedures or emergency preparedness information developed and maintained by the school district for the protection of students, employees, and visitors of the school district or property under the jurisdiction of the school district shall be confidential as their disclosure could reasonably be expected to jeopardize such persons or property. Such records include, but are not limited to, the following:

- Security or response plans or procedures
- Emergency preparedness or response procedures or protocols
- Evacuation procedures
- Security codes, combinations, and passwords, restricted area passes, keys
- Rescue procedures
- Procedures in the event of catastrophic events
- Tests and evaluations of such procedures
- Vulnerability assessments
- Records that if disclosed would significantly increase the vulnerability of critical physical systems or infrastructures of the school district to attack

Other confidential records may include, but are not limited to, certain student and personnel records.

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

Legal Reference: Iowa Code §§ 22; 291.6

Cross Reference: 215 Board of Directors' Records  
401.5 Employee Records  
506 Student Records  
708 Care, Maintenance, and Disposal of School District  
Records  
902.1 News Media Relations

Approved 10/17/02 Reviewed 3/3/16 Revised 3/3/16

Policy Title: NEWS MEDIA RELATIONS

Code No. 902.1

The board recognizes the value of and supports open, fair and honest communication with the news media while at the same time recognizing the privacy rights of individuals. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The board president shall be the spokesperson for the board, and the superintendent shall be the spokesperson for the school district. It shall be the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Members of the news media seeking information about the school district shall direct their inquiries to the superintendent. In the event another staff member is contacted, that person is expected to notify the superintendent. The superintendent shall accurately and objectively provide the appropriate information in response to inquiries from the news media about the school district, subject to district confidentiality requirements.

Legal Reference: Iowa Code §§ 21; 22; 279.8.

Cross Reference: 902 Press, Radio and Television News Media

Approved 10/17/02 Reviewed 3/3/16 Revised 3/3/16

Policy Title: NEWS CONFERENCES AND INTERVIEWS

Code No. 902.2

The superintendent or board president, on behalf of the school district or the board respectively, may hold a news conference or respond to a request for an interview with the news media.

The superintendent or board president shall respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district while at the same adhering to district confidentiality requirements.

News conferences and interviews planned or pre-arranged for school district activities may include the superintendent and board president. News conferences for issues requiring an immediate response may be held by the superintendent. It shall be within the discretion of the superintendent to determine whether a news conference or interview shall be held to provide an immediate response to an issue.

It shall be the responsibility of the superintendent to keep the board apprised of news conferences and interviews.

Legal Reference: Iowa Code §§ 21; 22; 279.8.

Cross Reference: 02 Press, Radio and Television News Media

Approved 10/17/02 Reviewed 3/3/16 Revised 3/3/16

Policy Title: NEWS RELEASES

Code No. 902.3

The superintendent, in consultation with the board president, shall determine when a news release about internal school district and board matters will be issued. In making this determination, the superintendent shall strive to keep the media and the school district community accurately and objectively informed while at the same time adhering to district confidentiality requirements. Further, the superintendent shall strive to create and maintain a positive image for the school district. It shall be the responsibility of the superintendent to approve news releases originating within the school district prior to their release.

News releases will be prepared and disseminated to news media in the school district community. Questions about news releases shall be directed to the superintendent.

Legal Reference: Iowa Code §§ 21; 21; 279.8.

Cross Reference: 902 Press, Radio and Television News Media

Approved 10/17/02 Reviewed 3/3/16 Revised 3/3/16



Policy Title: LIVE BROADCAST OR RECORDING

Code No. 902.4

Individuals may broadcast or record public school district events, including open board meetings, as long as it does not interfere with or disrupt the school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request and is otherwise consistent with law and school district rules.

It shall be within the discretion of the superintendent to determine whether the request is unduly burdensome and whether the broadcast or recording will interfere with or disrupt the school district event.

Recording of classroom activities will be allowed at the discretion of the superintendent. Parents will be notified prior to recording of classroom activities.

It shall be the responsibility of the superintendent to develop administrative regulations outlining the procedures for making the request and the rules for operation if the request is granted.

Legal Reference: Iowa Code §§ 21; 22; 279.8.

Cross Reference: 902.1 News Media Relations  
903.3 Visitors to School District Buildings and Sites

Approved 10/17/02 Reviewed 3/3/16 Revised 3/3/16

Policy Title: BOARD PROCEEDINGS

Code No. 902.5

Agendas for official Board meetings shall be submitted to Board members in advance of regularly scheduled board meetings. Information necessary for the consideration of items on the agenda shall also be made available when possible. Notice of each meeting and the tentative agenda shall be given as required by law.

All official proceedings of the Board of Education shall be made a matter of public record and shall be open for inspection on demand of the public, unless otherwise provided by law. The minutes of regularly scheduled Board meetings shall be a matter of public record, unless otherwise provided by law, and shall be furnished to each member of the Board of Directors.

Proceedings of board meetings, as well as the schedule of bills allowed, shall be published as required by law.

Legal References: (Code of Iowa) §§ 21; 22; 279.35-.36.

Approved June, 1989 Reviewed 3/3/16 Revised 11/11/10

Policy Title: SCHOOL - COMMUNITY GROUPS

Code No. 903.1

The board values the participation and the support of school district- community groups, including, but not limited to, the music and athletic booster club and Home School Organizations, which strive for the betterment of the school district and the education program. The board will work closely with these groups.

Prior to any purchase of, or fund raising for the purchase of, goods or services for the school district, the group shall confer with the superintendent to assist the group in purchasing goods or services to meet the school district's needs.

Funds raised by these groups for the school district may be kept as part of the accounts of the school district, depending on the circumstances of the fundraising activity and subject to applicable law.

It shall be the responsibility of the building principal to be the liaison with the school district- community groups affiliated with the building principal's attendance center.

It shall be the responsibility of the activities director to be the liaison with the school district- community groups affiliated with the activities program.

All district sponsored fund raising activities must be approved by the superintendent of schools.

Legal Reference: Iowa Code §§ 279.8; 298A.8.

Cross Reference: 903 Public Participation in the School District

Approved 10/17/02 Reviewed 3/3/16 Revised 3/3/16

Policy Title: COMMUNITY RESOURCE PERSONS  
AND VOLUNTEERS

Code No. 903.2

The Board of Directors encourages the use of community resources and citizens to assist in furthering the educational program of the school system. One of the greatest resources available may be found in the citizens of the community who have special knowledge and particular talents to contribute to the educational program.

The board recognizes the valuable resource it has in the members of the school district community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

A volunteer is defined as an individual who, without compensation or remuneration, provides a supportive role and performs tasks under the direction, supervision, and control of the school district staff. Volunteers should not work as substitutes for, or replace the functions and duties of, teachers.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of school district volunteers is the responsibility of the superintendent.

All volunteer coaches must hold a current coaches authorization. A current list of all volunteer coaches will be maintained in the administration office. A volunteer coach is subject to the same rules regarding extracurricular interscholastic competition as coaches employed by the school district.

Volunteers are considered role models to students and are expected to act professionally at all times, and they shall abide by all applicable laws and regulations as well as school district policies, rules, and procedures while serving as volunteers. No person who is a sex offender who has been convicted of a sex offense against a minor shall be permitted to act as a volunteer, in accordance with law. All volunteers will be subject to a background check prior to any volunteer activities.

The school district reserves the right to evaluate the services of any volunteer and discontinue such services at its sole discretion. All volunteers must be approved by the superintendent of schools. A list of current volunteers including activities they are associated with will be kept on file in the district office.

Legal Reference: Iowa Code §§ 279.8; 281 Iowa Admin. Code §§ 12.4(16), 36.1, 36.15(6).

Cross Reference: 603.1 Basic Instruction Program  
903.3 Visitors to School District Buildings and Sites

Approved 10/17/02 Reviewed 3/3/16 Revised 3/3/16

Policy Title: VISITORS TO SCHOOL DISTRICT  
BUILDINGS & SITES

Code No. 903.3

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees shall not take time from their duties to discuss matters with visitors.

Visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school buildings or sites must be accompanied by a parent or responsible adult.

It shall be the responsibility of employees to report inappropriate conduct by visitors. It shall be the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee shall act to cease the inappropriate conduct.

Legal Reference: Iowa Code §§ 279.8; 716.7.

Cross Reference: 902 Press, Radio and Television News Media  
903.2 Community Resource Persons and Volunteers

Approved 10/17/02 Reviewed 3/3/16 Revised 11/11/10

Extracurricular activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. Extracurricular activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators are permitted to attend extracurricular activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies and other directives. Spectators will not be allowed to interfere with the activity or the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the extracurricular activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate without fear of interference from spectators, and to permit the sponsors and officials of extracurricular activities to perform their duties without interference, the following provisions are in effect:

- Abusive verbal or physical conduct of spectators directed at participants, officials or sponsors of extracurricular activities or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of extracurricular activities will not be tolerated.
- The use of vulgar or obscene or demeaning language or expressions directed at students, officials or sponsors participating in an extracurricular activity or at other spectators will not be tolerated.

If a spectator at an extracurricular activity becomes physically or verbally abusive, uses vulgar or obscene or demeaning language or expressions, or in any way interferes with an activity, the spectator may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the spectator at future extracurricular activities.

Upon such recommendation of the superintendent, a notice of exclusion from extracurricular activities shall be sent to the spectator involved. The notice shall advise the spectator of the district's right to exclude the individual from school district activities and events and the duration of the exclusion and that the spectator may be removed and/or prosecuted if he or she attends such an activity or event during the period of exclusion. If a spectator has been notified of exclusion and thereafter attends an extracurricular activity in violation of the exclusion, the spectator shall be removed from the activity and advised that his/her continued attendance may result in prosecution. If the spectator disobeys the district's order, law enforcement authorities may be contacted and asked to remove the spectator. The school district may also obtain a court order to exclude the spectator from such activities or events.

Code No. 903.4(Cont.)

A spectator may appeal the recommendation of the superintendent to exclude the spectator from attending extracurricular activities to the board. The exclusion shall remain in effect during the pendency of any appeal.

Policy Title: PUBLIC CONDUCT ON SCHOOL PREMISES

Legal Reference: Iowa Code §§ 279.8; 716.7.

Cross Reference: 205 Board Member Liability  
504 Student Activities  
802.6 Vandalism  
903 Public Participation in the School District

Approved 10/17/02 Reviewed 3/3/16 Revised 3/3/16



Policy Title: DISTRIBUTION OF NONSCHOOL MATERIALS      Code No. 903.5

The board recognizes that students may want to distribute materials within the school district that are noncurricular. Noncurricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution. Distribution of student materials in classrooms for classroom activities may be regulated by the classroom teacher to ensure compliance with curriculum objectives and school district regulations.

It shall be the responsibility of the superintendent, in conjunction with the building principals to draft administrative regulations regarding this policy.

Persons who are not students wishing to distribute unofficial materials shall contact the superintendent's office.

Legal Reference:            U.S. Const. amend. I.  
Iowa Code §§ 279.8; 280.22.

Cross Reference:            502.3 Freedom of Expression  
503.1 Student Conduct  
504 Student Activities  
603.9 Academic Freedom

Approved 10/17/02      Reviewed 3/3/16      Revised 11/11/10

I. Guidelines.

Students may have the right to distribute to other students and staff on school premises, at reasonable times and places and in a reasonable manner, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

- (a) is obscene to minors;
- (b) is libelous;
- (c) contains indecent, vulgar, profane or lewd language;
- (d) advertises any product or service not permitted to minors by law (this shall not be interpreted to prohibit advocating for a change in the law);
- (e) constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence or defamation of character based upon a person's race, creed, color, national origin, sexual orientation, gender identity, religion, sex, disability, age or other protected class);
- (f) presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations; and/or
- (g) endangers the health or safety of another person.

II. Procedures.

Any student wishing to distribute unofficial material must first submit for approval a copy of the material to the building principal at least twenty-four hours, but no less than one school day, in advance of the desired distribution time, together with the following information:

1. Name, phone number, and homeroom number of the student submitting the request;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed and the manner of distribution;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission or one school day, or such longer time period as is reasonably necessary for review of the material, the principal or designee will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the student submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval or endorsement of its contents by the school, the administration, the board, the school district, or the individual reviewing the material submitted.

If the student is dissatisfied with the decision of the principal or designee, the student may submit a written request for appeal to the superintendent. The superintendent will render a decision on the appeal within three school days of submission of the appeal, or such longer time period as is reasonably necessary for review.

At every level of the process the student submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the material is appropriate. Students shall also have the opportunity to alter the materials to conform with the appropriate standards.

Permission to distribute material does not imply approval or endorsement of its contents by the school district, the board, the administration, the school, or the individual reviewing the material submitted.

### III. Time, place and manner of distribution.

The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

1. The material shall be distributed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entrance/exit ways, but which shall give reasonable access to students.
2. The material shall be distributed either before and/or after the regular instructional day.
3. No material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
  - (a) The average person, taking the material as a whole and applying contemporary community standards with respect to what is suitable material for minors of the age to whom distribution is requested, would find that the material appeals to the prurient interest of minors of the age to whom distribution is requested and is patently offensive;
  - (b) The material depicts or describes sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, sadomasochistic abuse, or lewd exhibition of the genitals; and
  - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
3. "Material and substantial disruption" of a normal school activity is defined as follows:
  - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as including, but not limited to, student rioting, fighting or scuffling, unlawful seizures of property, widespread shouting or boisterous demonstration inappropriate for the activity, boycott, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and

behavior, and instances of actual or threatened disruption relating to the material in question.

4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" material includes all material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, pins, buttons, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying material in areas of the school which are generally frequented by students.

V. Disciplinary action.

Distribution by any student of unofficial material prohibited in subsection I or in violation of subsection III may be halted, materials seized, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

Policy Title: TRANSPORTING STUDENTS IN  
PRIVATE VEHICLES

Code No. 904.1

Generally, transporting students for school purposes shall be done in a school bus or vehicle owned by the school district and driven by a school bus driver or school employee. It shall be within the discretion of the superintendent to determine when this is appropriate and to ensure compliance with applicable laws in connection with same.

School employees and volunteers transporting students for such school purposes in private vehicles must have a valid driver's license and be specifically approved by the superintendent for the assignment. Private vehicles will be used only when the vehicle has been determined to be in good operating condition, proof of insurance in the appropriate coverages and limits has been supplied to the superintendent, and, where practicable, the parents of the students to be transported have given written permission to the superintendent. The school district assumes no responsibility for those students who have not received the approval of the superintendent and who ride in private vehicles for such school purposes. The school district will advise parents/guardians and students in advance if transportation will not be provided by the school district for a particular activity. If transportation will not be provided by the school district, then the responsibility and corresponding liability for any transportation to and from the activity shall rest solely with the students and their parents/guardians.

If a private vehicle is used, the rate of reimbursement for its use shall be at the rate established by the Board of Directors for reimbursement of approved travel expenses.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8; 285; 321.  
281 I.A.C. 43, 44.

Cross Reference: 401.6 Transporting of Students by Employees  
401.7 Employee Travel Compensation  
711 Transportation

Approved 10/17/02 Reviewed 3/3/16 Revised 3/3/16

The use of students, the school district name, or its buildings and sites for advertising and promoting products and/or services of entities and organizations operating for a profit shall be disallowed. Nonprofit entities and organizations may be allowed to use students, the school district name, or its buildings and sites if the purpose is educationally related and prior approval has been obtained from the board.

Educational facilities, teachers, and students shall not be used in any manner for the promotion of sale of services or products of agencies or organizations operating for profit. The Board of Directors specifically forbids such activities as the following:

1. Distribution by students of pamphlets urging students, parents, and others to purchase services or products sold for profit.
2. The sale to students by teachers of products and/or services, except in relation to production by students as part of the program.
3. Similar activities which would involve the teachers and students and which would interfere with the normal time and activities of the school.

Specifically exempted from the provisions of this policy shall be a student insurance program.

Where the Board of Directors and the Superintendent of School feel that the educational gain outweighs any promotional purpose, prior approval can be given by the Board to an activity which is otherwise permitted by law.

Legal Reference: Iowa Code § 279.8.

Cross Reference: 504.5 Student Fund Raising  
904 Community Activities Involving Students

Approved 10/17/02 Reviewed 3/3/16 Revised 11/11/10

Policy Title: COMMUNITY USE OF SCHOOL  
DISTRICT BUILDINGS & SITES  
& EQUIPMENT

Code No. 905.1

The buildings and sites and equipment of the school district will be made available for a fee to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. Such use will be permitted only when the use does not interfere with or disrupt the education program or school-related activities, the use is consistent with applicable law and school district policies and regulations, and the use will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district buildings and sites and equipment for not-for-profit activities. The board reserves the right to deny use of the buildings and sites and the equipment to any entity. It shall be within the discretion of the superintendent to allow use of school district buildings and sites on Sundays.

Organizations, individuals, and other entities who wish to use the school district property must apply at the superintendent's office. It shall be the responsibility of the board secretary or superintendent to determine whether the school district facility requested is available and whether the application for use meets board policy and administrative regulations. It shall be the responsibility of the superintendent and board secretary to provide application forms, obtain proof of insurance, and draw up the contract for use of school district property. Such application and agreements must be executed prior to use of the facility, and any required payments shall be made in advance of such use. The board reserves the right to disallow a use approved by the superintendent.

Activities of the user in the school district buildings and sites shall be supervised by an employee of the school district unless special prior arrangements are made with the superintendent. Notwithstanding the foregoing, entities shall be responsible for supervising the activities conducted at the facilities and for assuring the safety of persons participating or attending, and for complying with applicable laws and all district policies and rules pertaining to the use of school district facilities. The employee shall not accept a fee from the user. If appropriate, the school district employee may be paid by the school district.

The board may allow groups, such as the Boy and Girl Scouts and 4-H, to use the buildings and sites without charge. While such groups may use the buildings and sites without charge, they may be required to pay a custodial fee.

It shall be the responsibility of the superintendent to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

#### Overview

Section 279.8 of the Iowa Code provides that the Board of Education may make rules and regulations for the use of school facilities/equipment.



The Board of Education authorizes use of school facilities/equipment for purposes which are for educational, recreational, cultural, and other community services, and programs for groups residing in the community provided that usage is not contrary to the public interest, as determined by the Board of Education or as provided by law.

Policy Title: COMMUNITY USE OF SCHOOL  
DISTRICT BUILDINGS & SITES  
& EQUIPMENT

Code No. 905.1(Cont.)

The use of school facilities must not interfere with the school district's use and the district is to be appropriately compensated. Compensation received for the use of the school facilities shall be paid into the general fund.

The use of any or part of the facilities or equipment of the Sergeant Bluff-Luton Community School District is limited to Board of Education approval. All users must agree to indemnify and hold harmless the school district for any and all loss, damage or claim that may be made as a result of the use or activities carried on by the entity using the facilities and/or equipment.

#### Classification of Groups/Organizations

- |         |   |
|---------|---|
| Class A | School Related Groups or Activities                           |
|         | Adult Education Classes                                       |
|         | Music Boosters  |
|         | Athletic Boosters   |
|         | Student Council   |
|         | Alumni Association  |
|         | Home School Association                                       |
|         | Parent School Associates                                      |
|         | Parent Advisory Council                                       |
|         | SB-L Youth Sports   |
| Class B | Community Organizations/Civic Groups/Non-Profit Organizations |
|         | Fire Department   |
|         | Pioneer Valley Days   |
|         | Historical Society  |
|         | Political Groups  |
|         | Town Teams or Groups  |
|         | Kiwanis   |
|         | Jaycees   |
|         | Cub Scouts/Boy Scouts   |
|         | Brownies  |
|         | Girl Scouts   |
|         | 4-H Clubs   |
|         | Camp Fire Girls   |

Class C

Commercial, Private Organizations  
Local Churches  
VFW/American Legion

Policy Title: COMMUNITY USE OF SCHOOL  
DISTRICT BUILDINGS & SITES  
& EQUIPMENT

Code No. 905.1(Cont.)

Fees for Use of Facilities/Equipment - see fee schedule.

#### Guidelines for Use of Facilities/Equipment

- A. Any group using the facilities must have at least one chaperone during the time the facilities are being used, and such greater number of chaperones as is appropriate under the circumstances.
- B. Applications for building use are to be handled by the superintendent. Applications approved by the superintendent are to be reported to the principal as soon as possible.
- C. If two or more groups want the building for the same time period, permission will be granted to the group that submitted an application first.
- D. When children are involved in the event, the activities are to end by or before 10:30 pm. Under special circumstances, however, time extensions may be approved by the principal or the superintendent. Activities not involving students are to end by or before 11:00 pm.
- E. Custodians or other designated school personnel will be on duty to provide access to the school buildings and to lock up following the activity. If a group must have a key, it must be returned to the school not later than 9:00 am the following day.
- F. School facilities will not be used for any money raising activities unless the proceeds are for charitable, education, character building, or community welfare purposes.
- G. No group will begin with its activities until school is dismissed in the afternoon and the regular pupils have left the building.
- H. Recreational use of school buildings is permitted on Sunday with prior approval and proper supervision.
- I. Private individual or family affairs may be scheduled at the community center.
- J. There will be no use of tobacco products, alcoholic beverages, or controlled substances, or substance paraphernalia or lookalike substances, in any part of the building.

Policy Title: COMMUNITY USE OF SCHOOL  
DISTRICT BUILDINGS & SITES  
& EQUIPMENT

Code No. 905.1(Cont.)

- K. Permission must be obtained from the superintendent for the use of school equipment and furniture. If such items are to be moved they will be moved by the using organizations and replaced exactly in the original position.
- L. Gym shoes will be required for activity type games (such as volleyball, badminton) played on the gymnasium floor.
- M. Persons who attend activities must confine themselves to the facility requested.
- N. Gambling (e.g. bingo, raffles, lotteries) may be permitted in schools or on school grounds only with prior special approval of the Board of Education and in accordance with applicable law.
- O. The use of the buildings and/or facilities will be automatically canceled when school must close due to inclement weather or emergency conditions.
- P. Users will be required to remove, at their expense, any materials, equipment, furnishings, or rubbish left after the use of the facilities. Users will also be required to pay for any damage or destruction to school district property.
- Q. Approval will not be granted for any activity which may be prejudicial to the best interests of the school.
- R. Equipment of the school district shall not be loaned outside of the district. In the event that equipment is used by organizations within the school district, prior approval from the superintendent or his/her designated official must be secured. Where a cost is involved, the using organization shall pay the cost. School equipment will not be loaned to individuals.
- S. All regulations of the district governing the use of school facilities and/or equipment will be observed and are considered a part of the formal contract.
- T. The school district will permit scheduling of activities in school buildings on Wednesday nights (after 6:00 P.M.) and on Sunday.

- U. Supervision of the use of facilities shall be accomplished by the activities director, building principal or his/her designee. There will always be someone designated in charge.
- V. No gratuities shall be paid to school personnel by organizations using the facilities. The cost of service personnel furnished by the school will be assessed to the party or parties engaging the use of the facilities. Such costs will be in line with the schools normal operating costs and will be administered in keeping with the general policies governing the use of school facilities.

### Processing the Application

Applications are available in the offices of the principals and superintendent.

Approved 10/17/02      Reviewed 3/3/16      Revised 3/3/16

Sergeant Bluff-Luton Community School District  
Application to Use School Facilities/Equipment

Today's Date \_\_\_\_\_ Today's Time \_\_\_\_\_

Name of Group /Organization \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Will an Admission be charged??                      YES                      NO

Date(s) Desired \_\_\_\_\_ Time \_\_\_\_\_

Facilities/Equipment Requested (circle):

High School

- Gym
- Auditorium
- Classroom (No. of rooms \_\_\_\_\_)
- Commons
- Kitchen
- Baseball Field
- Softball Field
- Football Field

Middle School

- Gym
- Kitchen
- Classroom (No. of rooms \_\_\_\_\_)
- Commons
- Multi-purpose room

3-5 Elementary School

- Gym
- Kitchen
- Classroom (No. of rooms \_\_\_\_\_)
- Commons

Primary School

- Gym
- Kitchen
- Commons
- Classroom (No. of rooms \_\_\_\_\_)

Statement of Agreement

This group is aware of the fees that will be charged. It also agrees to restore to the original condition, any unwarranted damage or destruction of property and that the Board of Education shall be the sole judge of any unwarranted damage or destruction of property. This group agrees to indemnify and hold harmless the school district for any and all loss, damage or claim that may be made as a result of the use or activities carried on by the group. All policies, regulations, and rules of the District governing the use of school facilities and/or equipment will be observed and are incorporated herein and considered a part of this Agreement. The District reserves the right to cancel this Agreement at any time.

Signature of Person(s) Responsible for this Application and Use of Facilities and/or Equipment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(For Office Use)

Approval/Disapproval

This application of \_\_\_\_\_ is approved/disapproved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Activities Director  
\_\_\_\_\_ Principal  
\_\_\_\_\_ Superintendent

Fees Assessment(Items requested are checked below)

High School

\_\_\_\_\_ Auditorium @ \$ \_\_\_\_\_  
\_\_\_\_\_ Classrooms @ \$ \_\_\_\_\_  
\_\_\_\_\_ Commons @ \$ \_\_\_\_\_  
\_\_\_\_\_ Ball Field @ \$ \_\_\_\_\_  
\_\_\_\_\_ Gym @ \$ \_\_\_\_\_  
\_\_\_\_\_ Kitchen @ \$ \_\_\_\_\_

Primary School

\_\_\_\_\_ Gym @ \$ \_\_\_\_\_  
\_\_\_\_\_ Kitchen @ \$ \_\_\_\_\_  
\_\_\_\_\_ Classrooms @ \$ \_\_\_\_\_  
\_\_\_\_\_ Commons @ \$ \_\_\_\_\_

Other

\_\_\_\_\_ Custodian \_\_\_\_\_ Hours @ \$ \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ Utilities \_\_\_\_\_ Hours @ \$ \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ Clean-up @ \$ \_\_\_\_\_ = \_\_\_\_\_

Middle School

\_\_\_\_\_ Gym @ \$ \_\_\_\_\_  
\_\_\_\_\_ Kitchen @ \$ \_\_\_\_\_  
\_\_\_\_\_ Classrooms @ \$ \_\_\_\_\_  
\_\_\_\_\_ Fields @ \$ \_\_\_\_\_  
\_\_\_\_\_ Commons @ \$ \_\_\_\_\_  
\_\_\_\_\_ Multi-purpose room @ \$ \_\_\_\_\_

3-5 Elementary School

\_\_\_\_\_ Gym @ \$ \_\_\_\_\_  
\_\_\_\_\_ Kitchen @ \$ \_\_\_\_\_  
\_\_\_\_\_ Classrooms @ \$ \_\_\_\_\_  
\_\_\_\_\_ Commons @ \$ \_\_\_\_\_

TOTAL FEES TO BE PAID \$ \_\_\_\_\_

(Make check payable to Sergeant Bluff-Luton Community School District)

Policy Title: USE OF FACILITIES - APPLICATION FORM

Code No. 905.1E1(Cont.)

Cross Reference: 704 Revenue

Approved 10/17/02 Reviewed 3/3/16 Revised 3/3/16

Policy Title: USE OF SCHOOL FACILITIES - INDEMNITY  
AND LIABILITY INSURANCE AGREEMENT

Code No. 905.1E2

The undersigned, hereafter referred to as "organization," states that it shall indemnify and hold harmless the Sergeant Bluff-Luton Community School District, hereafter referred to as "district," from any and all loss, damages and/or claims (including attorney fees and expenses) that may arise in connection with the use by the organization of any facilities and/or equipment owned by the district or the activities thereon by the organization, its officers, employees, agents, or invitees. In case any action is brought therefore against the district or any of its officers, employees or agents, the organization shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the organization.

The organization agrees to furnish and maintain during the usage of the facilities and/or equipment owned by the district such bodily injury and property damage liability insurance as shall protect the organization and the district from claims for damages for personal injury, including accidental death, and from claims for property damages, which may arise from the organization's use of the district's facilities and/or equipment or the activities thereon by the organization, its officers, employees, agents, or invitees. The organization shall furnish the district with a certificate of insurance acceptable to the district's insurance carrier before the contract is issued.

Dated at \_\_\_\_\_, Iowa, this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Organization)

By \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_



Policy Title: USE OF SCHOOL DISTRICT  
FACILITIES REGULATION

Code No. 905.1R1

1. There shall be no alcoholic beverages brought to or consumed in the buildings or on the grounds. There shall be no unauthorized controlled substances possessed or used in the school buildings or on school grounds.
2. There shall be no smoking or use of tobacco products in school facilities or on school grounds.
3. A custodian or employee must be present while the facility is being used. Notwithstanding the foregoing, the entity using the facilities shall be responsible for supervising the activities conducted at the facilities and for assuring the safety of persons participating or attending, and for complying with applicable laws and all district policies and rules pertaining to the use of school district facilities and equipment.
4. After a school building has been used by an outside group, cleaning will be done by employees assisted by a committee from the outside group. Fees for such work will be charged to the group as part of the rental fee charged for the use of the building.
5. All users of school district facilities and/or equipment shall abide by all applicable laws and regulations, as well as all applicable school district policies and rules, including but not limited to those provisions regarding restrictions of sex offender on school property.

Approved 10/17/02 Reviewed 3/3/16 Revised 3/3/16

**FEES FOR USE OF FACILITIES/EQUIPMENT**

	CLASS A After School	CLASS A Weeknight	CLASS A Weekend	CLASS B After School	CLASS B Weeknight	CLASS B Weekend	CLASS C After School	CLASS C Weeknight	CLASS C Weekend
<b><u>High School</u></b>	N/C	N/C	N/C	\$25	\$25	\$25	\$25	\$50	\$50
<b><u>Auditorium</u></b>									
Custodian	N/C	N/C	OTR	N/C	OTR	OTR	N/C	OTR	OTR
Clean-Up*	N/C	N/C	N/C	N/C	5/HR	5/HR	N/C	5/HR	5/HR
<b><u>Classrooms/Per Room</u></b>	N/C	N/C	N/C	\$5	\$5	\$5	\$10	\$10	\$10
Custodian	N/C	N/C	OTR	N/C	OTR	OTR	N/C	OTR	OTR
Clean-Up*	N/C	N/C	N/C	\$10	\$10	\$10	\$10	\$10	\$10
<b><u>School Commons</u></b>	N/C	N/C	N/C	\$25	\$25	\$25	\$50	\$50	\$50
Custodian	N/C	N/C	OTR	N/C	OTR	OTR	N/C	OTR	OTR
Clean - Up*	N/C	N/C	N/C	\$10	\$10	\$10	\$10	\$10	\$10
<b><u>School Kitchen</u></b>	N/C	N/C	N/C	\$15	\$15	\$15	\$30	\$30	\$30
Clean-Up *	N/C	N/C	N/C	\$10	\$10	\$10	\$10	\$10	\$10
<b><u>School Baseball Field</u></b>	N/C	N/C	N/C	\$10	\$10	\$10	\$20	\$20	\$20
Custodian	N/C	OTR	OTR	N/C	OTR	OTR	N/C	OTR	OTR
Clean-Up*	N/C	N/C	N/C	\$10	\$10	\$10	\$10	\$10	\$10
<b><u>School Gym/Multi-Purpose Room</u></b>	N/C	N/C	N/C	\$25	\$25	\$25	\$50	\$50	\$50
Custodian	N/C	N/C	OT	N/C	OTR	OTR	N/C	OTR	OTR

1. Clean-up\* indicates that the assigned charge will not be assessed if the group cleans the area used after the activity and the cleaning is acceptable to the building custodian/principal.
2. N/C indicates no charge.
3. OTR indicates the overtime rate of a custodian if another school employee does not voluntarily agree to secure the building for the activity.

School district facilities, including school vehicles, and school district grounds shall be off limits for tobacco use, including the use of look-a-likes where the original would include tobacco. School district grounds specifically include, but are not be limited to, parking lots, athletic fields, playgrounds, tennis courts, and other outdoor areas under the control of the district. The prohibitions of this policy extend to inside any vehicle located on school district grounds.

This policy applies to employees and visitors as well as students. This policy applies at all times, including school-sponsored and nonschool-sponsored events. This policy does not apply to appropriately administered tobacco/nicotine cessation medication.

Visitors failing to abide by this policy shall be required to extinguish and/or dispose of their smoking or other tobacco material or leave the school district premises immediately. Students and employees violating this policy shall be required to extinguish and/or dispose of their smoking or other tobacco material and may be subject to disciplinary action.

It shall be the responsibility of the administration to enforce this policy.

Legal Reference: Iowa Code §§ 142D; 279.8; 20 U.S.C. § 6081 et seq..

Cross Reference: 905.1 Community Use of School District Buildings & Sites & Equipment

Approved 10/17/02 Reviewed 3/3/16 Revised 3/3/16

Sponsored and authorized users of the ICN must comply with state and federal law in using the ICN, as well as applicable school district policies and regulations.

The school district will sponsor education related organizations' use of the ICN upon approval of the superintendent which includes IASB and SAI. Sponsored ICN users mission must be consistent with the mission of the school district. Costs associated with the use of the ICN will be passed on by the school district to the sponsored user.

Users of the ICN shall ensure their use of the ICN is consistent with the written mission of the authorized user. The ICN is a limited access network and will not be used for profit making ventures. Users may not resell time on the ICN. Users may charge a site or usage fee to cover operational costs of the facility or as otherwise provided by law. Unless otherwise authorized by law, the user may not enable for-profit persons or entities to use the network for the pecuniary advantage of the for-profit entity (this provision is intended to apply to video use of the network only). Entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming must follow the state scheduling requirements. However, it is recommended that entities that wish to use the school district's ICN classroom to originate receive, or broadcast programming contact the school district's ICN scheduler's office to inform them of their needs.

It shall be the responsibility of the entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming in compliance with the law regarding authorized use of and content of the programming on the ICN. The school district assumes no responsibility or liability for entities using the ICN classroom in violation of the law, the authorized user's mission or school district policy and its supporting administrative regulations. The school district reserves the right to charge all costs, including attorney fees, that may arise for the entity's failure to comply with the law or school district policy and its supporting administrative regulations.

The board may allow entities, such as the Boy and Girl Scouts and 4-H, to use the school district facilities and equipment without charge. While such entities may use the facilities and equipment without charge, they may be required to pay a custodial fee.

It shall be the responsibility of the superintendent to develop a fee schedule in accordance with applicable law for the board's approval and to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 8D; 279.8; 297.9-.11.  
751 I.A.C. 14.

Cross Reference: 704 Revenue

Approved 10/17/02 Reviewed 3/3/16 Revised 3/3/16

The Board of Directors recognizes that worthy and appropriate educational values accrue from student participation in civic and community affairs. As such, the Board encourages the use of students for public performances when such performances contribute to the educational processes and objectives of the school, and when it does not unduly interfere with the student program.

1. All such performances shall be approved by the immediate administrator.
2. The extended use of one particular group should be discouraged.
3. Extensive travel by a particular group should be discouraged.
4. Student groups below the senior high level should engage in only limited activity.

The following policy of the Board of Directors shall govern student participation in local, state, and national contests:

1. Participation:

Participation shall be limited to those contests and activities that are educationally sound, worthy, and timely. It should be stimulating for the student and school, a desirable activity for both, and should supplement and not interfere with the regular program. Participation shall be voluntary. No contestant shall be excluded because of sex, race, national origin, color, creed, marital status, disability, religion, sexual orientation, gender identity, socioeconomic status, or other protected class, or payment of an entry fee.

2. Approval:

The Superintendent of Schools and the Board of Directors shall review and approve or reject all applications for participation in contests in the area, state, region, nation, or of an international nature. The application shall contain information about the nature of the contest, the purpose, the number of students involved, the time required, the means of financing the event, and other pertinent costs and information.

3. Transportation:

Appropriate school funds may be used to assume the costs of transportation where students represent the school in competition, but in other events the students shall pay their own transportation costs in accordance with applicable law.

Policy Title: MONEY RAISING ACTIVITIES IN THE SCHOOL

Code No. 906.3

School sponsored organizations/groups shall be permitted to have up to two (2) fund raisers per year with the approval of the building level administrator. All funds raised by school-sponsored organizations and groups must be accounted for in accordance with school district procedures.

Participation by students in charity activities is considered to be a desirable part of their total education. However, as a matter of basic policy, the Board of Directors will authorize the administration to determine the nature and extent of such activity.

Approved June, 1989      Reviewed 3/3/16      Revised 3/3/16

The Board of Directors may from time to time appoint Citizens' Advisory Committees to study matters of the school district. Such committees shall deal with specific problems identified and recognized by school officials. Such problems may be recommended for study by staff members or groups, interested lay people, and/or community organizations generally related to the schools.

No committee member shall receive compensation for service on the committee, and any expenses to be incurred by the committee must be approved in advance.

The functions of Citizens' Advisory Committees shall be fulfilled upon making a final report to the Board of Directors. The Board retains all final decision-making authority.

Any committee may be dissolved at any time by action of the Board.

All meetings of such committees shall abide by the Open Meetings Law, as applicable.

The Board shall appoint other advisory committees as may be required by law.

Approved June, 1989      Reviewed 3/3/16      Revised 3/3/16



Policy Title: MEMBERSHIP AND APPOINTMENT

Code No. 907.2

Final selection on Citizens' Advisory Committees shall be made by the Board of Directors as a whole. Membership should be limited to individuals who are willing to devote time and attention to the matter under consideration. As a matter of basic policy such committees shall be representative of the community as a whole and should, whenever possible, come from the various areas in the school district.

Committee representation should cut across as many segments of the community population as possible so as to ensure a wide range of viewpoints and backgrounds.

The chairperson of the committee may be appointed by the Board of Directors.

Approved June, 1989 Reviewed 3/3/16 Revised 3/3/16

Policy Title: COMMUNICATIONS AND RECOMMENDATIONS

Code No. 907.3

The chairperson of the Citizens' Advisory Committees shall convene meetings of the membership and proceed with the work to be done. The chairperson shall act as the liaison with the Superintendent of Schools and shall be responsible for the preparation of a final report to be presented to the Board of Directors.

The committee working through the directives of the chairperson shall have at their disposal such reasonable information and resources as is necessary for the successful completion of their work.

The final report to the Board of Directors should contain the findings of the committee and, where appropriate, make suggestions or recommendations for consideration of the Board.

Approved June, 1989      Reviewed 3/3/16      Revised 3/3/16 11/11/10

Policy Title: PARTICIPATION IN COMMUNITY LIFE

Code No. 907.4

It shall be the policy of the Board of Directors to encourage personnel of the school district to participate in community activities. Such participation may include active membership in local organizations and involvement in community issues.

It shall be the policy of the Board of Directors to prohibit exertion of pressure on staff members to affiliate with organizations or to participate in activities deemed unacceptable to the individual staff member. Freedom of choice shall be the prerogative of the staff member, but it is assumed that participation in any activity will be in keeping with the overall goals and objectives of our educational program.

Approved June, 1989      Reviewed 3/3/16      Revised 3/3/16

Whenever a citizen is aggrieved by the action of any employee, such citizen may file a written complaint with the employee's immediate supervisor after discussing the concern with the employee (unless the employee in question is a classified employee, in which case the citizen need not first discuss the concern with such employee). In the event that the matter is not satisfactorily resolved, the complaint process will follow this order:

- [1] Other supervisory personnel or administrators in the line of responsibility
- [2] The Superintendent of Schools
- [3] The Board of Directors

The Board of Directors shall strongly encourage that this chain of appeal be followed.

No appeal will be heard by the Board of Directors and no charges against the employee will be investigated or acted upon by the Board unless reduced to writing, or presented in person to the Board. The Board may refuse in its sole discretion to take action on the complaint, in which case the Superintendent's decision will be final, or the Board shall decide the matter as soon as practicable. The employee may respond to the complaint at the meeting at which the complaint is to be heard by the Board. Prior to any meeting at which a complaint is heard by the Board, it shall be determined whether the matter may legally be discussed in closed session and whether the employee wishes to have the matter discussed in closed session.

If there is another, more specific complaint procedure relating to a matter, the complaint should be brought under that procedure rather than pursuant to this policy.