

SCHOOL DISTRICT - COMMUNITY RELATIONS

Series 900

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W-SR SCHOOL BOARD POLICIES

Series 900 - School District - Community Relations

Principles and Objectives for Community Relations

Code No. 900

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

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

- Provide access to school district records;
- Inform the school district community of the school district's mission, beliefs, essential learnings and goals, 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: 11/04/85

Dates Amended: 10/07/91 10/01/96

11/06/00 1/05/04 9/11/06 07/06/09

Legal Reference:

Cross Reference:

W-SR SCHOOL BOARD POLICIES

Series 900 - School District - Community Relations

Public Examination of School District Records

Code No. 901

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 shall 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 wanting copies may be assessed a fee for the copy. 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 copying and mailing. 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 shall 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 not limited to, the following:

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

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

Date of Adoption: 10/01/96

Dates Amended: 11/06/00 1/05/04

9/06/05 9/11/06 07/06/09

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

W-SR SCHOOL BOARD POLICIES

Series 900 - School District - Community Relations

News Media Relations

Code No. 902.1

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 shall be the spokesperson for the board, and the superintendent shall be the spokesperson for the school district. It shall be the responsibility of the superintendent to respond to inquiries from the news media about the school district.

Members of the news media seeking information about the school district shall direct their inquiries to the superintendent. The superintendent shall accurately and objectively provide the facts and board positions in response to inquiries from the news media about the school district.

Date of Adoption: 11/04/85

Dates Amended: 10/07/91 10/01/96

11/06/00 105/04 9/11/06 07/06/09

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (2007).

Cross Reference: 902 Press, Radio and Television News Media

W-SR SCHOOL BOARD POLICIES

Series 900 - School District - Community Relations

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 shall 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 shall include the board and/or the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It shall be within the discretion of the superintendent to determine whether a news conference or interview shall be held to provide an immediate response to an issue.

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

Date of Adoption: 10/01/96

Dates Amended: 11/06/00 1/05/04

9/11/06 07/06/09

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (2007).

Cross Reference: 902 Press, Radio and Television News Media

W-SR SCHOOL BOARD POLICIES

Series 900 - School District - Community Relations

News Releases

Code No. 902.3

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

The superintendent shall determine when a news release about internal school district and board matters will be issued. In making this determination, the superintendent shall strive to keep the media and the school district community accurately and objectively informed. Further, the superintendent shall 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.

Date of Adoption: 11/04/85

Dates Amended: 10/07/91 10/01/96

11/06/00 1/05/04 9/11/06 07/06/09

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 (2007).
1980 Op. Att'y Gen. 73.
1952 Op. Att'y Gen. 133.

Cross Reference: 902 Press, Radio and Television News Media

W-SR SCHOOL BOARD POLICIES

Series 900 - School District - Community Relations

Live Broadcast or Videotaping

Code No. 902.4

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. Video taping of copyrighted student performances is prohibited.

It shall be 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. Prior to videotaping of classroom activities, parents of all students in the class will be notified. Videotaping through the use of bus cameras will be done at the discretion of the superintendent and the director of transportation.

Date of Adoption: 10/01/96

Dates Amended: 11/06/00 1/05/04

9/11/06 07/06/09

Legal Reference: Iowa Code §§ 21.4, .7; 22; 279.8 (2007).

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

W-SR SCHOOL BOARD POLICIES

Series 900 - School District - Community Relations

School - Community Groups

Code No. 903.1

The board values the participation and the support of school district- community groups, including, but not limited to, the 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 shall confer with the principal or 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 shall be the responsibility of the building principal to be the liaison with the school district- community groups affiliated with the building principal's attendance center.

Date of Adoption: 11/04/85

Dates Amended: 10/07/91 10/01/96

11/06/00 1/05/04 9/11/06 07/06/09

Legal Reference: Iowa Code §§ 279.8; 291.13 (2007).

Cross Reference: 903 Public Participation in the School District

W-SR SCHOOL BOARD POLICIES

Series 900 - School District - Community Relations

Community Resource Persons and Volunteers

Code No. 903.2

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 or his/her designee.

Date of Adoption: 11/04/85

Dates Amended: 10/07/91 10/01/96

11/06/00 1/05/04 9/11/06 07/06/09

Legal Reference: Iowa Code §§ 279.8; 670 (2007).

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

W-SR SCHOOL BOARD POLICIES

Series 900 - School District - Community Relations

Visitors to School District Buildings and Sites

Code No. 903.3

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

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

Visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect for and consideration of 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 may be required to be accompanied by a parent or responsible adult.

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

Date of Adoption: 11/04/85

Dates Amended: 10/07/91 10/01/96

11/06/00 1/05/04 9/11/06 07/06/09

Legal Reference: Iowa Code §§ 279.8; 716.7 (2007).

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

W-SR SCHOOL BOARD POLICIES

Series 900 - School District - Community Relations

Public Conduct on School Premises

Code No. 903.4

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, 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 activity 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 shall 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.

Date of Adoption: 8/03/92

Dates Amended: 10/01/96 1/03/00

11/06/00 1/05/04 9/11/06 12/03/07 07/06/09

Legal Reference: Code of Iowa §§ 279.8, .66; 716.7 (2007).

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

W-SR SCHOOL BOARD POLICIES

Series 900 - School District - Community Relations

Distribution of Materials

Code No. 903.5

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

Date of Adoption: 11/04/85

Dates Amended: 10/07/91 12/05/94

10/01/96 11/06/00 1/05/04 9/11/06 07/06/09

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 (2007).

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

REGULATIONS

Series 900 - School District - Community Relations

Distribution of Materials Regulation

Code No. 903.5-R1

I. Guidelines.

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

- (a) is obscene to minors;
- (b) is libelous;
- (c) contains indecent, vulgar, profane or lewd language;
- (d) advertises any product or service not permitted to minors by law;
- (e) 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);
- (f) presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (a) through (d) to any student is prohibited. Distribution on school premises of material in categories (e) and (f) to a substantial number of students is prohibited.

II. Procedures.

Anyone wishing to distribute unofficial printed 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.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person shall 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 shall 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 shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the printed 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 printed 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 shall be limited to a reasonable time, place and manner as follows:

1. The material shall be distributed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entrance ways, but which shall give reasonable access to students.

2. The material shall be distributed either before and/or after the regular instructional day.
3. No printed material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions.

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

1. "Obscene to minors" is defined as:
 - (a) The average person, applying contemporary community standards, would find that the printed 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 forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the printed material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
 5. "Unofficial" printed material includes all printed 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.
 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 printed material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying printed material in areas of the school which are generally frequented by students.

V. Disciplinary action.

Distribution by any student of unofficial printed material prohibited in subsection I or in violation of subsection III shall 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.

Date of Adoption: 11/04/85

Dates Amended: 10/07/91 12/05/94

10/01/96 11/06/00 1/05/04 9/11/06 07/06/09

W-SR SCHOOL BOARD POLICIES

Series 900 - School District - Community Relations

Transporting Students in Private Vehicles

Code No. 904.1

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

Individuals transporting students for school purposes in private vehicles must have the permission of the administration. Private vehicles will be used only when proof of insurance has been supplied to the administration and when the parents of the students to be transported have given written permission to the principal. The school district assumes no responsibility for those students who have not received the approval of the principal and who ride in private vehicles for school purposes.

This policy statement applies to transportation of students for school activities 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.

Date of Adoption: 11/04/85

Dates Amended: 10/07/91 10/01/96

11/06/00 1/05/04 9/11/06 07/06/09

Legal Reference: Iowa Code §§ 279.8; 285; 321 (2007).
281 I.A.C. 43.

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

W-SR SCHOOL BOARD POLICIES

Series 900 - School District - Community Relations

Advertising and Promotion

Code No. 904.2

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. Exceptions may be allowed with permission of the superintendent. 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 principal or superintendent.

Political literature may not be distributed through the school to students nor sent home to parents. Political literature may not be placed in employee mail boxes, posted on school premises or transmitted electronically.

Date of Adoption: 11/04/85

Dates Amended: 10/07/91 10/01/96

11/06/00 1/05/04 9/11/06 07/06/09

Legal Reference: Iowa Code § 279.8 (2007).

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

W-SR SCHOOL BOARD POLICIES

Series 900 - School District - Community Relations

Community Use of School District Facilities & Equipment

Code No. 905.1

School district facilities and equipment will be made available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. "Entity(ies)" shall 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, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district facilities and equipment. The board reserves the right to deny use of the facilities and equipment to an entity. It shall be within the discretion of the superintendent to allow use of school district facilities and equipment on Sundays.

Entities who wish to use school district facilities or equipment must apply at the principal's office. It shall be the responsibility of the principal to determine whether the school district facility or equipment requested is available and whether the application for use meets board policy and administrative regulations. It shall be the responsibility of the principal to provide application forms, obtain proof of insurance, and draw up the contract for use of school district facilities and equipment.

Use of school district facilities and equipment by entities shall be supervised by a school district employee unless special prior arrangements are made with the principal. The school district employee shall 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 that use school district buildings or equipment or sites must leave the building or site in the same condition it was in prior to its use. Entities that use school district equipment must return the equipment in the same working 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.

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

Authorized users of the ICN shall ensure their use of the ICN is consistent with their written mission. The ICN will not be used for profit making ventures. Authorized users may not resell time on the ICN. Entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming must follow the state scheduling requirements. However, it is recommended that entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming contact the school district's ICN scheduler's office to inform them of their needs.

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

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

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

Date of Adoption: 11/04/85

Dates Amended: 10/07/91 10/01/96

11/06/00 1/05/04 9/11/06 07/06/09

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

Cross Reference: 704 Revenue

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT
APPLICATION FORM

The undersigned entity makes application for the use of the school district facility or equipment as designated below. The entity will provide police protection at its own expense, if necessary, to maintain order and to properly protect the building or site. Police protection is required when admission is charged.

Please refer to Policy 905.1 to determine the proper use of school facilities and equipment. The entity is responsible for complying with the law, board policy and the administrative regulations.

The entity must provide an Indemnity and Liability Insurance Agreement, Code No. 905.1E2, prior to the use of school district buildings or sites.

Building/Site/Equipment: _____

Purpose: _____

Date: _____

Hours: _____

Auditorium

Seating requirements on stage _____

Tables required on stage _____

Stage curtain and attendant _____

Matron _____

Spotlights _____

Microphones _____

Podium Stand _____

Table _____ Stand in audience _____

Other equipment _____

Gymnasium

Seating _____ Scoreboard _____

Public address system _____

Classroom

ICN

Computer Lab

Other

Total Fee \$

Name of entity making application: _____

Name of person making application: _____

Address: _____

Phone #: _____

(Signature of Applicant)

(Date)

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

The undersigned, hereafter referred to as "entity," states that it shall hold the Waverly-Shell Rock Community School District, hereafter referred to as "school district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity or the school district, and its officers, employees or agents, in the use by the entity 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 entity shall 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 entity.

The entity 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 shall protect the entity 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 entity's use of the school district's facilities or equipment whether such operations be by the entity or by anyone directly or indirectly employed by the entity. Such insurance shall include the Waverly-Shell Rock Community School District as an additional named insured in the policy carried by the entity and described above.

The entity shall furnish the school district with a certificate of insurance acceptable to the school district's insurance carrier before the contract is issued.

Dated at _____, Iowa, this ____ day of _____, 20____.

School District _____

(Entity) _____

By _____
Superintendent

By _____
Title _____

By _____
Secretary

Address _____

REGULATIONS

Series 900 - School District - Community Relations

Community Use of School District Facilities & Equipment
Regulation

Code No. 905.1-R1

1. Alcoholic beverages shall not be brought to or consumed in the school district facilities or on grounds.
2. Smoking is prohibited in all school district facilities, including athletic facilities, school district grounds and school vehicles.
3. A custodian or employee must be present while the school district facility or equipment is being used by an entity.
4. After a school district facility or site has been used by an entity, cleaning, including restoring the facility or site or equipment to the condition it was in prior to its use, will be done by employees assisted by a committee from the entity. The fee charged to the entity for the use of the facility or site will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility or site or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
5. 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.
6. A cancellation after the facility or equipment is made ready for the entity shall be charged at the full rate. Cancellations made prior to that time shall be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.

Additionally, the use of the Junior High gymnasium by Waverly Parks and Recreation is subject to the following:

1. Waverly Parks and Recreation will provide one supervisor for adult volleyball programs that take place in the new gym.
2. Two supervisors will be on duty for all youth volleyball and basketball programs, adult basketball, and when both the old and new gyms are in use.

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Code No. 905.1-R1

3. The principal will send a school calendar to the Parks and Recreation office in the spring to help them plan for next year.
4. Parks and Recreation programs held on nights when there are Junior High basketball games will begin no earlier than 7:15 P.M.
5. Parks and Recreation will continue to stress the separate shoes policy and other regulations at either registration or team captain meetings.

Date of Adoption: 11/04/85

Dates Amended: 10/07/91 10/01/96

11/06/00 1/05/04 9/11/06 07/06/09