

School District and Community Relations

Series 900

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PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

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 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;
- 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.

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

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 5:00 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 in writing, including electronically. The school district may require pre-payment of the costs prior to copying and mailing.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of information may be assessed a reasonable fee for the time of the employee to compile the requested information. The district will make every effort to provide the public record requested at no cost other than copying costs for a record which takes less than thirty minutes to produce. Costs for legal services utilized for the redaction or review of legally protected confidential information may also be assessed to the individual requesting the records. 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:

- emergency preparedness procedures;
- evacuation procedures;
- security 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.

Legal Reference: Iowa Code §§ 21.4; 22; 291.6 (2007).
1980 Op. Att'y Gen. 88.
1972 Op. Att'y Gen. 158.
1968 Op. Att'y Gen. 656.

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

02/21/2024
Adopted: 06/15/1989
Iowa Valley CSD Policy Manual

12/13/2004
Reviewed: 03/16/1992

09/26/2011
11/20/2006
12/19/2005
Revised: 02/22/1999

NEWS MEDIA RELATIONS

The board recognizes the value of and supports open, fair and honest communication with the news media. 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 is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is 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 will direct their inquiries to the superintendent. The superintendent will accurately and objectively provide the facts and board positions in response to inquiries from the news media about the school district.

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (2011).

Cross Reference: 902 Press, Radio and Television News Media

02/21/2024
Adopted: 04/08/1968

12/13/2004
Reviewed: 03/16/1992

09/26/2011
Revised: 02/22/1999

NEWS CONFERENCES AND INTERVIEWS

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 an 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.

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (2011).

Cross Reference: 902 Press, Radio and Television News Media

02/21/2024
Adopted: 02/22/1999

Reviewed: 12/13/2004

Revised: **09/26/2011**

NEWS RELEASES

The superintendent will determine when a news release about internal school district and board matters will be issued. In making this determination, the superintendent will strive to keep the media and the school district community accurately and objectively informed. Further, the superintendent will strive to create and maintain a positive image for the school district. It is 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 will be directed to the superintendent.

Legal Reference: Widmer v. Reitzler, 182 N.W.2d 177 (Iowa 1970).
Dobrovolny v. Reinhardt, 173 N.W.2d 837 (Iowa 1970).
Iowa Code §§ 21.4; 22.2 (2011).
1980 Op. Att'y Gen. 73.
1952 Op. Att'y Gen. 133.

Cross Reference: 902 Press, Radio and Television News Media

02/21/2024
Adopted: 04/08/1968

12/13/2004
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09/26/2011
Revised: 02/22/1999

LIVE BROADCAST OR VIDEOTAPING

Individuals may broadcast or videotape 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 videotaping will interfere with or disrupt the school district event.

Videotaping of classroom activities will be allowed at the discretion of the superintendent. Parents will be notified prior to videotaping of classroom activities.

It is 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 §§ 21.4, .7; 22; 279.8 (2011).

Cross Reference: 506.2 Student Directory Information
902.1 News Media Relations
903.3 Visitors to School District Buildings and Sites

02/21/2024
Adopted: 02/22/1999

Reviewed: 12/13/2004

Revised: **09/26/2011**

SCHOOL - COMMUNITY GROUPS

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 will be held by the district within a custodial fund account.

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.

Legal Reference: Iowa Code §§ 279.8; 291.13 (2011).

Cross Reference: 903 Public Participation in the School District

02/21/2024
Adopted: 02/22/1999

Reviewed:

09/26/2011
Revised: 12/13/2004

COMMUNITY RESOURCE PERSONS AND VOLUNTEERS

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 purposes of insurance coverage and/or recognition of school district volunteers is the responsibility of the superintendent.

Volunteers within the district are held to the same high standards of behavior as school employees and will be subject to background checks prior to interacting with the students in a volunteer capacity. It is the responsibility of the superintendent or the superintendent's designee to create regulations necessary to carry out this policy.

Legal Reference: Iowa Code §§ 279.8; 670 (2011).

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

02/21/2024
Adopted: 04/08/1968

12/13/2004
Reviewed: 01/20/1992

09/26/2011
Revised: 02/22/1999

VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

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 will not take 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 to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee will act to cease the inappropriate conduct.

Legal Reference: Iowa Code §§ 279.8; 716.7 (2011).

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

02/21/2024
Adopted: 02/22/1999

Reviewed: 12/13/2004

Revised: **09/26/2011**

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 spectators 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 expressions 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 expressions, 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.

PUBLIC CONDUCT ON SCHOOL PREMISES

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.

Legal Reference: Iowa Code §§ 279.8; 716.7 (2009).

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

02/21/2024
Adopted: 02/22/1999

Reviewed:

09/26/2011
11/19/2007
Revised: 12/13/2004

DISTRIBUTION OF MATERIALS

The board recognizes that students, employees, parents or citizens 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.

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

Legal Reference: U.S. Const. amend. I.
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel School District v. Fraser, 478 U.S. 675 (1986).
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
Iowa Code §§ 279.8; 280.22 (2011).

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

02/21/2024
Adopted: 01/16/1995

Reviewed: 12/13/2004

09/26/2011
Revised: 02/22/1999

DISTRIBUTION OF MATERIALS REGULATION

I. Guidelines.

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

1. is obscene to minors;
2. is libelous;
3. contains indecent, vulgar, profane or lewd language;
4. advertises any product or service not permitted to minors by law;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
6. 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.

Distribution on school premises of material in categories (1) through (4) to any student is prohibited. Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

II. Procedures.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. name and phone number of the person submitting request and, if a student, the homeroom number;
2. date(s) and time(s) of day of intended display or distribution;
3. location where material will be displayed or distributed;
4. the grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal 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 person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by the school, the administration, the board or the individual reviewing the material submitted.

DISTRIBUTION OF MATERIALS REGULATION

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

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

III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written 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.

DISTRIBUTION OF MATERIALS REGULATION

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, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and 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 student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
 - (c) 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 written 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, music concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written 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, placards and underground newspapers, whether written by students or others.

DISTRIBUTION OF MATERIALS REGULATION

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 written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, 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.

02/21/2024

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Reviewed:

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TRANSPORTING STUDENTS IN PRIVATE VEHICLES

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 proof of insurance has been supplied to the superintendent and when 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 school purposes. If transportation is not provided by the school district, or if transportation provided by the school district is declined by the student or parent/guardian, then the responsibility and corresponding liability for transportation for school purposes shall rest solely with the student and parent/guardian.

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

Legal Reference: Iowa Code §§ 279.8; 285; 321 (2011).
281 I.A.C. 43.

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

02/21/2024
Adopted: 04/08/1968

12/13/2004
Reviewed: 01/20/1992

09/26/2011
Revised: 02/22/1999

ADVERTISING AND PROMOTION

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 not allowed except with prior board approval. 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.

Legal Reference: Iowa Code § 279.8 (2011).

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

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12/13/2004
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09/26/2011
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COMMUNITY USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

It is the intent of the board to make school facilities available for public use whenever possible and consistent with the following guidelines:

- The use of school facilities by non-school groups will not interfere with or disrupt the district's academic, co-curricular or extra-curricular programs, the use is consistent with state law, and the use will end no later than midnight;
- The intended use must serve some recognizable school or community purpose or provide a school or community benefit;
- Reasonable compensation for the use of the district's facilities and/or equipment may be required and rules regarding the time, place and manner of use will be enforced for the protection of the district's facilities and property;
- Priorities for the use of the facilities and/or equipment will be established by the classification of users, providing, however, that the opportunity to use school facilities, the compensation and the regulations governing the use will be applied uniformly and without discrimination within each classification.

CLASSIFICATION OF USERS

Group I The Iowa Valley Schools or student-sponsored activities, adult education and affiliated nonprofit support groups that serve the school or students in a direct manner (i.e. PTO, Booster Clubs, Parents for Prom, Boy Scouts, Girl Scouts, MRC), or individuals or groups using district facilities for democratic processes, such as primaries, caucuses, polling, voting, but who do not endorse a particular candidate.

Group II Nonprofit organizations operated for civic, religious, charitable, scientific, literary, fraternal, patriotic, educational or recreational purposes who are classified as non-profit for income tax purposes; and whose activities do not include exploitation of children; and whose activity to be conducted in the district's facility does not generate revenue that is given to or shared with a for-profit entity(ies).

Group III For profit organizations, businesses or individuals who generate a profit or who may be classified as non-profit for income tax purposes but whose activity includes the generation of revenue that is not retained solely by the nonprofit group or given to the district.

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

RULES AND REGULATIONS FOR USE

- 1) In situations of conflicting requests for use of facilities, Group I will have first priority, Group II will have second priority and Group III will have third priority.
- 2) Applications for the use of school buildings, grounds and/or equipment should be made through the district's business office. All users will be required to sign a rental agreement.
- 3) The district reserves the right to refuse to rent or grant use of any facility, equipment or property to any individual or group.
- 4) All groups using the school district's facilities must have responsible adult supervision present at all times. Furthermore, a school employee on a paid or volunteer status must be in attendance to unlock, supervise and re-lock the facility each time it is used. Exceptions to this regulation must be in writing on the rental agreement form.
- 5) Applicants must leave the facilities in the same condition they were in prior to use. Failure to do so may result in additional fees being charged and/or the inability of the applicant or group/organization to use the district's facilities in the future.
- 6) Applicants are responsible for the proper control of activities and persons using the school facilities and equipment so that all safety factors are observed. Supervision of the scheduled event is the responsibility of the group using the facility. A supervisory person must be designated at the time of application.
- 7) Applicants agree to hold the school district harmless from any and all liability arising out of the user's negligence or omissions while using the school facilities and/or equipment.
- 8) Group II and Group III organizations or individuals will provide a certificate of liability insurance prior to the date of the event. The business or for-profit groups or individuals are also required to sign a user Indemnity and Liability Insurance Agreement.
- 9) The possession and/or use of tobacco, intoxicating beverages or controlled substances are not permitted in school buildings or on school premises.
- 10) School facilities will be available only during the time listed on the rental agreement. Similarly, only those building and/or grounds listed on the agreement will be available; users and individuals attending the activities must remain in the areas requested.

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

- 11) Advance permission is not necessary for the use of outside fields and grounds by individuals or small groups for informal recreational activities, provided the intended use does not conflict with a school or other scheduled activity, good order and safety is maintained at all times, and all applicable rules and regulations for use are observed. Groups larger than 25 people or those groups scheduling tournaments or other formal usage must make application and complete a rental agreement. Bicycles, skateboards, roller blades, strollers and pets are not allowed on the track.
- 12) School employees and immediate family may use the school gymnasiums without charge, provided the use is scheduled through the building principal and does not conflict with a school or other scheduled activity. The school employee must remain present at all times.
- 13) The serving of food in school buildings by a commercial caterer is permitted but must be first approved by the business office and stated in the rental agreement. Use of the school kitchen facilities is restricted. If the district's kitchen facilities or equipment are to be used, appropriate food service personnel of the school will be present at all times, at the user's cost.
- 14) Group I organizations or individuals will not typically be charged a building or facility rental fee. However, when it is necessary for an employee to work outside of his/her normal work schedule, actual costs incurred for the additional time worked will be charged to the Group I organization or individual. Group II and Group III organizations or individuals will be required to pay for school employee services (if required to work outside of his/her normal work schedule) in addition to the required rental fee.
- 15) The applicant's use of facilities will be automatically canceled when school closes for inclement weather or other emergency conditions.
- 16) When using the auditorium a qualified school employee on a paid or volunteer basis must be in attendance to control the lighting and sound systems if used, unless applicants have completed training prior to the event.
- 17) A \$100 damage deposit is required upon approval of the application . This deposit will be returned to the applicant following the event if there are no damages to the facilities and/or equipment used and all keys issued to the applicant are returned.

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

FEE SCHEDULE

The following rate schedule is based on four-hour time blocks:

Facility	Group I	Group II	Group III
Auditorium (seats 485)			
Non-performance time	No Charge	\$15.00	\$30.00
Performance-each	No Charge	\$25.00	\$100.00
Classroom or M-P Room	No Charge	\$15.00	\$25.00
Gymnasium (no chairs)	No Charge	\$25.00	\$200.00
Kitchen/M-P Room	No Charge	\$20.00	\$40.00
Media Center	No Charge	\$25.00	\$40.00
Fields (if lights are used)	No Charge	\$20.00	\$50.00

The rental fee for the use of other facilities or equipment not designated above will be as determined by the superintendent or the superintendent’s designee. There is no fee charged for work done by employees during their normal work schedule. For work performed outside of their normal work schedule, a fee for actual costs incurred, up to \$35.00 per hour will be charged to Groups I, II and II in addition to the facility usage fee. Dance recital fees are \$600.00 total for a weekend. Absolutely no technology equipment for loan.

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.

Legal Reference: Iowa Code §§ 8D; 123.46; 276; 278.1(4); 279.8; 288; 297.9-.11 (2007).
1982 Op. Att’y Gen. 561.
1940 Op. Att’y Gen. 232.
1936 Op. Att’y Gen. 196.

Cross Reference: 704 Revenue

		07/25/2011
		05/20/2002
02/21/2024		02/22/1999
Adopted: 04/08/1968	Reviewed: 12/13/2004	Revised: 03/16/1992

**APPLICATION FOR USE OF
IOWA VALLEY COMMUNITY SCHOOL DISTRICT FACILITIES**

(If using Auditorium, please complete additional form.)

To Be Completed by Applicant:

Name of Individual,
Group, or Organization: _____

Contact Person:

Name: _____

Address: _____

Phone #'s: Home: _____ Cell: _____

Email: _____

Supervisory Person(s):

Name(s): _____

Facility Desired: _____ **Specific Area(s):** _____

Date: _____ Begin Time: _____ End Time: _____

Date: _____ Begin Time: _____ End Time: _____

Date: _____ Begin Time: _____ End Time: _____

Date: _____ Begin Time: _____ End Time: _____

If more dates are needed, list dates/times on back of form.

Proposed Use: _____

Is the Applicant a non-profit entity for income tax purposes: Yes: _____ No: _____

Will the proposed use of the district facility generate revenue: Yes: _____ No: _____

If so, what groups or entities will receive a portion of the net revenues generated by your event:

Estimated number of participants: Students: _____ Adults: _____

Are all of the participants in your group/organization residents or students of the Iowa Valley CSD?

Yes: _____ No: _____ If no, how many participants are not IV CSD residents? _____

If your proposed use is a political event, does the event intend to support or advocate for the election, re-election, or endorsement of a particular candidate? Yes: _____ No: _____

If your proposed use is a community meeting or a neighborhood informational meeting, is the purpose of the event to advocate for the adoption of a particular viewpoint or to endorse a particular political candidate? Yes: _____ No: _____

I have read and accept the provisions of Policy #905.1 Community Use of Facilities and #905.1E2 User Certification/Indemnity and Liability Insurance Agreement.

(Signature of Applicant)

(Date)

**COMMUNITY USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT
INDEMNITY AND LIABILITY INSURANCE AGREEMENT**

The undersigned individual states that that the Applicant/Group/Organization, hereafter referred to the “Applicant”, and the activity to be conducted in the school district facilities complies with and will adhere to all Iowa Valley CSD policies and regulations, including but not limited to the district’s policy not to discriminate on the basis of race, creed, color, gender, national origin, religion, age, marital status, sexual orientation, veteran status or disability.

The Applicant agrees to hold the Iowa Valley Community School District harmless from any and all damages and claims that may arise by reason of any negligence on the part of the Applicant in the use of any facilities or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the Applicant will assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all costs, including attorneys’ fees, to the Applicant.

The Applicant agrees to furnish and maintain, during the usage of the facilities or equipment owned by the school district, such bodily injury and property damage liability insurance as will protect the Applicant and the school district from claims for damages for personal injury, including accidental death, and from claims for property damages which may arise from the Applicant’s use of the school district’s facilities or equipment whether such operations be by the Applicant or by anyone directly or indirectly employed by the Applicant. The Applicant will furnish the school district with a certificate of insurance acceptable to the school district prior to the approval of the Application for Use of District Facilities.

As the Applicant’s representative, I affirmatively acknowledge and state that I have the authority to act on behalf of and bind the Applicant.

APPLICANT

SCHOOL DISTRICT

Signature of Representative

Signature of Superintendent

Title of Representative

Signature of Board Secretary

Address of Representative

Date

Date

TOBACCO-FREE ENVIRONMENT

School district grounds and facilities, 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 nonschool-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 §§ 142B; 279.8, .9; 297 (2011).

Cross Reference: 903.4 Public Conduct on School Premises
905.1 Community Use of School District Buildings & Sites & Equipment

02/21/2024
Adopted: 01/16/1996

Reviewed:

07/28/2014
09/02/2011
01/19/2009
12/13/2004
Revised: 02/22/1999

USE OF SCHOOL FACILITIES ON SUNDAY

Sunday use of school facilities is limited to special community projects that cannot be scheduled on a weekday.

The general policies governing the scheduling and use of school facilities will apply to requests for Sunday use. Availability of adequate supervisory personnel, the nature of the activity, and the physical well-being of the facilities will be among those things considered in the administrators' judgment.

Legal Reference: Iowa Code §§ 279.8, .9; 297 (2007).

Cross Reference: 905 Community Use of School District Buildings & Sites & Equipment

02/21/2024
Adopted: 04/08/1968

12/13/2004
Reviewed: 01/20/1992

09/26/2011
Revised: 02/22/1999

WEAPONS IN THE SCHOOL DISTRICT

The board believes weapons, other dangerous objects and look-a-likes in school district facilities and at school district-approved events cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

All weapons, dangerous objects and look-a-likes are prohibited to be carried, possessed, transported or otherwise stored on school district property and to school district-approved events.

Exceptions to this policy include weapons carried by the following individuals in performance of their official duties:

- law enforcement;
- military personnel;
- corrections officers;
- individuals approved in writing by the Superintendent, and;
- students and individuals approved in writing by the Superintendent who are actively engaging in a school district approved firearms safety course, hunter education course or shooting sports activity.

Individuals found to be in violation of this district policy will be required to immediately remove the weapon, dangerous object or look-a-likes from the school district property or event. Students found to be in violation of this policy or any other board policies related to weapons will be subject to disciplinary proceedings.

Legal Reference: 18 U.S.C. § 921
Iowa Code §§ 279.8; 280.21B; 483A.27(11), 724
281 I.A.C. 12.3(6)

Adopted: 02/21/2024

Reviewed:

Revised:

DISTRICT OPERATION DURING PUBLIC EMERGENCIES

Following guidance and recommendations from federal, state, and local agencies when reasonably possible, the administration will create regulations related to district operations during a public emergency, including, but not limited to, student, employee and visitor safety and security; the use and safeguarding of district property; public meetings and events, and when applicable, measures to prevent or slow the spread of infectious disease.

These measures will be enforced for the period of time of the public emergency, or until the superintendent, in consultation with federal, state and local agencies determine it is appropriate for the safety measures to end.

Adopted: 02/21/2024

Reviewed:

Revised: