

## **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 will:

- Provide access to school district records;
- Inform the school district community of the school district's goals, objectives, achievements, and needs;
- Invite the advice and counsel of the school district community; and,
- Encourage cooperation between the school district and the school district community.

Approved 8-16-93

Reviewed 11-10-14  
11-6-17

Revised \_\_\_\_\_

**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 **8:30** a.m. to **3:30** p.m. Monday through Friday, except for holidays.

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

Persons may request copies of public records in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing.

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

Pursuant to Iowa law, the board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

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

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

Legal Reference: Iowa Code §§ 21.4; 22.7; 291.6 (2014).  
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 8-16-93 Reviewed 11-10-14 Revised 12-15-14  
11-6-17 12-11-17

**BOARD OF DIRECTORS AND COMMUNITY RELATIONS**

The board recognizes the need for a communications program to provide effective two-way communication between the school district and the school district community. The school district's communications program will strive to meet the following goals. The board president is the official spokesperson for the board, and the superintendent is the spokesperson for the school district.

- To keep the citizens and employees informed through a regular flow of information about the school district and its programs;
- To encourage and organize the interchange of ideas between the school district and the community by developing and implementing techniques for school district community involvement in the school district and for school district involvement in the school district community; and
- To assess public knowledge, attitudes and concerns on a regular basis.

It is the responsibility of the superintendent to establish and maintain an on-going communications program with employees and the community. The superintendent will make a recommendation to the board annually for changes in the communications program.

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11-6-17

Revised 12-15-14  
12-11-17

**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 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 the board positions in response to inquiries from the news media about the school district.

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (2013).

Cross Reference: 902 Press, Radio and Television News Media

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11-6-17

**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 prearranged 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 will be within the discretion of the superintendent to determine whether a news conference or interview will be held to provide an immediate response to an issue.

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

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (2013).

Cross Reference: 902 Press, Radio and Television News Media

Approved 8-16-93 Reviewed 11-10-14 Revised \_\_\_\_\_  
11-6-17



**LIVE BROADCAST OR RECORDING**

Individuals may broadcast or record public school district events, including open board meetings, as long as it does not interfere with, or disrupt, the school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request.

It is within the discretion of the superintendent to determine whether the request is unduly burdensome and whether the broadcast or taping will interfere with or disrupt the school district event.

Recording of classroom activities will be allowed at the discretion of the superintendent. Parents will be notified prior to recording of classroom activities if they had not given permission at registration.

It will 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 (2013).

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

Approved 8-16-93 Reviewed 11-10-14 Revised 12-15-14  
11-6-17 12-11-17



**STUDENTS AND THE NEWS MEDIA**

Generally, students may not be interviewed during the school day by news media. The students, while on the school district premises, will refer interview requests and information requests from the news media to the administration office in their building.

It will be within the discretion of the principal, after consulting with the superintendent, to allow or disallow the news media to interview and to receive information from the student while the student is under the control of the school district. The principal will also contact the student's parents.

It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code § 279.8 (2003).

Approved 8-16-93 Reviewed 11-10-14 Revised 7-29-10  
11-6-17

**EMPLOYEES AND THE NEWS MEDIA**

Employees will refer interview requests and information requests from the news media to the superintendent's office. Employees may be interviewed or provide information about school district matters after receiving permission from the superintendent.

It will be within the discretion of the superintendent to allow news media to interview and to receive information from employees.

It will be the responsibility of the superintendent to develop guidelines for assisting employees in following this policy.

Legal Reference: Iowa Code § 279.8 (2003).

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11-6-17

**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 the 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 or designee to assist the group in purchasing goods or services to meet the school district's needs.

Funds raised by these groups for the school district will be kept as part of the accounts of the school district.

It is the responsibility of the building principal or associate 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 (2013).

Cross Reference: 903 Public Participation in the School District

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11-6-17 12-11-17

**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 on an annual basis.

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.

Each person will have a background check completed prior to working with students.

Legal Reference: Iowa Code §§ 279.8; 670 (2013).

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

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11-6-17

**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 check-in with the office 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 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 or acting as a representative of the school district. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

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

Legal Reference: Iowa Code §§ 279.8; 716.7 (2013).

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

Approved 8-16-93 Reviewed 11-10-14 Revised 12-15-14  
11-6-17

**PUBLIC CONDUCT ON SCHOOL PREMISES**

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

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

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

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

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Reviewed 11-10-14  
11-6-17

Revised 7-29-10

**PUBLIC CONDUCT ON SCHOOL PREMISES**

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

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

Legal Reference: Iowa Code §§ 279.8, .66; 716.7 (2013).

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

**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 (2013).

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

Approved 7-29-10 Reviewed 11-10-14 Revised \_\_\_\_\_  
11-6-17



**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, sexual orientation 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

## **DISTRIBUTION OF MATERIALS REGULATION**

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;

**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.
    - (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.

**DISTRIBUTION OF MATERIALS REGULATION**

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 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 or designee and meet all applicable requirements set by the district. Private vehicles will be used only when:

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

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. Parents would need to give written permission to the superintendent or designee prior to students getting in a private vehicle when leaving an event. The superintendent may develop an administrative process to implement this policy.

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

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

Approved 8-16-93 Reviewed 11-14-16 Revised 12-12-16  
11-6-17 12-11-17

**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 not allowed except with prior superintendent and parent approval in the event a student is used. 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 superintendent and parent approval in the event a student is used.

Legal Reference: Iowa Code §§ 279.8 (2013).

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

Approved 8-16-93 Reviewed 11-10-14 Revised 12-15-14  
11-6-17 12-11-17

**COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT**

**I. Statement of policy**

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

- a) The use of facilities by non-school groups shall not in any way interfere with school activities.
- b) The intended use must serve some recognizable school or community purpose or provide a school or community benefit.
- c) Reasonable compensation and expense reimbursement may be required, and rules regarding the time, place and manner of use shall be enforced for the proper protection of the school facilities and property.
- d) Utilization priorities may be established by classification of users, provided, however, that within each classification the opportunity to use school facilities and the compensation and rules governing the use must be applied uniformly and without discrimination.
- e) The authorization to use school facilities does not grant or imply official sanction or sponsorship of the use by the Vinton-Shellsburg Community School District.

**II. Classification**

**Group A:** Vinton-Shellsburg Community School or student-sponsored activities and affiliated nonprofit support groups that serve the schools or students in a direct manner. This group's mission is in alignment with the mission of the Vinton-Shellsburg CSD.

**Group B:** Nonprofit or Not-for-Profit organizations operated for religious, charitable, scientific, literary, civic, fraternal, patriotic, education, adult education or recreational purposes, no part of the earnings of which insure to the benefit of any individual.

**Group C:** Nonprofit City, Government, and Political Agencies.

**Group D:** Business or for-profit organizations or individuals.

**Group E:** Out of District private interest, not for profit or for profit.

**III. Rules, regulations and compensation schedule**

**A. Rules and regulations**

1. In situations of conflicting requests for use of facilities, **Group A** shall have **first** priority, and others will be based on first come, first serve basis with preliminary approval given and then finalized within 3 months of event.

**COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT**

2. Applications for the use of school buildings, grounds and equipment should be made through the Activities Director's office. All users will be required to sign a Contract for Use of School Facilities agreement.
3. The school reserves the right to refuse to rent or grant use of any facility, equipment or property to any individual or group.
4. All groups using school facilities must have responsible adult supervision present at all times. Key fobs will be issued with a \$10 deposit.
5. Users are responsible for the proper utilization of equipment and facilities and are responsible for any breakage or damage that occurs. Users are responsible for the proper control of activities and persons using school facilities and equipment so that all safety factors are observed. Users are responsible to correct minor and easily correctable safety factors and report all others immediately or on the next working day, as warranted, to the principal.
6. Users agree to hold the school district harmless from any and all liability arising out of the user's negligence or omissions while using the school facilities or equipment.
7. There shall be no alcoholic beverages brought to or consumed in the building or on the grounds.
8. Smoking or tobacco use on district premises is not permitted.
9. Groups B, C, D and E and individuals will be required to furnish a certificate of liability insurance prior to the execution of the rental contract.
10. School buildings and grounds will be available only during the time listed on the contract. Likewise, only those buildings and grounds listed on the contract will be available, and activities should be confined to the stated area.
11. Advance permission is necessary for the use of outside fields and grounds by individuals or small groups for informal recreational activities, provided the intended use does not conflict with a school or scheduled activity, good order and safety is maintained at all times, and all applicable rules and regulations are observed.
12. School employees with their immediate family may use the school gymnasiums without charge, provided the use is scheduled through the activities department and does not conflict with a school or scheduled activity. The school employee must be present at all times.



**COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT**

13. The serving of food in school buildings by a commercial caterer is permitted but must be first approved by the activities department and stated in the rental contract. If school kitchen facilities or equipment are to be used, appropriate food service personnel of the school will be present at all times and groups will be charged.
14. Groups B, C, D and E or individuals shall be required to pay for all custodial and food personnel services, in addition to the required rental fee. (if applicable)
15. The school reserves the right to adopt and enforce additional rules and regulations as may be deemed appropriate in individual cases.
16. If a building is found to not be properly cleaned or properly secured after an event, a fee may be charged of up to 2-hours or overtime custodial pay (may differ by building) so we are able to properly prepare for the next school day. Also, a utility fee may be charged to cover the expense of leaving lights on overnight, propping doors open or leaving windows open.
17. When the VSCSD is closed due to inclement weather (including early dismissals) all buildings are closed to student-based activities. Some adult activities may still be allowed with prior approval.
18. A deposit of \$25 for events is required that is refundable at conclusion of facilities use form.
19. Charges will be based on special requests such as football lights, auditorium lights and sounds, or special set ups.

**B. Rates for Business or For-profit organizations or individuals (Groups D & E):**

Groups A, B, and C are not charged for the use of our facilities. There would be a charge for janitorial time if necessary. The following rate schedule is based on **four-hour time blocks**:

VINTON SHELLSBURG COMMUNITY SCHOOL DISTRICT  
Facility Rental Fee Schedule July 1, 2017 - June 30, 2018

All charges per 4hr blocks of time.

|                                       | Group A & B | Group C          | Group D           | Group E           |
|---------------------------------------|-------------|------------------|-------------------|-------------------|
| Secondary Gym – Middle/High           | No Charge   | \$60.00          | \$100.00          | \$200.00          |
| Secondary Gym – Auxiliary Gym         | No Charge   | \$40.00          | \$100.00          | \$200.00          |
| Elementary Gym – Tilford/Shellsburg   | No Charge   | \$40.00/\$60.00  | \$60.00/\$80.00   | \$160.00/\$200.00 |
| Auditorium – High School              | No Charge   | \$50.00          | \$150.00          | \$300.00          |
| Auditorium - Tilford                  | No Charge   | \$40.00          | \$100.00          | \$200.00          |
| Classroom                             | No Charge   | \$60.00          | \$120.00          | \$180.00          |
| Media Center                          | No Charge   | \$35.00          | \$50.00           | \$100.00          |
| Secondary Music Room*                 | No Charge   | \$80.00          | \$160.00          | \$320.00          |
| Elementary Music Room*- Tilf./Shells. | No Charge   | \$120.00/\$60.00 | \$180.00/\$120.00 | \$240.00/\$180.00 |
| Secondary Commons/Cafeteria Area      | No Charge   | \$60.00          | \$180.00          | \$200.00          |
| Secondary Kitchen*- Middle/High       | No Charge   | \$80.00/\$100.00 | \$160.00/\$200.00 | \$320.00/\$400.00 |
| Elementary Commons/Cafeteria Area     | No Charge   | \$50.00          | \$100.00          | \$200.00          |
| Elementary Kitchen*                   | No Charge   | \$80.00          | \$160.00          | \$320.00          |
| District Board Room                   | No Charge   | \$25.00          | \$50.00           | \$100.00          |
| Hitting Facility                      | No Charge   | \$25.00          | \$100.00          | \$200.00          |
| Locker Room                           | No Charge   | \$50.00          | \$100.00          | \$200.00          |
| Wrestling Rooms                       | No Charge   | \$60.00          | \$100.00          | \$200.00          |

\* Refundable security deposit of \$250 required

| <b>Outdoor:</b> |           |          |          |          |
|-----------------|-----------|----------|----------|----------|
| Football Field  | No Charge | \$50.00  | \$100.00 | \$200.00 |
| w/lights**      | No Charge | \$100.00 | \$200.00 | \$500.00 |
| Track           | No Charge | \$50.00  | \$100.00 | \$200.00 |
| w/lights**      | No Charge | \$100.00 | \$200.00 | \$500.00 |
| Baseball Field  | No Charge | \$50.00  | \$100.00 | \$200.00 |
| w/lights**      | No Charge | \$75.00  | \$200.00 | \$400.00 |
| Softball Field  | No Charge | \$50.00  | \$100.00 | \$200.00 |
| w/lights**      | No Charge | \$75.00  | \$200.00 | \$400.00 |
| Press Box       | No Charge | \$100.00 | \$200.00 | \$400.00 |
| Scoreboard      | No Charge | \$75.00  | \$150.00 | \$300.00 |
| Parking Lot     | No Charge | \$50.00  | \$100.00 | \$200.00 |

\*\*District personnel only allowed to operate sound, lighting and scoreboard equipment

Additional fees required (see below)

| <b>Personnel/Additional Fees:</b> |   |                       |  |  |
|-----------------------------------|---|-----------------------|--|--|
| Facility Supervisor               | Groups C-E \$20.00 per hour, B based on schedules |                       |  |  |
| Sound/Lighting Technician         | Groups C-E \$20.00 per hour, B based on schedules |                       |  |  |
| Food service personnel            |   | 1.5 x hourly pay      |  |  |
| Clean-up/Repair Fee               | No Charge   | based on usage/damage |  |  |

(Revised 12-11-17)

PLEASE NOTE: In order to view which Class a rental may be classified in, please see the Facility Use Guidelines.

The rental fee for the use of other facilities or equipment not designated above shall be as determined by the superintendent or the superintendent's designee.

Legal Reference: Iowa Code §§ 8D; 123.46; 276; 278.1(4); 279.8; 297.9-.11 (2013).  
1982 Op. Att'y Gen. 561.  
1940 Op. Att'y Gen. 232.  
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

Approved 8-16-93 Reviewed 11-19-12 Revised 12-10-12  
4-10-17  
11-6-17 5-8-17  
12-11-17

**USE OF SCHOOL FACILITIES - INDEMNITY AND LIABILITY INSURANCE**  
**AGREEMENT**

The undersigned, hereafter referred to as "organization," states that it shall hold the Vinton-Shellsburg Community School District, hereafter referred to as "district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the organization or the district, and its officers, employees or agents, in the use by the organization of any facilities owned by the district. In case any action is brought therefore against the district or any of its officers, employees or agents, the organization shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the organization.

The organization agrees to furnish and maintain during the usage of the facilities owned by the district such bodily injury and property damage liability insurance as shall protect the organization and the district from claims for damages for personal injury, including accidental death, and from claims for property damages, which may arise from the organization's use of the district's facilities, whether such operations be by the organization or by anyone directly or indirectly employed by the organization. Such insurance shall include the Vinton-Shellsburg Community School District as an additional named insured in the policy carried by the organization and described above.

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

Dated at \_\_\_\_\_, Iowa, this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_

\_\_\_\_\_  
(Organization)

Vinton-Shellsburg Comm. School District

By \_\_\_\_\_

Received by \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

(Reviewed 11/19/12)

**COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT  
REGULATION**

1. Alcoholic beverages will not be brought to or consumed on school grounds.
2. Smoking is prohibited in school district facilities and on school district grounds, including in private vehicles.
3. A school district employee must be present while the school district facilities or equipment are being used and other times as deemed by administration.
4. After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, 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, site, or equipment will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility, 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 will be charged at the full rate. Cancellations made prior to that time will be charged in a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity’s use, whichever is greater.

|          |         |          |                                |         |                                |
|----------|---------|----------|--------------------------------|---------|--------------------------------|
| Approved | 8-16-93 | Reviewed | 11-19-12<br>4-10-17<br>11-6-17 | Revised | 12-10-12<br>5-8-17<br>12-11-17 |
|----------|---------|----------|--------------------------------|---------|--------------------------------|

**FACILITY USE GUIDELINES**  
**VINTON SHELLSBURG COMMUNITY SCHOOL DISTRICT**

The Vinton Shellsburg Community School District facilities and buildings are owned, maintained and supported by the public. The Board of Education actively seeks to respond to the educational, recreational and cultural needs of its total community through the total resources of the community schools. However, all school facilities have been primarily erected and maintained for the use of the students of Vinton Shellsburg Schools and shall not be used for another purpose that will conflict with that use.

This document outlines policies and guidelines for community use of school facilities in the Vinton Shellsburg Community School District (hereafter referred to as the District). The guidelines have been approved by the Superintendent of Schools (hereafter referred to as the Superintendent) and the Board of Education (hereafter referred to as the Board).

I. Administrative Guidelines

All facility usage requests must meet the guidelines as set out in board policy 905.1.

This policy is not intended to create a limited open forum pursuant to the Equal Access Act, 20 U.S.C. 4071-74. All student-initiated groups wishing to meet on District property during non-instructional time must be approved by the District and the subject of the group is to be related to the curriculum of the District.

Any activity connected with the approved school programs will take precedence over any request for use of the facilities for any other purpose.

It is understood that the District will make its facilities available for use by certain local, state, civic or service organizations when the use does not conflict with the school program. Such use shall be for community purposes or the promotion of community activities and shall be of educational, recreational or cultural value to the community. The District will not typically allow extended usage of a facility that utilizes an entire facility or the auditoriums, large gyms or similar spaces.

All users of District facilities must comply with federal, state and municipal equal opportunity laws and regulations prohibiting discrimination. All users of District facilities must also comply with Board policies and this Facility Use Handbook.

As per Board policy 905.1, under circumstances deemed appropriate and acceptable by school officials appointed by the Board, certain school facilities may be rented and used for private profit. Guiding principles for judging acceptability will be good taste, community welfare, timing and any other considerations deemed appropriate by the administration. Furthermore District facilities, employees, and/or students, shall not be used in any manner for the promotion or sale of services or products of agencies or businesses operating for a profit unless there is prior approval by the Superintendent.

**FACILITY USE GUIDELINES**  
**VINTON SHELLSBURG COMMUNITY SCHOOL DISTRICT**

Approval of a request does not imply the endorsement or sponsorship by the Administration, the Board of Education or the Vinton Shellsburg Community School District.

II. Administrative Rule for Community Use

As per Board Policy 905.1 the administration shall develop and execute appropriate guidelines for the maximum use of school facilities to enhance a fully coordinated effort between the K-12 program and community use of the facilities.

Organizations interested in using school facilities should make such requests through the Activities Office. Administration will determine the availability and appropriate usage of the facilities. Completion of a Facility Request Form is required.

Administration will schedule meetings as needed with appropriate District personnel and community users to coordinate use of District facilities. The extent of supervision needed by outside groups renting school facilities will rest solely with the Administration.

Permission granted for facility usage by Administration shall be made in writing through email with the representative of the group making the request.

It is the responsibility of those requesting usage of school facilities to know the contents of this Facility Use Handbook and be aware of all guidelines for usage as well as specific guidelines set forth by the Administration.

The District reserves the right to cancel or postpone any activity, including Class A activities, due to conflict, disregard of policies or other uncontrollable circumstances. If approval has been given to a group to use facilities and it is later determined that the facilities are not available, notice of cancellation shall be given to the applicant as soon as possible with reasons for the cancellation. District administrators, the designated building supervisor or the custodian on duty have the right to terminate any activity at any time if, in his/her judgment, there are violations of Board policies and rules, or federal, state or municipal laws, or if the activity is deemed to be hazardous to people, buildings, or equipment.

No school personnel shall accept gratuities from organizations that utilize school facilities.

Requests for the following school year will be accepted beginning August 1, and will be held in order of receipt until such time as the school calendar for the year has been set. Once the school calendar is set scheduling of requests will be made.

All District facilities will be closed and not available for use on legal holidays observed by District Staff. If a holiday falls on a Saturday, the District observance of that holiday will be on the preceding Friday. If the holiday falls on a Sunday, the following Monday will be day of

**FACILITY USE GUIDELINES**  
**VINTON SHELLSBURG COMMUNITY SCHOOL DISTRICT**

observance. The following is a list of the legal holidays observed by District on which all facilities will be closed: Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the Friday immediately following Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day and New Year's Day.

All club sports practices will be limited to two hours or less.  
Non-school groups will be required to have custodian present unless waived by Administration and group will be billed for materials, supplies and personnel.

**User Group Classifications**

Groups using the facilities will be classified as A, B, C, D or E, with Class A having the highest priority for use when developing the annual master calendar. District Administration will determine the classification of each group requesting use of a facility.

The classification of the group or organization is determined by its status, purpose and activity. The following classification criteria, listed in priority order, will be followed for the use of all facilities. Examples of primary users in each classification have been listed. However, this is not intended to be an all-inclusive list. Dependent upon the use, adjustments may be made as the class a group or organization may fall with.

Vinton Shellsburg Community School District facilities are not intended to be a location for profit making enterprises.

Requests for facility usage will not be processed if not received at least 48 hours prior to date requested. For weekend usage requests must be received no later than twelve o'clock noon on the preceding Thursday.

If space is requested and found not to be used by the requested party, a non-cancelable fee of \$30.00 will be assessed for failure to cancel request in a timely manner for others to use the facility. This applies to all groups B – E.

**GROUP A – SCHOOL DISTRICT AND DISTRICT-RELATED ORGANIZATIONS (NO CHARGE)**

- \*Regular classroom activities
- \*School-sponsored activities for students (e.g., clubs, athletics, dances)
- \*School-sponsored activities for parents (e.g. plays, open houses)
- \*School-related groups and organizations (e.g. booster clubs, GoVS!, PTO)
- \*School and district-sponsored activities for District staff (e.g. training sessions, Wellness)
- \*Kirkwood Community College

**GROUP B - PUBLIC AGENCIES AND DISTRICT CO-SPONSORED ACTIVITIES**

Cities of Vinton, Shellsburg, Brandon, Garrison and Mt. Auburn meetings and recreational activities, official meetings or community activities by city boards, Vinton Parks and Recreation Department, Shellsburg Rec Department, Benton County or Department of humans services.



**FACILITY USE GUIDELINES**  
**VINTON SHELLSBURG COMMUNITY SCHOOL DISTRICT**

Community, social, civic or service organizations sponsoring money-making activities with all proceeds going directly to the Vinton Shellsburg Community School District.

Requests for National, State and Local election or caucuses.

Youth organizations: meetings involving District residents belonging to non-profit, chartered youth groups or organizations sponsoring youth activities during the regular program season or year. Such groups would include the following:

|                                  |                                 |
|----------------------------------|---------------------------------|
| AAU                              | FCA                             |
| AYSO                             | 4-H                             |
| Benton County Disaster Coalition | Iowa State Extension Office     |
| Boys and Girls Club              | Red Cross                       |
| Boy Scouts                       | Salvation Army                  |
| Camp Fire Girls                  | Softball/Baseball Little League |
| Club Volleyball                  | Soccer Club                     |
| Club Wrestling                   | Sports Camps - All              |
| Girl Scouts                      | Track Club                      |

Other groups can petition administration to be identified within this classification.

**GROUP C - NONPROFIT GROUPS**

District resident nonprofit groups will be considered as those groups whose activities are open to the public when no admission is charged or, if a charge is made, the net proceeds go entirely to a charitable or district purpose. Groups who charge fees for their own purposes or for profit may be charged at Class D rates. For purposes of determining nonprofit organizations, a tax-exempt identification number and/or an annual organizational or event budget may be requested.

Adult groups whose members reside in the District for regularly scheduled meetings or recreation (e.g. basketball groups, volleyball groups, community singing groups).

Local nonprofit organizations conducting profit making activities for charitable purposes.

Nonprofit, private interest groups if no salary is paid to activity staff or helpers and any charge for the activity is used to cover actual expenses only. If the activity does not meet the criteria, it will be placed in Class D.

Other groups can petition administration to be identified within this classification.

**GROUP D - IN-DISTRICT PRIVATE INTEREST GROUPS AND ORGANIZATIONS**

In-District adult or youth groups with more than 75% Vinton Shellsburg Community School District residents as participants. (Rosters will be required and must be submitted prior to the first usage)

**FACILITY USE GUIDELINES**  
**VINTON SHELLSBURG COMMUNITY SCHOOL DISTRICT**

Meetings that are commercial in nature including soliciting, transacting financial Business or enlisting potential customers for later sales contact, etc.

Businesses, private interest groups, individuals conducting activities for which a fee or admission is charged or items are sold.

Businesses holding non-gate fee events for which the participant directly or indirectly is charged a fee (e.g. rehearsals, ceremonies, performances)

Businesses conducting not-for-profit events for which there is no charge to participants (e.g. businesses conducting training for their own employees)

Non-profit in-District groups using the facilities for private purposes.

Private parties (e.g. wedding receptions, family or company picnics, birthday parties, graduation parties)

Religious services, religious classes and activities

Other groups can petition administration to be identified within this classification.

**GROUP E – OUT OF DISTRICT, PRIVATE INTEREST, NOT FOR PROFIT OR FOR PROFIT GROUPS AND ORGANIZATIONS**

Out-of-District adult or youth groups with less than 75% Vinton Shellsburg Community School District residents as participants. (Rosters will be required and must be submitted prior to the first usage)

Businesses located outside the District

State or National organizations hosting workshops and/or conferences for membership

Meetings that are commercial in nature including soliciting, transacting financial business or enlisting potential customers for later sales contact, etc.

Businesses, private interest groups, individuals conducting activities for which a fee or admission is charged or items are sold.

Businesses holding non-gate fee events for which the participant directly or indirectly is charged a fee (e.g. rehearsals, ceremonies, performances)

Other groups can petition administration to be identified within this classification.

**FACILITY USE GUIDELINES**  
**VINTON SHELLSBURG COMMUNITY SCHOOL DISTRICT**

**SPECIAL EVENTS (may be D or E)**

The District welcomes local, state and national groups hosting special events which enrich our community and provide a variety of lifelong learning opportunities for community members.

In scheduling such events, we must ensure that the learning environment for students is preserved and the upkeep of the facilities is maintained. In that light, the following guidelines were developed.

- A. Guidelines for giving access to local, state, and national groups hosting special events in District facilities:
  - 1. People (adults and children) in our district are participating in the events, as well as being observers.
  - 2. The group can provide references from previous host attesting to reasonable group behavior, lack of damage, and prompt payment of costs incurred.
  - 3. Additional workload incurred for District staff (custodians, technicians, athletic personnel, etc.) is not so excessive that it conflicts with regular job responsibility.
  - 4. Summer usage does not prohibit major cleaning and repair projects from being accomplished.
  
- B. The nature of the event does not conflict with previously scheduled groups
  
- C. Guidelines for establishing fees:
  - 1. For-profit groups will pay Class D & E rates (out-of-district groups, or for-profit activities)
  - 2. Groups are eligible for non-profit rate only if they provide proof of non-profit status and a tax exempt identification number.
    - a. District may request a copy of the group's annual budget and/or the budget for the event.
  - 3. All groups must cover all personnel costs involved before, during, and after the event. This may include costs for building supervisors, custodians, technicians and food service workers. Overtime hours incurred by the facility use personnel if the event requires an excessive amount of time to coordinate will be paid by the requesting group.
  - 4. A damage deposit may be required.

If groups are considered non-profit they are still required to pay personnel costs and they may be asked to cover direct costs of usage (e.g. electricity, water, air conditioning, heat)

**FACILITY USE GUIDELINES**  
**VINTON SHELLSBURG COMMUNITY SCHOOL DISTRICT**

III. FEES

The Superintendent of Schools or a designated representative will prepare a schedule of fees for the rental of school facilities. This schedule shall be reviewed and approved at three year intervals and approved by the Board of Education. (reference fee table)

Once the classification has been determined, the district will determine the appropriate charges for the use of District facilities based on the current fee schedule.

When necessary, additional fees may include such things as cleaning fees, materials and supplies, failure to cancel charges, replacement or repair for damage or theft or other pertinent administrative costs. All or a percentage of the estimated usage and personnel fees for a group's activity may be required to be paid prior to the usage.

The District reserves the right to require district and/or police supervision at any event as deemed necessary by the administration. The cost of the police supervision will be paid by the renting groups.

The District shall review the facility use fee schedule and make recommendations to the Board of Education for approval every three years.

Note: On occasion, a fee may be waived or reduced dependent upon use and organization. This waiver will be made at the sole discretion of the administration.

Partial payment for facility rental and usage must be paid in advance, unless other arrangements have been made. Upon payment, the requester will be issued a receipt of payment which will serve as approval to use the facility and must be presented to the Building Supervisor for the event.

IV. APPLICATION PROCESS

A person requesting use of District facilities will complete a facility request form. The request must include the exact description of the rooms, required personnel, equipment or other materials needed. Request for facility usage forms are available on the District website.

Upon receipt of the request form, the Activities Department will note the date received and determine classification. The request will then be filed according to classification and date received. In Late July the Facility Use Coordinator will receive the District's master calendar of events for the coming school year. This information will be entered into the scheduling program. Once that process is completed the scheduling of community requests will begin.

**FACILITY USE GUIDELINES**  
**VINTON SHELLSBURG COMMUNITY SCHOOL DISTRICT**

Annually individuals and organizations will need to review and sign off on facility use guidelines.

The facility request will be reviewed to

- A. Determine the requester's classification
- B. Determine availability and appropriateness of facility to meet the request (including personnel and equipment, if applicable)
- C. Determine estimated cost of requested facilities and personnel
- D. Determine method of fee collection.

When the above has been determined, the request will be scheduled and the requester will be notified of the availability.

V. LIABILITY INSURANCE

The District requires a signed Group Representative Responsibility Agreement from all requesters. The District also requires a signed contract and Hold Harmless Agreement from all requesters. The renter shall be liable for any and all loss, damage or injury sustained by any person by reason of negligence of the renter. All community groups are responsible for their own insurance coverage and the District shall require a certificate of insurance to demonstrate liability insurance of at least \$1,000,000 of coverage, with Vinton Shellsburg Community School District named as an additional named insured on the policy. This certificate is to be presented to the Activities Department with the facility use request form prior to the first scheduled event. A certificate of insurance is not required from District employees or District volunteers when the activity is a District event.

VI. NOTIFICATION OF CHANGE/CANCELLATION

The requester is responsible for notifying the Activities Department when his/her group wants to change or cancel a confirmed request or the group is not using the facility at the scheduled time. Cancellation requests are due to the Activities Department no later than twenty-four hours prior to the scheduled time of use. Failure to make the proper notification will result in forfeiture of all fees paid in advance.

VII. BILLING/PAYMENT PROCEDURES

Usage and personnel fees for all events will appear on the contractual agreement. All usage and personnel fees for a group's activities shall be required to be paid prior to the usage.

**FACILITY USE GUIDELINES**  
**VINTON SHELLSBURG COMMUNITY SCHOOL DISTRICT**

VIII. SUPERVISION

Building supervisors assigned by the Facilities Use Coordinator will supervise the use of facilities and will serve as a resource person for group representatives.

IX. OVERNIGHT USE

Overnight stays by local groups are not permitted by the District. The exception would be partnerships with groups like the Red Cross.

X. SEATING CAPACITY

The maximum number of people permitted in any school facility shall be restricted to the seating capacity indicated appropriate by the Fire Marshall.

XI. FOOD, BEVERAGES, AND SMOKING

Food and beverages are permitted in designated areas only.

Possessing, using, sale or distribution, or being under the influence of any alcoholic beverage, controlled substance, look-alike, or substitute, or any substance represented to be an alcoholic beverage or a controlled substance (other than medication prescribed by the individual's physician) is strictly prohibited while on any school property or under school supervision. Board Policy 905.2

“ . . . the Board directs that a smoke-free environment be established and maintained. In this smoke-free environment, there will be no smoking or use of tobacco products in any school-owned facility/property or vehicle at any time. This restriction applies to any person within District buildings or vehicles. Persons failing to abide by this restriction shall be required to leave the school district premises immediately. Board Policy 905.2

XII. EMERGENCY PROCEDURES

“The Superintendent shall have the authority to close or delay the opening of schools because of extreme weather or other emergency conditions for the length of time the emergency exists. She/he shall make provisions to publicly announce such closings or delayed opening via available mass communication media as soon as possible after the decision.”

Weather related closings/cancellations:

- A. If school is canceled for the day, all community use of the buildings is canceled.

**FACILITY USE GUIDELINES**  
**VINTON SHELLSBURG COMMUNITY SCHOOL DISTRICT**

- B. If home evening activities are canceled, all community use of the buildings will be canceled.

The District reserves the right to conduct fire and tornado drills in all facilities without notice to participants.

**XIII. DAMAGES AND MAINTENANCE**

“Any person found willfully damaging or defacing property belonging to the school district shall be held responsible for the replacement or repair of such property and all costs shall be the obligation of the offender. Board Policy 802.6

It is possible that criminal charges may be filed against the offender.

If the individual offender is not known, the group/requester is liable for damage costs.

If the group refuses to make payment, the group will not be allowed to use District facilities again.

If damage or theft is not reported by the group, an administrative fee will be charged to the group for the labor involved in tracking the responsible group. This charge is in addition to the cost for replacement/repair and any costs incurred.

A damage deposit may be required if the group has the potential to incur excessive wear and/or cause excessive damage to the facility.

Photographs should be taken by building supervisor or the Activities Director of any damages resulting from the use of a building and notations made detailing the date, time, location and the amount of repair. The building administrator and maintenance department should be notified.

**XIV. SPECIAL FACILITIES, AREAS AND EQUIPMENT**

**A. GYMNASIUMS**

Scheduling of gymnasiums for all K-12 program use shall be the responsibility of the Activities Department.

Non marking gym shoes are required for participants in all sports and games. Group members not wearing proper shoes may be charged for the professional cleaning or

**FACILITY USE GUIDELINES**  
**VINTON SHELLSBURG COMMUNITY SCHOOL DISTRICT**

refinishing of the gym floor. This includes no street shoes, no tap shoes and no shoes with cleats.

No slam-dunking or hanging on rims

No bouncing balls in halls, off walls or on ceilings.

Indoor balls ONLY; indoor soccer balls, mush balls, tennis balls, whiffle balls, basketballs, volleyballs. No baseballs or softballs. No roller blades.

No batting practice (except in cages?). No pitching machines.

No leaning into volleyball nets. This loosens standards and damages equipment. More importantly, loose standards could fall and cause personal injury.

No climbing or playing on bleachers.

No pulling on bleachers. Custodians will be responsible for pulling bleachers out for use if previously approved by the Activities Department.

No tape or markers on floor or walls.

**No propping open doors or windows!!**

No pushing/pulling chairs, tables, or other equipment across the floors.

No spitting or foul language allowed.

Children are not allowed to roam or play in the halls while their parents are participating in activities in the gym.

Children are to be supervised by adults at all times during gym usage.

Group representatives are to contact the Facility Use Coordinator concerning special instructions when using gym with wooden floors if the activities are other than conventional gym play.

**B. MULTI-PURPOSE ROOMS/COMMUNITY ROOMS**

Scheduling of multi-purpose room/community rooms for all non K-12 program use shall be the responsibility of the Activities Department.

Multi-purpose rooms/community rooms may be used for purposes and activities appropriate to the facility.



**FACILITY USE GUIDELINES**  
**VINTON SHELLSBURG COMMUNITY SCHOOL DISTRICT**

C. OUTSIDE AREAS

The use of football/soccer field, softball field, baseball field and running track will require the regular facility form to be completed. The same request process and timeline used in scheduling and confirming use of inside areas will be followed.

Organizations using outside areas will be expected to clean up all trash, papers, cups, or anything littering the fields or areas surrounding the fields.

The Activities Department will outline rules and regulations about use of field for practices, games and tournaments. It is the responsibility of users of outdoor facilities to acquire a copy of the field use guidelines from the Activities Director. Violations of these guidelines will result in request to the police department to enforce guidelines and/or in termination of the organization's right and privileges to use the District's grounds and fields.

The District reserves the right to limit the number of games or teams which may play or practice on District ground and also reserves the right to limit the days and hours of use of grounds.

The Vinton Shellsburg Community School District Activities Director shall have sole discretion to determine if any reserved outdoor facility is unusable. It shall be the responsibility of the Activities Director, or his designee, to notify the appropriate parties if weather has rendered the outdoor spaces unusable.

The District may require the rotation of fields for aerating, draining, reseeding and maintaining, thus removing select fields from use. The maintenance department may fence off fields to prevent use. Violation of fenced areas will be considered trespassing and City Police Department will be notified. Prosecution may be pursued.

Portable rest rooms or "Kybos" at the expense of the user may be required for activities and tournaments. Water and electricity may not be available from District sources. Special arrangements must then be made for both.

D. KITCHENS/CONCESSION STAND

A District staff member must be present in order to maintain requirements necessary for health inspector.

**TOBACCO/NICOTINE-FREE ENVIRONMENT**

School district facilities and grounds, including school vehicles, parking lots, athletic fields and stands, dock areas, administrative buildings, and personal vehicles parked on school district premises are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees, and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events as well as school sponsored events held off school property. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine, or other products or leave the school district premises immediately. It is the responsibility of the school employees to enforce this policy.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).  
House File 2212, Iowa General Assembly (2008)  
Iowa Code §§ 142D; 279.8, .9; 297 (2013).

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

Approved 9-15-08 Reviewed 11-10-14 Revised 1-13-14  
11-6-17

**SUNDAY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT**

Generally, the school district buildings and sites will not be used for student activities on Sundays. It will be within the discretion of the superintendent to allow student activities on Sundays.

The buildings and sites may be used by the community with prior approval of the superintendent and in compliance with board policy.

Legal Reference: Iowa Code § 297.9-.11

Cross Reference: 905.1 Community Use of School District Building & Sites  
& Equipment

Approved 8-16-93 Reviewed 11-10-14 Revised 12-15-14  
11-6-17 12-11-17

**COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT  
FOR PRIVATE PROFIT**

The buildings and sites of the school district may be made available for a fee to local for-profit entities. Such use will be permitted only when it does not interfere with or disrupt the education program or school-related activity, and it is approved by the superintendent or designee using the administrative guidelines. The board reserves the right to deny use of the buildings and sites to any group.

There shall be a written contract and proof of insurance coverage on file with the superintendent or designee prior to the scheduled event. An employee of the school district must be present at events by for-profit entities.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 276; 278.1(4); 288; 297.9-.11 (2003).  
1982 Op. Att'y Gen. 561.  
1972 Op. Att'y Gen. 339.  
1940 Op. Att'y Gen. 232.  
1936 Op. Att'y Gen. 196.

Cross Reference: 608 Adult Education  
905.1 Community Use of School District Building & Sites  
& Equipment

Approved 8-16-93 Reviewed 11-19-12 Revised 12-10-12  
11-6-17 12-11-17

**UNMANNED AIRCRAFTS – DRONES**

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 Vinton-Shellsburg CSD 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 High School 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. 112-95, 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 12-11-17 Reviewed 11-6-17 Revised \_\_\_\_\_

