**School District – Community Relations**

**Series 900**

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Code No.  900

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 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.

Approved  \_11/18/13 Reviewed 9/30/13 Revised

DELWOOD COMMUNITY SCHOOL

Code No.  901

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

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

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

Records defined by law as confidential records are viewed or copied upon receipt of written permission by the board secretary or superintendent from the person or entity whose confidential records are being requested.

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 (2003).

 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  \_1118/13\_\_\_\_\_\_\_ Reviewed 9/30/13 Revised

DELWOOD COMMUNITY SCHOOL DISTRICT

Code No.  902.1

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 (2003).

Cross Reference: 902 Press, Radio and Television News Media

Approved  \_9/18/13\_\_\_\_\_\_\_ Reviewed 9/30/13 Revised

DELWOOD COMMUNITY SCHOOL DISTRICT

Code No.  902.2

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 (2003).

Cross Reference: 902 Press, Radio and Television News Media

Approved  \_11/18/13\_\_\_\_\_\_\_ Reviewed 9/30/13 Revised

DELWOOD COMMUNITY SCHOOL DISTRICT

Code No.  902.3

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 (2003).

 1980 Op. Att'y Gen. 73.

 1952 Op. Att'y Gen. 133.

Cross Reference: 902 Press, Radio and Television News Media

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DELWOOD COMMUNITY SCHOOL

Code No.  902.4

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 (2003).

Cross Reference: 902.1 News Media Relations

 903.3 Visitors to School District Buildings and Sites

Approved  \_11/18/13\_\_\_\_\_\_\_ Reviewed 9/30/13 Revised

DELWOOD COMMUNITY SCHOOL

Code No.  901

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

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

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

Records defined by law as confidential records are viewed or copied upon receipt of written permission by the board secretary or superintendent from the person or entity whose confidential records are being requested.

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 (2003).

 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

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DELWOOD COMMUNITY SCHOOL

Code No.  903.1

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 (2003).

Cross Reference: 903 Public Participation in the School District

Approved  \_11/18/13\_\_\_\_\_\_\_ Reviewed 9/30/13 Revised

DELWOOD COMMUNITY SCHOOL

Code No.  903.2

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.

Legal Reference: Iowa Code §§ 279.8; 670 (2003).

Cross Reference: 603.1 Basic Instruction Program

 903.3 Visitors to School District Buildings and Sites

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DELWOOD COMMUNITY SCHOOL

Code No.  903.3

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

Legal Reference: Iowa Code §§ 279.8; 716.7 (2003).

Cross Reference: 902 Press, Radio and Television News Media

 903.2 Community Resource Persons and Volunteers

Approved  \_\_11/18/13\_\_\_\_\_\_ Reviewed 9/30/13 Revised

DELWOOD COMMUNITY SCHOOL

Code No. 903.4

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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.

Spectators are 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. Spectators 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. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

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

 Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of sponsored or approved activities or at other spectators will not be tolerated.

 Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of sponsored or approved activities will not be tolerated.

 The use of vulgar, obscene or demeaning expression directed at students, officials or sponsors participating in an sponsored or approved activity or at other spectators will not be tolerated.

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

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

Approved  \_\_11/18/13\_\_\_\_\_\_ Reviewed 9/30/13 Revised

Code No. 903.4

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PUBLIC CONDUCT ON SCHOOL PREMISES

Legal Reference: Iowa Code §§ 279.8; 716.7 (2003).

Cross Reference: 205 Board Member Liability

 504 Student Activities

 802.6 Vandalism

 903 Public Participation in the School District

Code No. 903.5

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 principal 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 (2003).

Cross References: 502.3 Freedom of Expression

 503.1 Student Conduct

 504 Student Activities

 603.9 Academic Freedom

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 Code No. 903.5R1

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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 (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 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.

Code No. 903.5R1

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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.

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;

Code No. 903.5R1

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DISTRIBUTION OF MATERIALS REGULATION

 (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.

 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.

Code No. 903.5R1

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DISTRIBUTION OF MATERIALS REGULATION

VI. Notice of policy to students.

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

Code No.  904.1

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. 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.

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 (2003).

 281 I.A.C. 43.

Cross Reference: 401.6 Transporting of Students by Employees

 401.7 Employee Travel Compensation

 711 Transportation

Approved  \_11/18/13\_\_\_\_\_\_\_ Reviewed 9/30/13 Revised

DELWOOD COMMUNITY SCHOOL

Code No.  904.2

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 disallowed. Nonprofit entities and organizations may be allowed to use students, the school district name, or its buildings and sites if the purpose is educationally related and prior approval has been obtained from the board.

Legal Reference: Iowa Code § 279.8 (2003).

Cross Reference: 504.5 Student Fund Raising

 904 Community Activities Involving Students

Approved  \_\_11/18/13\_\_\_\_\_\_ Reviewed 9/30/13 Revised

DELWOOD COMMUNITY SCHOOL

Code No.  905.1

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COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

School district facilities and equipment will be made available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. "Entity(ies)" will include organizations, groups and individuals and their agents. Such use will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity, 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 is 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 superintendent's office. It is the responsibility of the board secretary or superintendent 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 is the responsibility of the superintendent and board secretary to provide application forms, obtain proof of insurance, and draw up the contract for use of school district facilities and equipment.

Use of school district facilities and equipment by entities will be supervised by a school district employee unless special prior arrangements are made with the superintendent. The school district employee will not accept a fee from the entity using school district facilities and equipment. If appropriate, the school district employee may be paid by the school district.

Entities that use school district buildings 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 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 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; 276; 278.1(4); 279.8; 288; 297.9-.11 (2003).

 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  \_11/18/13\_\_\_\_\_\_\_ Reviewed 9/30/13 Revised

Code No. 905.1R1

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT REGULATION

REGULATIONS:

The Delwood Board of Education recognizes the importance of community persons utilizing school facilities. The Board also realizes the risk of property loss or damage, or other irregularities that may interfere with the daily educational process of students. Therefore, the following regulations must be followed by any person(s) who request the use of the Delwood School Facility:

1. The education of our students is our priority and use of facility by other groups may not interfere with their program or activities.

2. The use of the buildings must be consistent with local and state laws.

3. One person will be held responsible for the use of the facility such responsibility shall include but not be limited to: enforcing District rules, the condition of the facility following its use, proper conduct of personnel who are allowed in the building; any theft or damage of property or equipment; cleanliness of the building (in relation to the condition before its use); and expedient payment of money for any costs incurred by the school district as a result of the use of the facility.

4. Only persons wearing clean soft-soled rubber shoes will be allowed on the gym floor.

5. The Delwood Community School District is not responsible for any accident, injury or other liability incurred by or to persons using the facility and the organization or person sponsoring the use shall be required to sign a legal document to this effect.

6. The District does not provide towels and dish cloths for the use in the kitchen. A written record should be submitted to the District of any food or supplies that were consumed or damaged. The responsible person shall be charged for such food and supplies; additional charges for conducting an inventory will be made if no record is provided to the District.

 Code No.  905.1E1

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.

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 |  | Date |  |
|  |  |  |  |
| Purpose |  | Hours |  |

Total Fee $

|  |  |  |
| --- | --- | --- |
| Name of entity making application: |  |  |
|  |  |  |
| Name of person making application: |  |  |
|  |  |  |
| Address: |  | Phone #: |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| (Signature of Applicant) |  | (Date) |

Code No.  905.1E2

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

INDEMNITY AND LIABILITY INSURANCE AGREEMENT

The undersigned, hereafter referred to as "entity," states that it will hold the Delwood 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 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 entity 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 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 will 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.

The entity will furnish the school district with a certificate of insurance acceptable to the school district's insurance carrier when asked.

The making, execution and delivery of the Agreement by the Indemntor has been induced by no representations, statements, warranties or agreements other than those expressed in this Agreement.

This Agreement embodies the entire understanding of the parties and there are no further or other agreements or understandings, written or oral, in effect between the parties, relating to the subject matter of this Agreement. The Indemnitor understands that no agent, officer or employee of the School District has the authority alter the terms and conditions of either this Agreement or Policy Number 905.1 regarding the community use of school district buildings, sites and equipment.

Dated at                                , Iowa, this               day of                         , 20       .

|  |  |
| --- | --- |
|  | School District |
| (Entity) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| By  |  |  | By |  |
|  |  |  |  | Superintendent |
| Title |  |  |  |  |
|  |  |  | By  |  |
| Address |  |  |  | Secretary |
|  |  |  |  |  |
|  |  |  |  |  |

Code No.  905.2

TOBACCO-FREE ENVIRONMENT

School district facilities, including school vehicles, are off limits for tobacco use. 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 product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

***NOTE: According to Iowa law, all school grounds are smoke free. Boards have the authority to expand the policy to make the school facilities and grounds tobacco free as well.***

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 (2007).

Cross Reference: 903.4 Public Conduct on School Premises

 905.1 Community Use of School District Buildings & Sites & Equipment

Approved  \_11/18/13\_\_\_\_\_\_\_ Reviewed 9/30/13 Revised

DELWOOD COMMUNITY SCHOOL DISTRICT