

## SCHOOL DISTRICT - 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 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 shall:

1. Provide access to school district records;
2. Inform the school district community of the school district's goals, objectives, achievements, and needs;
3. Invite the input of the school district community; and,
4. Encourage cooperation between the school district and the school district community.

Approved: 04/11/19

Reviewed: 3-25-19

Revised:

## PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

The public may view public records of the school district 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, including electronic 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 of 10 cents per page 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:

1. Security procedures
2. Emergency preparedness procedures
3. Evacuation procedures
4. 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

Approved: 04/11/19

Reviewed: 03-25-19

Revised:

## 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 shall 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 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.

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

Cross Reference: 902 Press, Radio and Television News Media

Approved: 04/11/19

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## 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 shall include the superintendent and may include the Board. 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 shall be 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

Approved: 04/11/19

Reviewed: 03/25/19

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## NEWS RELEASES

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 of the school district. It is the responsibility of the superintendent or his/her designee to approve news releases originating within the school district prior to their release.

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

Approved:       04/11/19

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Revised:

## 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 shall be within the discretion of the superintendent or designee 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 or designee. Parents will be notified prior to videotaping of classroom activities.

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

Legal Reference: Iowa Code §§ 21.4, .7; 22; 279.8 (2011).

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

Approved: 04/11/19

Reviewed: 03/25/19

Revised:

## 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 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.

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

Cross Reference: 903 Public Participation in the School District

Approved: 04/11/19

Reviewed: 03/25/19

Revised:

## 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.

Unless waived by the superintendent, all volunteers that interact with students on a consistent and ongoing basis will undergo a background check.

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

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

Approved: 04/11/19

Reviewed: 03/15/19

Revised: 03/13/2014

## VISITORS TO SCHOOL DISTRICT BUILDINGS & 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 or his/her designee of their presence in the facility upon arrival and sign in.

Persons who wish to visit a classroom while school is in session shall make prior arrangements with the school office so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matter with visitors.

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

It shall be 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.

All student visitors must have prior approval from the building principal.

All visitors during school hours shall wear appropriate badges identifying them as visitors.

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

Approved: 04/11/19

Reviewed: 03/25/19

Revised: 04/11/19

PUBLIC CONDUCT ON SCHOOL PREMISES

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

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

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

1. Abusive, verbal or physical conduct by the public directed at participants, officials or sponsors of sponsored or approved activities or at other attendees will not be tolerated.
2. Verbal or physical conduct by the public that interferes with the performance of students, officials or sponsors of sponsored or approved activities will not be tolerated.
3. The use of vulgar or obscene language directed at students, officials or sponsors participating in a sponsored or approved activity or at other attendees will not be tolerated.

If an attendee at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar or obscene language, or in any way impedes the performance of an activity, the attendee may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the attendee at future sponsored or approved activities.

Upon recommendation of the superintendent, the board shall cause a notice of exclusion from activities to be sent to the attendee involved. The notice shall advise the attendee of the district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the attendee disobeys the district's order, law enforcement authorities will be contacted and asked to remove the attendee. If an attendee has been notified of exclusion and thereafter attends a sponsored or approved activity, the attendee shall be advised that his/her attendance will result in prosecution.

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

Approved: 04/11/19

Reviewed: 03/25/19

Revised:

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

Approved:       04/11/19

Reviewed:       03/25/19

Revised:

## 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 either, the school, the administration, the board or the individual reviewing the material submitted.

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.

## DISTRIBUTION OF MATERIALS REGULATION

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.

### 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.

## DISTRIBUTION OF MATERIALS REGULATION

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, band 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.
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.

## 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 employee. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent or his/her designee to determine when this is appropriate.

School Employees transporting students for school purposes in private vehicles must have the permission of the superintendent. Students securing rides with other students or other individuals to off-site schools or school activities do so at their own risk.

The school district assumes no responsibility for those students who have not received the approval of the superintendent or designee 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 shall be 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

Approved: 04/11/19

Reviewed: 03/25/19

Revised: 04/11/19

## 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 is allowed with permission of the superintendent or his/her designee, if the purpose is educationally related and prior approval has been obtained from the superintendent.

Nothing in this policy shall be construed as disallowing all items of a promotional nature being displayed in the buildings and sites. The use of promotional items shall be at the discretion of the superintendent and his/her designee.

Legal Reference: Iowa Code § 279.8 (2011).

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

Approved: 11/23/09

Reviewed: 03/25/19

Revised:

**Keota Community School District**  
**500 North Ellis Street, Keota, IA 52248**  
**Phone: (641) 636-2189 Fax (641) 636-3009**

**BUILDING, SITE, EQUIPMENT AND VEHICLE USE APPLICATION**

<b>SECTION 1 - Completed by individual or group/organization's representative</b>
---

**NAME OF ORGANIZATION**

\_\_\_\_\_

**PERSON IN CHARGE**

\_\_\_\_\_

**ADDRESS**

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

**PHONE**

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

**FACILITY, EQUIPMENT OR VEHICLE TO BE USED**

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

**PURPOSE OF USE**

\_\_\_\_\_

**DATE OF USE**

\_\_\_\_\_

**HOURS OF USE**

\_\_\_\_\_

**Will any kitchen equipment (ovens, stoves, etc.) be used?** \_\_\_\_\_ **Yes** \_\_\_\_\_  
**No**

**Approximately, how many people will be using the facility?** \_\_\_\_\_

<b>Will the facility be used to raise funds?</b> _____ <b>Yes</b> _____ <b>No</b>
---

<b>If the facilities are going to be used for a fund-raiser, how much do you expect to gross?</b>
---

<b>If you expect to gross more than \$500, please list the intended uses for the funds.</b>
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**If you are proposing to use an in-kind contribution in lieu of any fees that may be charged, please describe the in-kind contribution below.**

**Please read and sign the back of this form.**

- 1. Smoking is prohibited in the school buildings, grounds and vehicles.
- 2. No alcohol, liquor or illegal drugs shall be brought to or consumed in school buildings, grounds or vehicles.
- 3. Users may be assessed for any damage or other such unusual expenses arising from their use.
- 4. School buildings, grounds and vehicles are not to be used between midnight and 6:00 a.m. or before noon on Sunday.
- 5. Proper gym shoes shall be worn in the gym when it is used for athletic activity.
- 6. All damage should be reported as soon as possible to the district employee directly responsible for this use.
- 7. Kitchen equipment (ovens, stoves, dishwashers, etc.) shall not be used without a district cook present.
- 8. School district insurance will cover school sponsored events but not non-school sponsored events. However, school recognized booster groups are eligible to purchase a rider on the district's insurance policy at the expense of the booster group. To be protected, community groups should purchase liability insurance through a third party.
- 9. Improper use of the facilities or failing to follow board or administrative policies concerning the use of facilities is grounds for denial of future use.

**The signature below indicates that the individual, group and/or organization understands and agrees to the preceding statements.**

\_\_\_\_\_

**Applicant/Organization Representative**

**Date**

**SECTION 2 - Completed by Central Office Secretary or Transportation Director**

**NAME OF DISTRICT EMPLOYEE DIRECTLY RESPONSIBLE FOR USE**

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

**Where will this district employee be during time of use (including telephone number)?**

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**FEE FOR USE**

---

**DISTRICT PERSONNEL SERVICES THAT WILL BE NEEDED DURING THE TIME  
OF THE USE (WILL BE CHARGED TO THE USER)**

<b>Service (Custodian, Cook, Bus Driver, Etc.)</b>	<b>Name of Employee</b>

**ADDITIONAL COMMENTS:**

**The district representative's signature below indicates that the use of district facilities is approved based on the conditions set forth in this application.**

---

**District Representative**

**Date**

COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS, SITES, EQUIPMENT &  
VEHICLES

The buildings, sites, equipment and vehicles of the school district **may** be made available for a fee to nonprofit and profit entities which promote cultural, educational, civic, community, or recreational activities. Such use shall be permitted only when the use does not interfere with or disrupt the education program or school-related activity, and the use is consistent with state law. The activity must end no later than midnight nor start earlier than 6:00 a.m. unless prior written approval is given by the superintendent. It is within the discretion of the superintendent to deny use of the buildings, sites, equipment and vehicles to any group. It shall be within the discretion of the superintendent to allow use of school district facilities and equipment on Sundays.

Organizations, individuals, and other entities who wish to use the school district property must apply through superintendent or the district's Activities or Transportation Directors. It shall be the responsibility of the building principal or the Activities or Transportation Director to determine whether the school district facility, site, equipment or vehicle requested is available and whether the application for use meets board policy and administrative regulations. It shall be the responsibility of the building principal or Activities or Transportation Director to provide application forms, obtain proof of insurance, and draw up the contract for use of school district property.

It shall be up to the discretion of the superintendent or the Activities or Transportation Director to determine whether an activity needs to be supervised by a district employee. In all cases, indeterminate of whether supervision by a district employee is determined to be necessary, a district employee must be directly responsible for the activity. No employee shall accept a fee from the user. If appropriate, the school district employee may be paid by the school district.

Entities that use school buildings, sites or vehicles, must leave the building, site or vehicle 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, sites, equipment or vehicles may result in additional fees charged to, or the inability of, the entity to use school district facilities, sites, equipment or vehicles in the future.

The school district shall sponsor education related organizations' use of the Iowa Communications Network (ICN) upon approval of the superintendent. 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 shall 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 high school 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.

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.

Legal Reference: Iowa Code 8D; 276; 278.1(4); 279.8; 288; 297.9-.11 (2007)  
751 I.A.C. 14,  
1982 Op. Att'y Gen. 561.  
1940 Op. Att'y Gen. 232.  
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

Approved: 04/11/19

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REGULATION FOR COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS, SITES,  
EQUIPMENT & VEHICLES

All entities that promote cultural, educational, civic, community, or recreational activities are eligible to use auditoriums, gymnasiums, classrooms and other school properties, providing the activities conducted or to be conducted are not contrary to public interest, as determined by the Board of Directors, or as provided by law.

Proposed uses shall not interfere with or disrupt the education program or school-related activity.

It is within the discretion of the superintendent to deny use of the buildings, sites, equipment and vehicles to any group.

PROCEDURES

- 1) Individuals, groups or organizations interested in using school buildings, sites or related equipment should make arrangements with the Central Office Secretary. Individuals, groups or organizations interested in using school buses, vans or related equipment should make arrangements with the Transportation Director.
- 2) It shall be up to the Central Office Secretary or Transportation Director to determine the following:
  - a) Whether the building, site, equipment or vehicle requested is available;
  - b) Whether the request meets board policy and administrative regulation;
  - c) Whether any activity needs to be supervised by a district employee and/or whether a custodian, cook or bus driver needs to be present during any activity;
  - d) The designated district employee who is directly responsible for the activity.
- 3) Individuals, groups or organizations requesting to use the district's buildings, sites, equipment or vehicles must complete and sign an application. The individual or organization representative requesting the use shall specify the following on the application:
  - a) complete contact information;
  - b) list specifics for the proposed use;
  - c) if the use is for fund-raising, the intended use of the funds if the gross raised is expected to exceed \$500;
  - d) any proposed in-kind contribution offered in lieu of a fee payment.
- 4) The individual or organization's representative may also be required to sign a liability indemnification agreement.
- 5) The Central Office Secretary or Transportation Director shall specify the following on the application:

- a) the fee being charged;
  - b) whether school personnel are required for the activity;
  - c) the school employee who is designated as having primary responsibility during the time of the requested use;
  - d) the approval of any proposed in-kind contribution;
- 6) The Central Office Secretary's or Transportation Director's signature on the application indicates that approval is granted for the use of the building, site, equipment or vehicle under the conditions as specified on the application.
- 7) Authorized individuals, groups or organizations under the following conditions may use school buses:
- a) For adult groups, no more than two persons shall occupy a thirty-nine inch seat. Standees shall not be permitted.
  - b) The driver of the bus shall be approved by the Transportation Director and must possess a chauffeur's license and a school bus drivers' permit.
  - c) The driver of the bus shall observe all traffic laws and regulations.
- 8) Authorized individuals, groups or organizations under the following conditions may use school vans and other vehicles:
- a) The driver of the school vehicle shall be at least twenty-one years of age, be approved by the Transportation Director, and must possess a valid driver's license.
  - b) The driver of the school vehicle shall observe all traffic laws and regulations.
- 9) After the activity is completed, it shall be the responsibility of the Custodian or Transportation Director to determine if the building, site, equipment or vehicle is in the same condition it was in prior to its use. Entities will be charged for the costs to repair or clean any buildings, sites, equipment or vehicles that are left or returned in a damaged or dirty condition.

#### IN-KIND CONTRIBUTION IN LIEU OF FEE PAYMENT

Any individual, group or organization may propose an in-kind contribution to the school district in lieu of a fee payment. The value placed upon the in-kind contribution must be at fair market value and be noted on the application. The superintendent shall determine if the in-kind contribution is of equal or greater value to the fees that would normally be charged before granting his/her approval. If the individual, group or organization does not completely satisfy the conditions of the in-kind contribution for any reason within a reasonable length of time, the school district will bill the individual, group or organization for the amount of the original fee.

#### FACILITIES USED FOR FUND-RAISING

Any individual, group or organization that uses any of the district's buildings, sites, equipment or vehicles for the purpose of fund-raising, shall indicate on the application the intended uses of the raised funds. This requirement only applies if the individual,

group or organization expects the gross proceeds from the fund-raising activity to exceed \$500. Individuals, groups or organizations unwilling to disclose the intended use of funds (from events expected to gross more than \$500) shall not be granted approval to use the district buildings, sites, equipment or vehicles.

#### OTHER REGULATIONS CONCERNING THE USE OF SCHOOL FACILITIES

1. Smoking is prohibited in the school building, grounds and vehicles.
2. There shall be no alcohol, liquor, or illegal drugs brought to or consumed in the school building, grounds or vehicles.
3. School sponsored activities will always have priority over outside activities for the use of the school facilities.
4. Hourly rates will be charged in increments of whole hours calculated to the next whole hour.
5. Custodians assigned to cover non-school activities may be requested to perform special school jobs if activities of the non-school groups do not require his/her attention.
6. School facilities shall not be used between midnight and 6:00 a.m. unless prior written approval is obtained from the superintendent.
7. No school district building, site or vehicle shall be used before noon on Sunday. The policies governing the scheduling and use of school facilities will apply on requests for Sunday afternoon and evening use.
8. No gratuities shall be paid to school personnel by organizations using the facilities. The cost of service personnel furnished by the school will be assessed to the party or parties engaging the use of the facilities. Such costs will be in line with the school's normal operating costs and will be administered in keeping with the general policies governing the use of school facilities.
9. Individuals, groups or organizations failing to follow the board policy or administrative regulations governing the use of school district buildings, sites, equipment and vehicles risk losing the ability to use the district buildings, sites, equipment or vehicles in the future.
10. The superintendent may waive the rental fee for any use intended as a charity benefit for any area individual or family encountering grave circumstances. However, the costs for service personnel furnished by the school shall not be waived.
11. School recognized booster groups shall be able to purchase a rider to the school district's insurance policy covering their group's activities. The booster group shall pay for the cost of the rider.

**TABACCO/NICOTINE FREE ENVIRONMENT**

School District premises, including school vehicles, are off limits for smoking and the use of tobacco products, including the use of look- a- like products. This requirement extends to 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 and cease the use of tobacco products or leave the school district premises immediately. It shall be the responsibility of the administration to enforce this policy.

Any employee or student who is found to violate said prohibition of tobacco use in Keota buildings shall be subject to disciplinary action by the school administration.

Additionally, the use of e-cigarettes is not permitted on school premises or in school vehicles.

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, 279.9, 297 (2011)

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

Adopted:               04/11/19

Reviewed:             3/25/19

Revised:              04/11/19

Policy 906 UNMANNED AIRCRAFTS – DRONES  
Code No. 906

The following policy applies to the extent not preempted by federal or state regulatory jurisdiction regarding unmanned aircrafts. For purposes of this policy, the term “unmanned aircraft” means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.

The Keota Community School District believes in maintaining the safety, security, and privacy of students, employees, and visitors. In keeping with this belief, the use or possession of unmanned aircrafts is prohibited on district property or in the space above the property that reasonably can be considered part of the district property.

The superintendent may make an exception to this policy in specific cases where the circumstances warrant such exception. In such situations and prior to approval, unmanned aircraft operators shall:

- Supply proof of insurance meeting liability limits established by the district;
- Present appropriate registration and authorization issued by the Federal Aviation Administration (FAA);
- Sign an agreement holding the district harmless from any claims of harm to individuals or damage to property; and
- Meet additional requirements as determined appropriate by the district.

If the unmanned aircrafts are operated as part of the district curriculum, prior to adoption into the curriculum, district employees shall work with district administration to ensure the appropriate insurance, registration, and authorizations are in place.

Unmanned aircrafts shall be operated in accordance with Iowa High School Athletic Association and Iowa Girls Athletic Union policy.

Failure to abide by this policy may result in local, state, and federal penalties if applicable.

Legal Reference;

FAA Modernization and Reform Act of 2012, P.L 112095, Title III, Subtitle B.

Model Aircraft Operating Standards, FFA AC No. 91-57A (Sept. 2, 2015).

Office of Chief Counsel, Fed. Aviation Admin., State and Local Regulation of Unmanned Aircraft

Systems (UAS) Fact Sheet (Dec. 17, 2015).

Iowa Code §279.8.

IHSAA Drone Policy

Cross Reference:

602.1 Curriculum Development

Approved: 4-11-19

Reviewed:

Revised: