

DUNKERTON SCHOOL DISTRICT - COMMUNITY RELATIONS

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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 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.

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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 7:45 a.m. to 3:45 p.m. Monday through Friday, except for holidays and recesses.

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

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

Persons wanting copies may be assessed a fee 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.

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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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.

Cross Reference:

902 Press, Radio and Television News Media

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NEWS CONFERENCES AND INTERVIEWS

The superintendent, on behalf of the board and the school district, may hold a news conference or respond to a request for an interview with the news media.

The superintendent will respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district.

News conferences and interviews planned or pre-arranged for school district activities 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.

Cross Reference:

902 Press, Radio and Television News Media

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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).

Dobrovolsky v. Reinhardt, 173 N.W.2d 837 (Iowa 1970).

Iowa Code §§ 21.4; 22.2 .

Cross Reference:

902 Press, Radio and Television News Media

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LIVE BROADCAST OR VIDEOTAPING

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 recording 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.

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.

Cross Reference:

506.2 Student Directory Information

902.1 News Media Relations

903.3 Visitors to School District Buildings and Sites

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SCHOOL - COMMUNITY GROUPS

The board values the participation and the support of school district-community groups, including, but not limited to, the booster club and parent-teacher organizations, which strive for the betterment of the school district and the education program. The board will work closely with these groups.

Prior to any purchase of, or fund raising for the purchase of goods or services for the school district, the group will confer with the superintendent to assist the group in purchasing goods or services to meet the school district's needs.

Funds raised by these groups for the school district will be held by the district within a custodial fund account.

It is the responsibility of the building principal to be the liaison with the school district-community groups affiliated with the building principal's attendance center.

Legal Reference:

Iowa Code §§ 279.8

Cross Reference:

903 Public Participation in the School District

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VOLUNTEER SERVICES

The board recognizes the valuable resource it has in the members of the school district community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of school district volunteers is the responsibility of the superintendent.

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

Legal Reference:

Iowa Code §§ 279.8; 670.

Cross Reference:

603.1 Basic Instruction Program

903.3 Visitors to School District Buildings and Sites

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VOLUNTEER SERVICES

The building administrator or his/her designee is responsible for administering and directing the school's volunteer program.

A. GENERAL PRINCIPLES AND REQUIREMENTS

The District values the work of its volunteers. All volunteers shall adhere to the following requirements:

1. Participate in volunteer training when required.
2. Work within the guidelines established by the responsible administrator/staff member.
3. Supply supplemental and supportive service.
4. Work under the direction and supervision of teachers or other members of the school staff.
5. Perform tasks assigned by their supervisor and approved by the responsible administrator,
excluding access to student records.
6. Maintain strict confidentiality with all school or classroom information to which they have
access while performing their volunteer activities.
7. Serve in an auxiliary capacity under the direction and supervision of professional school personnel. Volunteers do not have access to confidential files and records. Teachers, administrators, and volunteers shall be aware of all state and local policies, procedures, and laws relevant to volunteer responsibilities.

B. PROCEDURES FOR VOLUNTEERS

When beginning an assignment, a disclosure statement shall be collected on a separate card, reviewed and approved by the principal, and kept on file at each school for all Level I and Level II volunteers. Each time a volunteer enters the building, the following procedures will apply: 1. Report to the principal's office or other designated location and sign-in and sign-out, noting name, date, time of day, and length of volunteer service and 2. Wear a nametag provided by the school.

C. VOLUNTEER TRAINING AND ORIENTATION

Training of volunteers shall include the following topics:

1. Clear understanding of their roles and responsibilities
2. Information about the school, its staff, educational programs, and activities
3. Rules, regulations, and day to day operations of the school
4. Sign-in procedures
5. Emergency procedures
6. Parking
7. Use of phones
8. Location of restrooms
9. Tobacco/Nicotine prohibition (See board policy # 905.4 – Tobacco/Nicotine Free Environment)
10. Specifics of their volunteer assignment
11. Start date

D. SCHOOL RESPONSIBILITIES FOR VOLUNTEERS

Each school Principal or designee will be responsible for the following:

1. Provide for or arrange for training sessions for its volunteers
2. Maintain a volunteer log
3. Maintain volunteer application forms and Disclosure Statements
4. Communicate regularly with volunteers
5. Thank and appreciate their volunteers

E. VOLUNTEER DESIGNATIONS

The District utilizes many types of volunteers who work in varying capacities. The types or categories are described below.

1. Level I

Volunteers who provide direct services to students on a regular basis and may be asked to assume some direct supervision of a student or group of students. Examples include, but are not limited to the following: one-to-one or small group mentoring (i.e. mentors) or tutoring (i.e reading volunteers); chaperon for an overnight event or field trips, sports coaches/assistants of school-sponsored teams.

2. Level II

Volunteers who provide limited services to students on an occasional basis and who will not assume direct supervision of students OR volunteers who occasionally assist with clerical duties in classrooms or offices. Examples include, but are not limited to the following: clerical assistant, classroom helper, library assistant.

F. VISITOR DESIGNATIONS

Persons who are members of non-school organizations and groups that come to classrooms to present programs with teachers or other staff members present. These visitors to the school are part of a one time entrance to the school and staff are present for the entire time they are in the building. Examples include, but are not limited to the following: outside resource speakers for classrooms or assemblies, Junior Achievement presenters, career exploration presenters, etc...

Procedures for visitors to the building are addressed in Board Policy 903.3.

Legal Ref.: Iowa Code, Chapter 22 (2003)

Department of Education School Rules of Iowa, Chapter 11.4(5)

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VOLUNTEER STATEMENT OF CONFIDENTIALITY

Our school is a vital part of the community. Respecting one's privacy and confidentiality is very important:

Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, as designated by the administrators at your school. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or well-being.

You may not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student's care, is the only exception). Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student's teacher or principal.

Parents, friends, or community members may, in good faith, ask you questions about a student's problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student, even with members of your own family or his/her family.

Volunteer Liability and Indemnification

A volunteer shall at all times indemnify and hold harmless Dunkerton Community Schools and its officers, agents and employees from any and all claims, damages and expenses arising out of injuries to persons or damage to property which resulted from any omissions or negligent acts of the volunteer.

I understand and agree that I will not disclose such confidential information except to school employees that have a need to know.

Signature

Printed name

Date

Dunkerton Community School District Volunteer Form

It is the policy of the Dunkerton Community School District to make every reasonable effort to provide a safe learning environment for students working with volunteers. Therefore, the District requires the following confidential information from volunteers who work directly with students or assist staff on a regular basis; supervise/chaperone students; or act as a primary authority figure. This statement must be completed and returned to the District office prior to beginning any volunteer experience.

*Background checks are good for five years from date of completion.

Name:	(first)	(last)
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Address:	
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City:	State:	Zip:
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Day Phone:	Evening Phone:
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Do you have any record of drug or alcohol arrests?	Yes	No
Have you ever been convicted of a serious misdemeanor, aggravated misdemeanor, or a felony under Iowa law or any other state/country law?	Yes	No
Have you ever been convicted, or had an administrative finding, of violating any law involving child abuse, sexual abuse, physical abuse, sexual harassment or exploitation, or any other crime related to children?	Yes	No
Have you ever been the subject of or listed as the perpetrator in a founded child abuse report?	Yes	No
Are you required to register as a sex offender with the Sex Offender Registry?	Yes	No
Do you currently have charges pending or are there any ongoing investigations relating to any of the previous questions?	Yes	No
Has your driver's license ever been suspended or revoked?	Yes	No

*A "Yes" answer to any of the questions listed above may require an interview with a district administrator.

Signature: _____ Date: _____

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

Legal Reference:

Iowa Code §§ 279.8; 716.7.

Cross Reference:

902 Press, Radio and Television News Media

903.2 Community Resource Persons and Volunteers

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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 expressions directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

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

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

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual 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.

Cross Reference:

205 Board Member Liability

504 Student Activities

802.6 Vandalism

903 Public Participation in the School District

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DISTRIBUTION OF MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non curricular. Non Curricular 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.

Cross References:

502.3 Freedom of Expression

503.1 Student Conduct

504 Student Activities

603.9 Academic Freedom

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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.

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;
 - 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

- c. conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - d. 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.

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.

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TRANSPORTING STUDENTS IN PRIVATE VEHICLES

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

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent and meet all applicable requirements set by the district. Prior to transporting students in private vehicles, the district may require the following:

- The vehicle used to transport the student(s) is in good condition and meets all applicable safety requirements;
- The driver transporting the student(s) possesses a valid driver's 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
- The parents of the students to be transported have given written permission to the superintendent.

The school district assumes no responsibility for those students who have not received the approval of the superintendent and who ride in private vehicles for school purposes. If transportation is not provided by the school district, or if transportation provided by the school district is declined by the student or parent/guardian, then the responsibility and corresponding liability for transportation for school purposes shall rest solely with the student and parent/guardian.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. 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:

401.7 Employee Travel Compensation

711 Transportation

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

Legal Reference:

Iowa Code § 279.8.

Cross Reference:

504.5 Student FundRaising

904 Community Activities Involving Students

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FACILITY USE GUIDELINES
DUNKERTON COMMUNITY SCHOOL DISTRICT

Guidelines

The Dunkerton 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 Dunkerton 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 Dunkerton Community School District (hereafter referred to as the District). The guidelines have been reviewed by the Board of Education (hereafter referred to as the Board) and Superintendent of Schools (hereafter referred to as the Superintendent) and approved by the Board.

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.

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

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

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

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

The District reserves the right to cancel or postpone any activity 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.

All District facilities will be closed and not available for use on legal holidays and to allow for cleaning/restoration in the summer.

The District requires at least two weeks prior notice on extra-ordinary facilities use requests and reserves the right to cancel or postpone any activity, including school and school related activities, due to conflict, disregard of policies, or other uncontrollable circumstances. Regular Requests for facility usage will not be processed if not received at least 48 hours prior to the date requested. Weekend usage requests must be received no later than twelve o'clock noon on the preceding Thursday. Usage requests received more than 6 weeks in advance of usage will not be acted upon.

The requester is responsible for notifying the Activities Office 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 Office no later than twenty-four hours prior to the scheduled time of use. Failure to make the proper notification will result in a forfeiture of all fees paid in advance, and may result in loss of use privileges.

Overnight stays are not permitted by the District.

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

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

Food and beverages are permitted in designated areas only.

Use of tobacco, alcohol, or illegal drugs is prohibited on any school property

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 refinishing of the gym floor.

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, waffle balls, basketballs, volleyballs.

No baseballs or softballs.

No roller Blades.

No batting practice.

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 of bleachers. Facility Supervisors will be responsible for pulling bleachers out for use if previously approved by the Activities Office.

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.

No motorized vehicles may be used on school property

The use of the football stadium, softball fields, baseball fields and running track will require the regular facility form to be completed.

The Dunkerton Community School District Superintendent 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.

Classification of Potential Users

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

Regular classroom activities

School-sponsored activities for students (e.g., clubs, athletics)

School-sponsored activities for parents (e.g. plays, open houses)

CLASS A

SCHOOL DISTRICT AND DISTRICT-RELATED ORGANIZATIONS:

School-related groups and organizations (e.g. Booster Clubs, Foundation-Four year trip/After prom, PTO)

School and district-sponsored activities for District staff (e.g. Training Sessions, Wellness)

Dunkerton Summer Recreation

College entrance examinations ACT

Facility Use Fee:

- No fees for building usage
- Custodian fees weekend use
- No fees for administrative supervision
- No fees for necessary staffing to sell tickets, run clocks, etc.

CLASS B

PUBLIC AGENCIES AND DISTRICT CO-SPONSORED ACTIVITIES:

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

Dunkerton Basketball Camps

Boys and Girls Club

Softball/Baseball Little League

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

EDUCATIONAL INSTITUTIONS:

Cost to educational institutions depends upon the institution's charge to students per credit hour. A charge for specialty rooms may be assessed (e.g., computer lab, shop, science lab).

Community Colleges

Public universities (e.g., Iowa State University, University of Iowa, University of Northern Iowa)

Central Rivers Area Education Agency

Private higher educational institutions

Facility Use Fee:

- Events / tournaments will be charged \$30 / hour for post-custodial cleaning for the event.
- Building rental fee as outlined in the Hourly Fee Structure

CLASS C

Nonprofit/Private Interest Groups:

Activities not conducted for profit by business concerns located within the boundaries of and paying property taxes to the Dunkerton Community School District.

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.

Local non-profit organizations conducting profit-making activities for charitable purposes

If the activity does not meet the criteria, it will be placed in Class D.

Facility Use Fee:

- Events / tournaments will be charged \$30 / hour for post-custodial cleaning for the event.
- Building rental fee as outlined in the Hourly Fee Structure
- Users will be required to file a non-profit exempt documentation to the district.

CLASS D

Out-of-District Private Interest Groups and Organizations:

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

Businesses located outside the Dunkerton Community School District

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)

Waterloo Tumbling

Private lesson / training session where fee is charged (musial, athletic)

Facility Use Fee:

- Events / tournaments will be charged \$30 / hour for post-custodial cleaning for the event.
- Building rental fee as outlined in the Hourly Fee Structure
- Users will be required to file a non-profit exempt documentation to the district.

Special Events

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 hosts 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 responsibilities.
4. The facilities are able to sustain the additional usage
5. Summer usage does not prohibit cleaning and repair projects from being accomplished.
6. The nature of the event does not conflict with previously scheduled groups

Guidelines for Establishing Fees:

1. For-profit groups will pay Class D 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. The Activities Office 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 will 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)

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 five year intervals and approved by the Board of Education.

All fees for facility rentals 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. When necessary, additional fees may include such things as cleaning fees, failure to cancel charges, replacement or repair for damage or theft or other pertinent administrative costs.

In the case of damage caused by a group, a deposit will be required after the first incident of damage. Administration shall determine the amount of the deposit, or to revoke the renter's privilege. Note: On occasion, a fee may be waived or reduced depending upon use and organization. This waiver will be made at the sole discretion of the Superintendent or Board.

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.

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 labor 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.

Approved: January 1997, Reviewed: February 1999, July 2009, March 2012, March 2015, March 2018, September 2019, January 2022

COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & EQUIPMENT BUILDING USE RULES

1. Any community group using the school building must have an adult (legal age not a student) in charge who will be responsible for the proper care and use of the building and who will be responsible for taking care of any cleaning, payment of fees and the settlement for any damages. Supervision of the scheduled activity shall be the responsibility of the group using the facility. A supervisory person must be designated at the time of application.
2. Any community group must screen all adults in their program and not allow anyone on Iowa's Sex Offender Registry (SOR) to enter into the building or work with children when using the district facilities.
3. The building must be left in the state of cleanliness and orderliness in which it was found.
4. Any group or person using school facilities may be required to provide proof of sufficient insurance or written verification that the group is covered under the District's insurance coverage.
5. The facilities are substance free (policy 403.5 and 905.2). Any individual or group violating this policy may be barred from future use of the facilities.
6. School Sponsored Activities shall take top priority, which includes open gyms and fields.
7. A facilities use form must be completed and submitted for approval to the Superintendent's office two weeks prior to the event. Events may not be scheduled more than six weeks in advance. The Dunkerton Community School District reserves the right to reschedule events in case of an unforeseen school district conflict.
8. All checks shall be made payable to the Dunkerton Community School District. Payment in full must be received within 30 days of receiving an invoice from the school district.
9. If an activity involves use of the kitchen facilities, a school cook may be required and a fee for the employee to be present will be charged. Exceptions are use of the high school kitchen for a concession stand when food is being served from the kitchen, but not prepared in the kitchen.
10. If an activity involves use of stage lighting or other technical equipment in the east gym, the group/organization shall be required to pay for an approved stage technician.

COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS
& EQUIPMENT BUILDING USE RULES

11. Any unscheduled activities or activities violating these regulations will not be allowed.
12. Activities that are eligible for the gym use are those that normally are played in a gymnasium such as basketball and volleyball. Other activities may use the gym provided there is no greater threat of damage to school property.
13. Activities such as soccer, baseball and softball may use the gym provided safety and care of school facilities are considered. When kicking, batting or completing skill activities when participants are not under complete control of the ball, in no way should the ball make contact with the walls, bleachers or other permanent equipment.
14. The district has the right to request that the coaches turn in rosters with the player's names and league.
15. Those DCS facilities used primarily for varsity competition must maintain a safe and quality competitive facility. If the use presents the potential for damage, misuse, or undue wear and/or is not beneficial to the DCS programs, use may be denied in the interest of the district.
16. Weeknight availability - Between the hours of 6:00-9:00 p.m. in the old gym and 6:30-9:00 p.m. in the new gym.
17. No gym use on official holidays, when the school day has been cancelled or dismissed early or when there are evening school activities in which non-school activities would interfere with a school sponsored activity.
18. Saturday availability-Tournaments or games take top priority over practice times. The gyms may be used on Saturday between 8:00 a.m. and 9:00 p.m.
19. Sunday availability-Gyms will be available between 12:00 p.m. and 9:00 p.m.
20. Coaches, players, parents, siblings, etc. are restricted to the area of the building in which the activity is taking place.
21. The coach in charge is responsible for monitoring traffic in the building and for supervising the gym and children in the program they sponsor.
22. Any damage done to school property during practice, games, or open gym must be reported immediately to the custodian on duty or the building principal the following school day.

COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS
& EQUIPMENT BUILDING USE RULES

23. The coach/team/organization scheduled during the time in which the damage occurs will be responsible for reimbursing the school for any necessary repairs or replacement of equipment. Failure to report damage will result in the coach/team/sponsor's loss of use privilege until the beginning of the following school year
24. Each profit group will be limited to the use of facilities twice during an academic school year.
25. Supervision of the scheduled activity shall be the responsibility of the group using the facility. A supervisory person must be designated at the time of application.
26. The District reserves the right to cancel facilities use on days in which inclement weather poses a hazard and facilities are closed.
27. The District reserves the right to refuse the use of facilities.

Approved: 6/28/17

Reviewed: 9/27/17

Revised: 12/20/17

Revised: 4/25/18

Reviewed: 1/6/22

COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS, SITES & EQUIPMENT FEES SCHEDULE

Rates for Use of Buildings and Sites

<u>Facility</u>	<u>Hourly Fee Structure</u>			
	<u>Class A</u>	<u>Class B</u>	<u>Class C</u>	<u>Class D</u>
Gymnasium	N/C	N/C	\$35	\$50
Commons	N/C	N/C	\$25	\$35
Classroom	N/C	N/C	\$15	\$30
Kitchen	N/C	N/C	\$35	\$50
Football Stadium	N/C	N/C	\$50	\$100
Baseball Field	N/C	N/C	\$25	\$50
Softball Field	N/C	N/C	\$25	\$50
Custodian	\$30	\$30	\$30	\$30

Utilities: To be determined by Superintendent or Board based upon current rates and usage

Security Deposit: To be determined by Superintendent or Board based upon previous experience

Add to above:

For providing chairs and/or tables for meetings	\$10.00
For providing set up of equipment	TBD - cost
Clean up of kitchen (if not billed hourly)	\$50.00 per rental

Approved: 6/28/17

Reviewed: 9/27/17

Revised: 12/20/17

Revised: 4/25/18

Reviewed: 1/6/22

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT
APPLICATION FORM

The undersigned entity makes an 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, site, or equipment.

Please refer to school board policy 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 proof of insurance prior to the use of school district buildings, sites, or equipment.

To be completed by individual making request:

DATE OF REQUEST: _____

Person Making Request: _____ Phone No. : _____

Person/Group Using Equipment/Facilities: _____

Reason for Request: _____

Facility Requested:

The person / group affirms that all adults using facilities have been checked on Iowa's Sex Offender Registry (SOR).

This is to confirm that no one entering the building or working with children is on the SOR.

(Printed Name and Signature required)

If using classrooms, please list classrooms requested or attach a map.

Concession Stand:

_____ Will operate our own concession

_____ Will have a school organization operate the concessions.

CONTINUED ON NEXT PAGE

Name of group:

Additional Equipment Requested: (Projection system, bleachers pulled out, podium, etc.):

Specific Date(s) Requested: _____

Specific Time(s) Facilities are Needed: _____

Actual Time of the Event: _____

Responsible Adult: _____

Address: _____ Phone No.: _____

TO BE COMPLETED BY BUSINESS OFFICE:

Date Received: _____

Superintendent's Approval: _____

Board Approval If Necessary: _____

Custodial/Cook Required: Yes _____ No _____

_____ Custodian(s) How Many _____ Hours Needed _____

_____ Food Service How Many _____ Hours Needed _____

_____ \$50 Minimum Fee Required When Using Kitchen Area

Custodial/Cook Arrangements Completed: Yes _____ No _____

Note Arrangements: _____

Arrangements of Keys: _____

Charge: (Note Items and Cost): _____

Charge Paid to Dunkerton Schools: Yes

No

Custodial Hours - Start Time: _____ End Time: _____ Total Hours: _____

Food Service Hours – Start Time: _____ End Time: _____ Total Hours: _____

Total Fee\$ _____

Upon completion of the event, the area was checked and no damages were found. Area is in the same condition as the group used.

Site Supervisor Signature: _____

Building and Grounds Supervisor: _____

(Submit to the business office when completed).

Approved: 6/28/17

Reviewed: 9/27/17

Revised: 12/20/17

Revised: 4/25/18

Reviewed: 1/6/22

Policy 905.2 TOBACCO/NICOTINE-FREE ENVIRONMENT

Tobacco and nicotine use is prohibited on school district facilities and grounds, including school vehicles. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco, nicotine or other product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

Legal Reference:

20 U.S.C. 608

Iowa Code §§ 142D; 279.8, .9; 297.

Cross Reference:

903.4 Public Conduct on School Premises

905.1 Community Use of School District Buildings & Sites & Equipment

Approved: March 2018

Reviewed: January 2022

WEAPONS IN THE SCHOOL DISTRICT

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

All weapons, dangerous objects and look-alikes are prohibited to be carried, possessed, transported or otherwise stored on school district property and to school district-approved events. Exceptions to this policy include weapons carried by the following individuals in performance of their official duties:

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

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

Legal Reference:

18 U.S.C. § 921

Iowa Code §§ 279.8; 280.21B; 483A.27(11), 724

281 I.A.C. 12.3(6)

Cross Reference:

502 Student Rights and Responsibilities

503 Student Discipline

507 Student Health and Well-Being

Approved January 2022

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 Dunkerton Community School District believes in maintaining the safety, security, and privacy of students, employees, and visitors. In keeping with this belief, the use or possession of unmanned aircrafts is prohibited on district property or in the space above the property that reasonably can be considered part of the district property. The superintendent may make an exception to this policy in specific cases where the circumstances warrant such exception. In such situations and prior to approval, unmanned aircraft operators shall:

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

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

Unmanned aircrafts shall be operated in accordance with Iowa High School Athletic Association and Iowa Girls 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 January 2022

DISTRICT OPERATION DURING PUBLIC EMERGENCIES

The district believes that student learning is the heart of its core mission. While traditional in-person teaching continues to provide the greatest learning opportunity to all students, there may be rare and unusual circumstances that prevent the school community from convening in traditional in-person settings. At times of a public emergency declared by federal, state or local officials, the district will seek guidance and recommendations from federal, state and local agencies to assist in determining the safety of convening traditional in-person learning.

During a declared public emergency, the school board delegates to the Superintendent the authority to determine whether to close school buildings to traditional in-person learning if the Superintendent determines in-person learning would hinder the health and safety of the school community. The district will instead utilize remote or hybrid learning opportunities permitted by law.

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

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

Legal Reference:

Senate File 2310

Iowa Code ch. 279.8

Cross Reference:

403.3 Communicable Diseases - Employees

506 Student Records

507 Student Health and Well-Being

Approved January 2022

DISTRICT OPERATIONS DURING A PUBLIC HEALTH EMERGENCY REGULATION

During a public health emergency, the district will seek guidance and recommendations from federal, state and local agencies that monitor and respond to the emergency. The district will follow any mandatory closures or other mandatory measures imposed by such agencies.

The superintendent, in conjunction with relevant government agencies and/or athletic and activity associations, will determine under what circumstances the district will restrict or cancel in-person learning, student events or activities including sporting events, extracurricular clubs or meetings for students, and the use of district facilities by outside organizations.

The district will promote and follow other recommended measures and guidance from federal, state and local agencies to the extent reasonably practicable under the circumstances. These measures may include, but are not limited to the following:

On-line learning, hybrid models of learning, or modified in-person learning may occur dependent on the circumstances and in accordance with applicable law.

Hand washing and any other recommended hygiene practices will be taught to all students and employees.

Non-medical-grade face masks are encouraged to be worn by all individuals on school grounds, including students, employees and volunteers. Masks will be provided to individuals who request them. Reusable masks should be washed regularly by individuals wearing them.

Employees, volunteers and students are encouraged to monitor their temperatures each morning prior to traveling to any school building or event. Individuals with a temperature over 100.3 degrees may not enter school buildings or attend school events.

Due to the increased cost to the district of providing additional cleaning and disinfecting measures, and in order to preserve cleaning supplies for school use during the time of a public health emergency, the superintendent has discretion to restrict the use of school buildings and facilities for non-school groups in a neutral and non-discriminatory manner.