

SCHOOL DISTRICT - COMMUNITY RELATIONS

Series 900

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JESUP COMMUNITY SCHOOL DISTRICT

PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

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

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

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

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JESUP COMMUNITY SCHOOL DISTRICT

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 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

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

Persons 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 reasonable fee for the copy. Persons wanting compilation of information may be assessed a reasonable fee for the time of the employee to review and compile the requested information. The district will make every effort to provide the public record requested at no cost other than copying costs for a record which takes less than thirty minutes to produce.

Costs for legal services utilized for the redaction or review of legally protected confidential information may also be assessed to the individual requesting the records. 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 & Passwords
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It is the responsibility of the board secretary to maintain accurate and current records of the school district. It shall be the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public information of the school district.

NOTE: This is a mandatory policy and is consistent with the Iowa public records law regarding access to, copying of and charging for copies of public records. By law, individuals have a right to access public records during the hours of 9:00 a.m. - 12:00 p.m. and 1:00 p.m.- 4:00 p.m. unless the board sets other hours. IASB recommends that the board establish specific hours in board policy, and blanks are provided in the first paragraph for that purpose.

Legal Reference: Iowa Code §§ 21.4; 22; 291.6 (2005).
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, & Disposal of School District Records
902.1 News Media Relations

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Revised April 2006/December 2006/September 2022

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

News media seeking inquiries about the school district shall be directed to the superintendent. The superintendent shall accurately and objectively provide the facts and board positions in response to inquiries from the news media about the school district.

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (1995).

Cross Reference: 902 Press, Radio and Television News Media

Approved August 1997

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JESUP COMMUNITY SCHOOL DISTRICT

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

News conferences and interviews planned or pre-arranged for school district activities shall include the board and the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It shall be within the discretion of the superintendent to determine whether a news conference or interview shall be held to provide an immediate response to an issue.

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

Legal Reference: Iowa Code §§ 21.4; 22; 279.8 (1995).

Cross Reference: 902 Press, Radio and Television News Media

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JESUP COMMUNITY SCHOOL DISTRICT

NEWS RELEASES

The superintendent shall determine when a news release about internal school district and board matters will be issued. In making this determination, the superintendent shall strive to keep the media and the school district community accurately and objectively informed. Further, the superintendent shall strive to create and maintain a positive image for the school district. It shall be 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 shall be directed to the superintendent. In the event the superintendent is not available, Policy Code No. 306 shall be followed. Each year the superintendent will appoint an order of succession of authority. That order will be followed in appointing a spokesperson for the district when the superintendent is not available.

Legal Reference: Widmer v. Reitzler, 182 N.W.2d 177 (Iowa 1970).
 Dobrovolny v. Reinhardt, 173 N.W.2d 837 (Iowa 1970).
 Iowa Code §§ 21.4; 22.2 (1995).
 1980 Op. Att'y Gen. 73.
 1952 Op. Att'y Gen. 133.

Cross Reference: 902 Press, Radio and Television News Media

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JESUP COMMUNITY SCHOOL DISTRICT

LIVE BROADCAST OR VIDEOTAPING

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

It shall be within the discretion of the superintendent and/or his/her designee to determine whether the broadcast or videotaping will be unduly burdensome or will interfere with or disrupt the school district event.

Videotaping of classroom academic activities will be allowed by parents/individuals at the discretion of the superintendent and/or his/her designee. The videotaping must be approved by the principal of the building in which the videotaping will occur. Parents will be notified prior to videotaping of classroom activities that could be broadcast in the news media. Videotaping on school buses will be allowed at the discretion of the superintendent.

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

Legal Reference: Iowa Code §§ 21.4, .7; 22; 279.8 (1995).

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

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JESUP COMMUNITY SCHOOL DISTRICT

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.

All booster clubs/outside organizations that raise funds must have their accounts in the activity account of the district or be chartered as a booster club/outside organization in order to have their own outside account. If a booster club/outside organization chooses to have their accounts in the activity account of the district they must adhere to the following: (1) must have a set of by-laws on file at the district office, (2) all financial activity must go through the school activity account (no outside accounts), (3) must keep minutes of each regular or special meeting and (4) must elect officers, whose names are forwarded to the district office after each election. If a booster club/outside organization chooses to be chartered they must adhere to the following: (1) must have a charter from the State of Iowa, (2) must have a set of by-laws on file at the district office, (3) must keep regular minutes of each regular or special meeting, (4) must elect officers, whose names are forwarded to the district office after each election and (5) must have their accounts audited by the Board Secretary a minimum of once a year.

Prior to any purchase of, or fund raising for, the purchase of goods or services for the school district, the group shall confer with the superintendent and/or designee to assist the group in purchasing goods or services to meet the school district's needs. All purchases made by the booster club/outside organization must be congruent with the by-laws and/or purpose of the booster club/ organization.

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

Legal Reference: Iowa Code §§ 279.8; 291.13 (1995).

Cross Reference: 903 Public Participation in the School District

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JESUP COMMUNITY SCHOOL DISTRICT

COMMUNITY RESOURCE PERSONS AND VOLUNTEERS

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

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

Legal Reference: Iowa Code §§ 279.8; 670 (1995).

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

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JESUP COMMUNITY SCHOOL DISTRICT

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 shall not take time from their duties to discuss matters with visitors.

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

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

Legal Reference: Iowa Code §§ 279.8; 716.7 (1995).

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

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JESUP COMMUNITY SCHOOL DISTRICT

PUBLIC CONDUCT ON SCHOOL PREMISES

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

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

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

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

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

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PUBLIC CONDUCT ON SCHOOL PREMISES

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

Legal Reference: Iowa Code §§ 279.8; 716.7 (1995).

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 shall be 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 (1995).

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

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JESUP COMMUNITY SCHOOL DISTRICT

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:

- (a) is obscene to minors;
- (b) is libelous;
- (c) contains indecent, vulgar, profane or lewd language;
- (d) advertises any product or service not permitted to minors by law;
- (e) constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
- (f) presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, 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.

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DISTRIBUTION OF MATERIALS REGULATION

If the person submitting the request does not receive a response within twenty-four hours of submission, the person shall contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person shall contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the 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 shall be limited to a reasonable time, place and manner as follows:

1. The material shall be distributed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entrance ways, but which shall give reasonable access to students.
2. The material shall be distributed either before and/or after the regular instructional day.
3. No 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.

DISTRIBUTION OF MATERIALS REGULATION

IV. Definitions.

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

1. "Obscene to minors" is defined as:
 - a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.
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.

DISTRIBUTION OF MATERIALS REGULATION

5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

VI. Notice of policy to students.

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

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Generally, transporting students for school purposes shall be 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 shall be within the discretion of the superintendent to determine when this is appropriate.

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

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§ 279.8; 285; 321 (1995).
281 I.A.C. 43.

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

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JESUP COMMUNITY SCHOOL DISTRICT

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 shall be carefully reviewed by the administration prior to 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 (1995).

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

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JESUP COMMUNITY SCHOOL DISTRICT

COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT

School facilities are public resources supported with public funding. The Board encourages extensive use of school facilities by individuals and groups in the community.

The buildings and sites and equipment of the school district will be made available for a fee to local nonprofit entities that promote cultural, educational, civic, community, or recreational activities. Such use will be permitted only when the use does not interfere with or disrupt the education program or school-related activity, the use is consistent with state law, and will end no later than midnight. Any special activity ending after midnight needs approval of the Board.

The board shall allow non-profit or community groups, such as the Boy and Girl Scouts and 4-H, to use the buildings and sites without charge. While such groups shall use the buildings and sites without charge, they may be required to pay a custodial or supervision fee. These groups must schedule all activities through the superintendent's office to determine availability. All sites are available at any time during the school year (excluding Sundays and Wednesday evenings after 6:00 PM). No keys will be issued to these groups unless supervision is provided by the district. Buildings are not available for use on Wednesday and Sunday evenings after 6:00 PM or on Sundays prior to noon.

It is within the discretion of the board to allow for-profit entities to use school district buildings and sites. The buildings and sites and equipment of the school district will be made available for a fee to for-profit entities. The board reserves the right to deny use of the buildings and sites and the equipment to any group. It shall be within the discretion of the board to allow use of school district buildings and sites on Sundays and Wednesday evenings during the school year to these groups. Organizations, individuals, and other entities that wish to use the school district property must apply at the superintendent's office. It shall be the responsibility of the board secretary or superintendent to determine whether the school district facility requested is available and whether the application for use meets board policy and administrative regulations. It shall be the responsibility of the superintendent and board secretary to provide application forms, obtain proof of insurance, and draw up the contract for use of school district property.

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COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT

Activities in the school district buildings and sites used by for-profit entities shall be supervised by an employee of the school district unless special prior arrangements are made with the superintendent. The employee shall not accept a fee from the user. If appropriate, the school district employee may be paid by the school district.

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

Legal Reference: Iowa Code §§ 276; 278.1(4); 279.8; 288; 297.9-.11 (1995).
1982 Op. Att'y Gen. 561.
1940 Op. Att'y Gen. 232.
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

FACILITY USAGE CONTRACT

The undersigned applicant makes application for the use of the school facility designated below. The applicant agrees to abide by and enforce the following regulations. If, at any time the Superintendent or Board of Education determines these regulations are not being enforced the right of use of the facility may be rescinded.

1. The undersigned, hereafter referred to as organization, states that it will hold the Jesup Community School and its officers as 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 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 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 attorney's fees to the organization.
2. All equipment furnished under this agreement shall remain the property of the school and the organization shall be liable for any loss or damage to said equipment.
3. The use of the facility/equipment shall in no way interfere with school activities.
4. The extent of supervision needed by outside organizations renting school facilities will be determined by the Superintendent or his/her designee, and will be included in the contract between the renter and school district.
5. A custodian or some other school authority is present while the facility is being used.
6. The use of the facility/equipment is consistent with state law and conforms to the regulations of the school.
7. No tobacco products will be allowed in the school building, school grounds or school vehicles.
8. No alcoholic liquors or beverages shall be consumed or brought onto the school grounds.
9. The public schools shall not be used to promote private gain but compensation of workers is allowed.
10. School personnel will not accept gratuities from organizations that use the facilities.
11. All children shall be under direct adult supervision.
12. The administration and board of education may impose additional restrictions when it is deemed in the best interest of the school district or the students.
13. Budget projected expenses must be approved by superintendent or his/her designee.
14. Organizations or individuals promoting such events shall carry insurance or obtain a waiver from the participants.

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JESUP COMMUNITY SCHOOL DISTRICT

15. A complete financial statement listing all fees, contributions, gate receipts, and expenses will be submitted to the Superintendent one week after the event/use of the facility/equipment.

Camps will only be allowed during the summer months and must be concluded before the legal starting time of high school athletics in the fall. Requests for camp must be submitted to the Athletic Director/Principal/Superintendent. Camps will meet the following criteria:

1. Camps will not be allowed to interfere with scheduled activities.
2. No camp shall run longer than 5 days.

Facility Usage Contract

FACILITY_____PURPOSE_____

DATE_____HOURS/TIMES_____

TOTAL FEE_____

NAME OF ORGANIZATION MAKING APPLICATION_____

ADDRESS_____

EMAIL ADDRESS_____

TELEPHONE NUMBER_____

SCHOOL EMPLOYEE SUPERVISING_____

REQUESTOR SIGNATURE_____DATE_____

SUPERINTENDENT APPROVAL_____DATE_____

RATES FOR USE OF SCHOOL FACILITIES

NORTH GYM

Per Hour Rate (school day/normal custodial hours) \$25.00

Per Hour Rate (non-school day - not normal custodial hours) plus custodial/
supervision costs

SOUTH GYM

Per Hour Rate (school day/normal custodial hours) \$50.00

Per Hour Rate (other than school hours) plus custodial cost/supervision costs

JESUP COMMUNITY SCHOOL DISTRICT

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WRESTLING ROOM

Per Hour Rate (school day/normal custodial hours) \$20.00

Per Hour Rate (other than school hours) plus custodial/supervision cost

LUNCHROOM

Per Hour \$25.00

(This charge includes own set-up and take down/cleanup.)

KITCHEN

Per Hour \$25.00

Per Hour Rate (other than school hours) plus custodial cost/supervision costs

RURAL SCHOOL

Per Hour \$25.00

(This charge includes own set-up and take down/cleanup.)

SOFTBALL/BASEBALL COMPLEX

Per Hour \$50.00

Per Hour Rate (other than school hours) plus custodial cost/supervision costs

FOOTBALL COMPLEX

Per Hour \$50.00

Per Hour Rate (other than school hours) plus custodial cost/supervision costs

PRACTICE FIELDS

Per Hour \$25.00

Per Hour Rate (other than school hours) plus custodial cost/supervision costs

TOBACCO-FREE ENVIRONMENT

School district facilities, including school vehicles, shall be off limits for tobacco use. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request shall be required to dispose of the tobacco product or leave the school district premises immediately. It shall be the responsibility of the administration to enforce this policy.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).
 Iowa Code §§ 142B; 279.8, .9; 297 (1995).

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

Approved August 1997

Reviewed October 1999/December 2001/September 2003/November 2004/December 2007/September 2012/January 2015/June 2017/November 2019

Revised June 2010

JESUP COMMUNITY SCHOOL DISTRICT

WEAPONS IN THE SCHOOL DISTRICT

The board believes weapons, other dangerous objects and look-a-likes 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-a-likes 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-a-likes 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.

Note: In 2021, the legislature made changes to decriminalize the carrying of firearms on campus by certain individuals if certain circumstances are met. However, much like creating tobacco-free campuses, schools maintain the authority to choose whether to place additional limitations on the carrying of firearms on district property as needed to protect the health and safety of students and staff.

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 August 2021

Reviewed _____

Revised _____

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