

SCHOOL/COMMUNITY RELATIONS

Series 900

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School/Community Relations

Series 900

Policy Title **STATEMENT OF GUIDING PRINCIPLES**

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 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;
- 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.

Date of Adoption: 11/6/68

Revised: 4/15/85

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Reviewed: 07/17/06

Reviewed: 4/11/12

Reviewed: 6/14/18

School/Community Relations

Series 900

Policy Title **PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS**

Code No. 901.1

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 4:00 p.m. Monday through Friday, except for holidays and recesses.

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 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.

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 need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords

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.

Date of Adoption:

Revised: 12/18/95

Revised: 8/15/01

Reviewed: 07/17/06

Revised: 11/20/06

Reviewed: 5/9/12

Reviewed: 6/14/18

School/Community Relations

Series 900

Policy Title **BOARD PROCEEDINGS**

Code No. 901.2

Tentative agendas for official board meetings shall be submitted to board members and news media at least 24 hours in advance of regularly scheduled board meetings. Information necessary for consideration of items on the agenda shall also be made available when possible.

The official proceedings of the board shall be made a matter of public record and shall be open for inspection on demand of the public during regular office hours. The minutes of regularly scheduled board meetings shall be a matter of public record and shall be furnished to each member of the board.

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Reviewed: 6/14/18

School/Community Relations

Series 900

Policy Title **BOARD-COMMUNITY RELATIONS**

Code No. 902.1

It shall be the expressed policy of the board to actively cooperate with official area community agencies and organizations concerned with the welfare of students. Efforts of this school system should be directed toward maintaining open communications between the schools and the public. Community support of the program of the schools can best be established through a public that understands and is active in school affairs.

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Reviewed: 6/14/18

School/Community Relations

Series 900

Policy Title **NEWS CONFERENCES AND INTERVIEWS**

Code No. 902.2

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

The superintendent will respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district.

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

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

Date of Adoption: 11/16/68

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School/Community Relations

Series 900

Policy Title **LIVE BROADCASTS OR RECORDING**

Code No. 902.3

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.

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

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

Date of Adoption: 08/16/06

Reviewed: 4/11/12

Revised: 6/14/18

School/Community Relations

Series 900

Policy Title **ORGANIZATION AND DISSOLUTION**
CITIZEN'S ADVISORY COMMITTEE

Code No. 903.1

The board may from time to time appoint citizens' advisory committees to study matters pertaining to the educational problems of the school district. Such committee 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, or community organizations generally related to the schools.

The function of citizens' advisory committees shall be clearly defined at the outset, and shall be considered fulfilled when the committee has made its final report--through the superintendent--to the board.

Date of Adoption: 1/10/73

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Reviewed: 4/11/12

Reviewed: 6/14/18

School/Community Relations

Series 900

Policy Title GIFTS TO EMPLOYEES

Code No. 903.2
Page 1 of 3

Employees may receive a gift on behalf of the school district. Employees shall not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A "restricted donor" is defined as a person or other entity which:

Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;

Will be directly and substantially affected financially by the performance or nonperformance of the employee's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or

Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:

Contributions to a candidate or a candidate's committee;

Information material relevant to an employee's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;

Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;

An inheritance;

Anything available or distributed to the general public free of charge without regard to the official status of the employee;

Items received from a charitable organization, professional, educational or business organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;

Actual expenses of an employee for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;

Plaques or items of negligible resale value given as recognition for public service;

Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;

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Items or services solicited or given to a state, national, or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given for the same purposes to state, national and regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting.

Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;

Funeral flowers or memorials to a church or nonprofit organization;

Gifts which are given to an employee for the employee's wedding or twenty-fifth or fiftieth wedding anniversary;

Payment of salary or expenses by the school district for the cost of attending a meeting of a subunit of the agency when the employee whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the employee is not entitled to receive compensation or reimbursement of expenses from the school district for attending the meeting; or

Gifts other than food, beverages, travel and lodging received by an employee which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the employee.

Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, an employee as consideration for an appearance, speech or article. An honorarium does not include any of the following:

Actual expenses of an employee for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;

A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the Iowa Dept. of General Services; or

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A payment made to an employee for services rendered as part of a private business, trade or profession in which the employee is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as an employee of the district, but, rather, because of some special expertise or other qualification.

It is the responsibilities of each employee to know when it is appropriate to accept or reject gifts or an honorarium.

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Reviewed: 9/19/2018

School/Community Relations

Series 900

Policy Title CITIZENS' COMPLAINTS ABOUT SCHOOL
PERSONNEL

Code No. 903.3

The Board recognizes situations may arise in the operation of the school district which are concern to parents and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action, however, the following should be completed.

Matters concerning an individual student, teacher, or other employee should be first addressed to the teacher or employee.

Unsettled matters or problems and questions about individual attendance centers should be addressed to the employee's building principal for licensed employees and the superintendent for classified employees.

Unsettled matters regarding licensed employees or problems and questions concerning the school district should be directed to the superintendent.

If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern regarding an employee, the individual may notify the board president in writing, who may bring it to the attention of the entire board, or the item may be placed on the board agenda of a regularly scheduled board meeting in accordance with board policy 210.12.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only do so if they are in writing, signed, and the complainant has compiled with this policy.

Date of Adoption: 1/10/73

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Reviewed: 4/10/19

School/Community Relations

Series 900

Policy Title **CITIZEN ASSISTANCE TO SCHOOL
PERSONNEL**

Code No. 903.4

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.

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

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Reviewed: 4/11/12

Reviewed: 8/21/13

School/Community Relations

Series 900

Policy Title **SCHOOL-COMMUNITY GROUPS**

Code No. 903.5

The board values the participation and the support of school district-community groups, including, but not limited to, the booster club and parent-teacher 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 will 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.

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

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Reviewed: 8/16/06
Reviewed: 5/9/12
Revised: 6/14/18

School/Community Relations
Series 900

Code No. 903.7

Policy Title: **PUBLIC CONDUCT ON SCHOOL PREMISES**

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals 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 in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

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Reviewed: 9/19/01
Reviewed: 8/16/06
Revised: 10/17/07
Reviewed: 6/18/14

School/Community Relations

Series 900

Policy Title **PUBLIC PERFORMANCE BY STUDENTS**

Code No. 904.1

The board recognizes that student participation in civic and community affairs is educationally beneficial to students. Therefore the board encourages student participation at public performances, provided such performances contribute to the educational processes and objectives of the school, and provided they do not unduly interfere with the students' program.

The following guidelines apply:

Performances shall be approved by the immediate administrator;
The extended use of one particular group shall be discouraged.
Extensive travel by one particular group should be discouraged.

Date of Adoption: ?

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Revised: 1/15/96

Revised: 9/19/01

Reviewed: 08/16/06

Reviewed: 5/9/12

Reviewed: 4/10/19

School/Community Relations

Series 900

Policy Title **CONTESTS FOR STUDENTS**

Code No. 904.2

The following policy of the board shall govern student participation in local, state, and national contests.

Participation

Participation shall be limited to those contests and activities that are educationally sound, worthy, and timely. They should be stimulating for the student and school, desirable activities for both, and be a worthwhile supplement to (not interfere with) the academic program.

All contests should be conducted within the constitution and guidelines of the State High School Athletic, Music, and Speech Associations. Participation should be voluntary, and contestants shall not be excluded on the basis of race, color, creed, sex, or payment of an entry fee.

Approval

The building principal shall review and approve or reject applicants for participation in contests in the area, state, region, or nation, or in international contests. Applications 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 information.

Transportation

Appropriate school funds may be used to cover the costs of transportation in cases where students represent the school in competition; for other events, however, the student shall pay their own transportation costs.

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Reviewed: 08/16/06

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Reviewed: 4/10/19

School/Community Relations

Series 900

Policy Title **SALES PROMOTION PROHIBITED**

Code No. 904.3

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 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 with prior approval from superintendent or designee.

Date of Adoption: 4/15/85

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Revised: 9/19/01

Reviewed: 9/20/06

Reviewed: 6/20/12

Reviewed: 6/19/19

RESCINDED

School/Community Relations

Series 900

Policy Title **MONEY-RAISING ACTIVITIES IN THE SCHOOLS**

Code No. 904.4

No activity requiring students and teachers to assist in promoting campaigns (financial, educational, charitable, or otherwise) that deemed the time of students, teacher, and administrators shall be permitted, except as hereinafter provided, unless such campaigns are in accord with the general policies of the board.

No agent, person, or persons shall be permitted to solicit any student or teacher for any purpose, or distribute circulars, handbills, cards, or advertisements of any kind, or make announcements of any nature, or take up contributions in any school building or on school grounds, for any purpose whatsoever, except by approval from the superintendent as being in accord with the general policies of the board.

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

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Revised: 1/15/96

Revised: 9/19/01

Reviewed: 9/20/06

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Rescinded: 6/19/19

School/Community Relations

Series 900

Policy Title **TRANSPORTING STUDENTS IN PRIVATE VEHICLES**

Code No. 904.5

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent and meet all applicable requirements set by the district. Private vehicles will be used only when:

- The vehicle is in good condition and meets all applicable safety requirements;
- The driver possesses a valid drivers' license;
- Proof of insurance has been supplied to the superintendent and the insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa ; and
- When the parents of the students to be transported have given written permission to the superintendent.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

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School/Community Relations

Series 900

Policy Title **VISITORS OF THE SCHOOL DISTRICT BUILDING AND SITES**

Code No. 904.6

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 during the school day, must notify the principal or designee 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 or designee and obtain approval from the principal or designee prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take the time from their duties to discuss matters with visitors.

Visitors will 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 must be accompanied by a parent or responsible adult.

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

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Revised: 12/19/12

School/Community Relations

Series 900

Policy Title **COMMUNITY USE OF SCHOOL FACILITIES/EQUIPMENT** Code No. 905.1

School district facilities and equipment will be made available to local nonprofit entities that promote cultural, educational, civic, community, or recreational activities. "Entity(ies)" will include organizations, groups and individuals and their agents. Such use will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity and the use is consistent with state law. It is within the discretion of the board, superintendent and/or building principal to allow for-profit entities and nonprofit entities not meeting the definition above to use school district facilities and/or equipment. School-sponsored activities and/or entities will be given priority over outside activities and/or entities regarding the use of school facilities and equipment. The board, superintendent and/or building principal reserves the right to deny use of the facilities and equipment to an entity.

Nonprofit entities that promote cultural, educational, civic, community, or recreational activities may use the school facilities and/or equipment without charge, but may be required to pay a custodial fee. For-profit entities and nonprofit entities not meeting the above definition may be charged and/or required to pay a custodial fee for use of the school facilities and/or equipment, as determined by the board, superintendent and/or building principal. All requests for use of school facilities are to be made through the building principal. To request use of school facilities and/or equipment, an entity shall complete an application for use of a school facility and/or equipment. Applications will state specific information needed for use of the facility, which may include special equipment or custodial services needed to adequately serve the using organization. The request must contain a signed statement of responsibility by the applicant acting as an official representative of the organization. Entities requesting use of school facilities and/or equipment may be required to sign a contract for use and/or provide proof of insurance prior to being permitted to use the school facilities and/or equipment. It is the responsibility of the building principal to determine whether the school district facility and/or equipment requested is available and whether the application for use meets board policy and administrative regulations.

The district's middle school/high school track may be made available to the general public during reasonable hours, as posted on or near the track. The track will not be available to the general public when school-sponsored activities are using the track and/or when an outside entity and/or individual has specifically requested use of the track and the superintendent or the superintendent's designee has granted the request. Whether entities and/or individuals wanting to use the track need to complete any forms to request to do so will be determined by the superintendent and/or the superintendent's designee. The superintendent may, in his/her discretion, determine that a situation warrants charging a fee for an entity's or individual's use of the track.

Use of school district facilities and equipment by entities and/or individuals will be supervised by a school district employee except as otherwise outlined in these policies or unless special prior arrangements are made with the principal. Such prior arrangements may include designating a responsible adult representative of the entity to supervise. The school district employee will not accept a fee from the entity using school district facilities and equipment. If appropriate, the school district employee may be paid by the school district.

Entities and/or individuals using the facilities and/or equipment are responsible for the proper conduct of all persons using the facilities and/or equipment. Profane language, possession of or use of intoxicating liquor or narcotics, quarreling or fighting, betting and/or other illegal activities shall not be allowed. Smoking is not permitted in school owned facilities. Entities and/or individuals that use school district facilities or equipment must leave the building, site or equipment in the same condition it was in prior to its use. Inappropriate use of school district facilities and equipment may result in additional fees charged to, or the inability of, the entity to use school district facilities or equipment in the future.

An entity and/or individual may request use of the school district's ICN. The entity and/or individual may be granted use of the ICN, at the sole discretion of the building principal. An entity and/or individual using the ICN must comply with the district's rules and regulations regarding use of the ICN Room

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

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Revised: 12/19/12

School/Community Relations

Series 900

Policy Title **COMMUNITY USE OF SCHOOL
FACILITIES/EQUIPMENT REGULATIONS**

Code No. 905.1R1

The following regulations shall govern any entities' use of school facilities and equipment:

1. Use of tobacco products shall be prohibited in all school facilities and on all school grounds, including school vehicles.
2. There shall be no alcoholic liquors or beverages brought to or consumed in any school facility or on school grounds.
3. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
4. After a school facility and/or school equipment has been used by an outside entity, cleaning, including restoring the facility, site or equipment to the condition it was in prior to its use, may be done by the outside entity. If necessary, school employees, including custodial employees, may assist with the cleaning. Fees for such work will be charged to the entity as part of the rental fee charged for the use of the building.
5. Any repair cost for damages as a result of outside entity use will be assessed to the entity.
6. A cancellation after the facility or equipment is made ready for the entity will be charged at the full rate. Cancellations made prior to that time will be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.

Adopted: 8/21/95
Revised: 10/17/01
Reviewed: 10/18/2006
Revised: 8/15/12

School/Community Relations

Series 900

Policy Title **COMMUNITY USE OF ICN ROOM REGULATIONS**

Code No. 905.1R2

The ICN is a statewide telecommunications network designed primarily to enhance learning opportunities for students, employees, and board members. The school district recognizes that it is not the only authorized user of the ICN and other users will frequently be using the school district's ICN facilities. Sponsored and authorized users of the ICN must comply with state and federal law in using the ICN.

The high school principal or his/her designee is responsible for coordinating ICN classroom use. Requests for the use of the ICN classroom by the employees for educational program are filed with the high school principal.

It is the responsibility of the entity using the ICN classroom to comply with the requirements of the law and school district policy and its supporting administrative regulations.

1. The ICN is a limited access network and sponsored or authorized users cannot use the system for profit making ventures.
2. The use must be consistent with the mission of the sponsored or authorized user.
3. Users cannot resell time on the ICN.
4. Sponsored and authorized users are responsible for compliance with the Americans with Disabilities Act and Iowa Civil Rights Act. Sponsored or authorized users are responsible for making the necessary accommodations and are responsible for obtaining and paying for needed interpreters or interpretive equipment.
5. It is the responsibility of the entities that wish to use the school district's Lcn 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 Lcn 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 to the entity for the entity's failure to comply with the law or school district policy and its supporting administrative regulations.
6. Sponsored and authorized users are required to stay within the ICN classroom and use the most direct route to the ICN classroom. Other school district facilities, sites, areas in a school district building or equipment are off limits to the authorized users.
7. The charge for the ICN room is \$ 12.50 per hour. *(This is for use of the room, not the ICN. This cost reimburses the school district for its administrative, custodial, etc. costs for the room's usage.)*
8. The ICN will be available Monday through Friday, 7:00 a.m. to 10:30 p.m. and Saturday from 8:00 a.m. to 4:00 p.m.
9. The sponsored or authorized user is responsible for all site and site usage charges.
10. A school district employee will be present in the school district facility while the ICN is in use.
11. Food and drink is not permitted in the ICN room.
12. First time use of the ICN will require prior training and should be organized through the school district high school building administration.
13. Use or transmission of copyrighted material without prior approval of the copyright holder, is strictly prohibited.

Reviewed: 10/18/2006

Revised: 8/15/12

School/Community Relations

Series 900

Policy Title **APPLICATION RULES FOR USE OF
SCHOOL FACILITIES/EQUIPMENT**

Code No. 905.2A

Applications for use of any school facility are to be completed and filed at the office of the appropriate center. All usage will be coordinated with the Activity Director. School sponsored activities will have priority over all facilities/equipment when necessary.

Each time a building or part of a building is to be used, a contract between the user and the school district shall be drawn up, signed by the user and the building principal.

Groups that are based outside the local school district must have their applications approved by the board.

The principal or designee will be responsible for forwarding a copy of the contract to the superintendent and the maintenance director prior to the date of the activity.

Adopted: 8/21/95

Revised: 9/22/99

Reviewed: 10/17/01

Reviewed: 10/18/2006

Reviewed: 5/16/2013

**REQUEST FOR USE OF SCHOOL FACILITY/EQUIPMENT
BENTON COMMUNITY SCHOOLS**

**APPLICATION CONCERNING THE USE OF
SCHOOL FACILITY/OR SCHOOL EQUIPMENT**

Code No. 905.2B

The organization using the facility must be responsible for the proper conduct of persons in attendance. Profane language, possession of or use of intoxicating liquor or narcotics, quarreling or fighting, betting and/or other illegal activities shall not be allowed. Smoking shall be prohibited in all facilities owned by the school. If a custodian is not on duty in the building the following items should be checked and completed if needed.

1. All lights turned off and all doors locked.
2. All equipment put away.
3. All paper picked up and floor swept.
4. No cans or pop in gym.
5. No one on gym floor without gym shoes. No roller blades or skateboards permitted.
6. Locker rooms picked up and showers turned off.

School sponsored activities will have priority over all facilities/equipment when necessary. A responsible adult representative of the organization requesting use of the school facility/equipment shall be so designated by a school authority. Such representative must be present when school facilities are in use.

Organization requesting the use of facility/equipment _____

Room/Piece of Equipment Requested _____

Date requested _____ Approx. time _____

Date(s) you need for facility/equipment _____

Will you need to use the field lights? ____yes ____no

Purpose for which facility will be used _____

Services requested/Special requirements:

Custodial (current hourly rate) ____yes ____no, length of time _____

Equipment _____

Adult Organization Rental Fee

As an official representative of my organization, we are aware of the regulations concerning the use of school facilities/equipment of the Benton Community School District.

Organizations are responsible for cost of damages.

Date	Organization Representative	Telephone Number
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Gary Zittergruen
Superintendent
228-8701

Adopted: 8/21/95
Revised: 9/22/99
Reviewed: 10/17/01
Reviewed: 10/18/2006
Reviewed: 5/16/2013

Copies to: Activities Director; Maintenance Director; Superintendent; and Applicant

School/Community Relations
Series 900

Policy Title **FEES FOR USE**
SCHOOL FACILITIES/EQUIPMENT

Code No. 905.2C

The fee schedule for use of school facilities by any group, organization or individual within the Benton Community School District shall be as follows:

Recognized sponsored youth organizations.....No charge
 Groups or organizations sponsoring projects in the interest of the local community.....No charge
 Non-profit adult service organizations whose primary purpose in using the school facility is to raise funds for humanitarian purposes or to provide services to the community.....No charge
 Adult clubs, services and political organizations, adult and recreational leagues whose primary purpose is for the personal enjoyment and benefit of the individual members.....Regular Fee
 Adult groups or individuals whose primary purpose is for private or commercial use.....Regular Fee

The administration reserves the right to determine the custodial needs for any group or organization using the school facilities. Compensation for custodial services shall be made by the group or organization at the current pay rate for the individual employee. The school district's facilities and/or school property will not be available after 10:00 p.m. any day of the week. The school district's facilities and/or school property will not be available prior to 12:00 p.m. on Sunday or with special permission from the superintendent prior to Noon. Therefore, groups using the school district's facilities and/or school property cannot remain in possession of or use the facilities and/or school property after/prior to these times. Whenever damage caused by vandalism or carelessness occurs during the group's access to and use of the school property, the group shall reimburse the school district for cost of repairs and may be denied further use of the school district's facilities.

Gymnasium and Auditorium Use – Only authorized school personnel or students approved by the school shall operate special lighting controls. (A fee will be assessed for the services). Routine cleaning not by the organization and any necessary repairs following the use of the auditorium or gymnasium shall be done by school personnel (these costs shall be charged back to the group or organization using the facility). Requests not covered below will be dealt with administratively on an individual basis.

	<u>Rate/Hour</u>	<u>Rate/Day</u>
<u>ATKINS CENTER</u>		
Gymnasium	\$25.00	\$100.00
Classroom	10.00	40.00
Kitchen/Dining Room	25.00	100.00
<u>KEYSTONE CENTER</u>		
Gymnasium	\$25.00	\$100.00
Classroom	10.00	40.00
<u>VAN HORNE ELEMENTARY</u>		
Classroom	\$10.00	\$ 40.00
Multi-Purpose Room	15.00	60.00
<u>NORWAY ELEMENTARY</u>		
Gymnasium	\$25.00	\$100.00
Classroom	10.00	40.00
*Kitchen/Dining Room	25.00	100.00
<u>MIDDLE/HIGH SCHOOL VAN HORNE</u>		
Gymnasium	\$50.00	\$200.00
*Auditorium	50.00	200.00
Student Center	30.00	120.00
*Kitchen	40.00	160.00
Classroom	10.00	40.00

***Requires school personnel on duty (additional cost).**

Adopted: 8/21/95
 Reviewed: 9/22/99
 Reviewed: 10/17/01
 Reviewed: 10/18/2006
 Revised: 6/19/2013

School/Community Relations

Series 900

Policy Title **SUPERVISION BY SCHOOL PERSONNEL**

Code No. 905.3

The extent of supervision needed by outside groups and/or individuals renting or using school facilities will be determined by the superintendent or the superintendent's designee.

The track may be available to the general public during times designated by the district. During all times the track is available to the general public, the district will not provide supervision of the track. Therefore, all entities and/or individuals using the track at this time assume any and all liability associated with their use of the track.

Date of Adoption: 4/15/85

Revised: 12/18/95

Reviewed: 11/19/01

Reviewed: 09/20/06

Reviewed: 6/20/12

Revised: 12/19/12

School/Community Relations

Series 900

Policy Title: **TOBACCO/NICOTINE-FREE ENVIRONMENT**

Code No. 905.4

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees, and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

Legal Reference:

Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).

House File 2212, Iowa General Assembly (2008)

Iowa Code §§ 142D; 279.8, .9; 297 (2013).

Date of Adoption: 07/16/07

Reviewed: 3/21/12

Revised: 7/23/14

Revised: 12/18/19

School/Community Relations

Series 900

Policy 920

Policy Title Naming Of District Facilities And Events

Naming of Facilities: The Board of Directors must approve all names of District facilities. For purposes of this policy, "the District facility" shall refer to a District-owned or leased site, building, or a room or other facility located upon or within a site or building. Any person or group proposing a name for a District facility must submit a written proposal to the Superintendent, outlining the reasons for the proposed name. If the proposal is to name a District facility after an individual, the proposal must outline specific contributions the individual has made to the nation or to the District community. The Superintendent shall make a recommendation to the Board regarding the proposal and may involve other persons in making the recommendation.

The District, except for an unusual and extraordinary circumstance, shall not name a District facility after a person currently employed in the District.

Naming of Events or Activities: The Board of Directors must approve all names of District events or activities that are named after an individual. A proposal to name an event or activity after an individual must outline specific contributions the individual has made to the nation or to the District community. The Superintendent shall make a recommendation to the Board regarding the proposal and may involve other persons in making the recommendation. The District, except for an unusual and extraordinary circumstance, shall not name an event or activity after a person currently employed in the District.

Other Alternatives: The Board of Directors recognizes that there may be a desire to commemorate the contributions of an individual through the naming of a District facility, event or activity. However, the Board also recognizes that many staff members and volunteers make a variety of extraordinary contributions. Therefore, the Board strongly suggests that other alternatives, such as the following, be considered:

- Establishing a scholarship with a District foundation, booster club or other organization;
- Landscaping improvements such as trees, stepping stones, or benches;
- Establishing a special purpose fund with a District foundation or booster club or other organization to benefit a program.

Date of Adoption: 2-19-20

Legal References: Chapter 274.1, 279.8, 279.62, Code of Iowa