

## COMMUNITY RELATIONS

### Series 1000

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STATEMENT OF GUIDING PRINCIPLES FOR COMMUNITY RELATIONS

It shall be the policy of the Board of Directors to keep the community informed of the objectives, achievements, needs and conditions of the school system. The Superintendent of Schools shall be responsible for initiating and administering a continuous program of communications within the community. He/She will utilize needed school personnel and all media available in discharging this responsibility.

The Board of Directors recognizes the right of the public to information concerning all board actions, policies and details of the district's educational and business operations. The Board encourages study, discussion and active participation by all concerned in the promotion of the best possible educational program. It is the practice of the Board to seek advice and assistance from all interested individuals and groups in the solution of educational and financial problems.

The Board recognizes the cooperating organizations in this school district and encourages their active participation in policymaking. However, the Board wishes to make it clear that in no way does the Board abdicate its responsibility for a final decision of all matters of policy and educational programs.

Legal Reference:

Cross Reference:

COMMUNITY INVOLVEMENT IN DECISION MAKING

The Board of Directors believes the schools belong to the people whom they are created to serve. It therefore intends that all reasonable efforts should be exerted to identify the desires of the community and to be responsive, through its actions, to those desires. These are the two major ways in which the will of the community shall influence the development of board policies:

1. Board members themselves will remain mindful that they are elected to represent the people of the district.
2. All citizens of the district will be encouraged to express ideas, concerns, and judgments about the schools through such means as:
  - a. written suggestions
  - b. written proposals
  - c. presentations at hearings
  - d. responses to surveys
  - e. comments at Board meetings during the portion of the agenda entitled "Receive Visitors/Public Forum"
  - f. service on citizens' advisory committees

Legal Reference:

Cross Reference:

RELEASES TO NEWS MEDIA

**Releases About Internal School Matters**

It is the policy of the Board to have news releases prepared about internal matters of the school(s), and to disseminate such releases to all news media in the area.

The Superintendent of Schools or a delegated assistant shall be responsible for clearance of all news releases that originate in the schools.

Public information that is not personal or confidential should be made available to all news media upon their request. In order to establish and maintain a cooperative atmosphere in our public relations program, close ties should be kept with persons representing the various news media.

**Releases About Board Matters**

It shall be the policy of the Board to have news releases prepared about Board matters and to disseminate them to all news media in the area.

Copies of agendas for regular Board meetings shall be supplied to all news media that have filed a request for notice, at the same time they are made available to Board members or at least 24 hours before the meeting.

The Superintendent of Schools, or delegated staff should be available to media representatives to answer any question that may arise concerning Board matters.

Legal Reference: Code of Iowa, Sections 21.4; 22.7

Cross Reference:

Approved 1/14/81

Reviewed 12/18/06

Revised 6/9/82

DUPLICATED OR PRINTED MATERIALS

Duplicated or printed materials related to or explaining various phases of the school program will be made available for staff and public use as deemed advisable by the Superintendent of Schools. Decisions concerning such publications may be delegated to staff assistants appointed by the Superintendent of Schools.

Rules of good taste, scholarship and general acceptability should apply to all such publications.

Legal Reference:

Cross Reference:

Approved 1/14/81

Reviewed 12/18/06

Revised

## PUBLIC RIGHT TO KNOW

The Board of Directors recognizes the right of the public to information concerning all of its actions, its policies, and the details of its educational and business operations. The Board encourages study, discussion, and active participation by all concerned in the promotion of the best possible program of education of the community. It is the practice of the Board to utilize the advice and assistance of interested individuals and groups in the solution of its educational and financial problems.

The Board accepts the following basic principles that are essential to a good public relations program:

- The Board will transact as much official business as practicable in open meetings. The press, the public and school employees are welcome to attend these open meetings. Oral and written communications may be received and considered during open meetings of the Board. However, the Board reserves the right to enter a closed session to transact specific types of business as outlined in the law.
- The Board will function as speedily and as efficiently as circumstances will permit, and always with due regard for the public interest.
- Board members will familiarize themselves with the work of the school system in all major areas and shall bring to the professional directions of the schools the viewpoint, the knowledge, and the wisdom of the community.
- The Board will make provision for recording proceedings of all meetings. Minutes of the Board meetings shall be considered matters of public record.
- The Board will keep in mind that maintaining the confidence and respect of the community is of paramount importance to the success of the educational program of the district.

Legal Reference: Code of Iowa, Chapter 22

Cross Reference:

Approved 6/9/82

Reviewed 12/18/06

Revised 12/21/94

## PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours at the central office of the school district. These hours are 8:00 a.m. to 3:30 p.m. Monday through Friday, except for holidays and recesses.

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

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

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

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

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

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

Legal Reference: Iowa Code §§ 21.4; 22; 291.6 (2005).  
1980 Op. Att'y. Gen. 88.  
1972 Op. Att'y. Gen. 158.  
1968 Op. Att'y. Gen. 656.

Cross Reference:

Approved 8/15/05

Reviewed

Revised

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## STAFF PARTICIPATION IN COMMUNITY ACTIVITIES

Members of the professional staff shall be encouraged to take an active part in the affairs of the Maquoketa Valley Community School District. The school and the community should not be considered separate and apart, but as working as a unified whole in the educational process. Through dynamic leadership, many avenues may be opened for building community support.

The Superintendent is especially urged to identify himself/herself personally with the many facets of community life, providing opportunities for all citizens, including nonparents, to experience relationships with the schools.

The principal as the leader of his/her school is encouraged to be an active and leading member of the school community.

The teacher, or the degree to which the teacher is known and accepted as a citizen of the community, has a direct relationship with the degree of understanding and goodwill flowing from the community to the schools.

### **The Dual Role of Teacher/Citizen**

The Board recognizes that teachers and other employees of the school district have a dual role in their relations with the public which complicates decision from time to time concerning responsibility. Teachers, especially, may have to decide between their responsibilities as professional employed by the school system on the one hand or as members of the community on the other when differences of opinion arise concerning goals or operations of the schools

The Board believes that the First Amendment rights of teachers and other employees must be protected. The Board also believes that the schools and Board should not be subject to unfair, unwarranted or malicious attacks from within. To help achieve these two goals, the Board instructs the administration to confer and work with employees or employee groups in setting up a carefully designed procedure for handling differences of opinion between Board and staff which will have at least the following characteristics:

- Protect and guarantee each employee's First Amendment rights.
- Set guidelines for helping teachers distinguish between their professional employee responsibilities and their duties as lay citizens.
- Establish procedures for handling grievances the prosecutor, judge, jury and executioner are not centered in one person or group.
- Provide for channels of communication within the school system to enable employees to have access to policy positions of the Board, regulations of the administration and prompt notification of events and pertinent facts.

Legal Reference:

Cross Reference:

Approved 1/14/81

Reviewed 12/18/06

Revised



## GIFTS TO SCHOOL DISTRICT EMPLOYEES

Employees may receive a gift on behalf of the school district. Employees shall not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A "restricted donor" is defined as a person or other entity which:

- Is seeking to be or is a party to any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the employee's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or,
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:

- Contributions to a candidate or a candidate's committee;
- Information material relevant to an employee's official function, such as books, pamphlets, reports, documents or periodicals;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the public generally without regard to the official status of the employee;
- Items received from a charitable, professional, educational or business organization to which the employee belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;
- Actual expenses of an employee for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public services;
- Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member or solicited by or given for the same purposes to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Funeral flowers or memorials to a church or nonprofit organization;

- Gifts which are given to an employee for the employee's wedding or twenty -fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by the school district for the cost of attending a meeting of a subunit of an agency when the employee whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the employee is not entitled to receive compensation or reimbursement of expenses from the school district for attending the meeting; or
- Gifts other than food, beverages, travel and lodging received by an employee which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the employee.

An "honorarium" is anything of value that is accepted by, or on behalf of, an employee as consideration for an appearance, speech or article. An honorarium does not include any of the following;

- Actual expenses of an employee for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, a bona fide educational or charitable organization or the department of general services; or
- A payment made to an employee for services rendered as part of a private business, trade or profession in which the employee is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as an employee of the district, but, rather, because of some special expertise or other qualification.

It shall be the responsibility of each employee to know when it is appropriate to accept or reject gifts or an honorarium.

Legal Reference: Code of Iowa § Chapter 68B (1993).  
Code of Iowa Supp. Ch. 68B (1993).  
1972 Op. Att'y. Gen. 276;  
1970 Op. Att'y. Gen. 319

Cross Reference:

Approved 1/14/81

Reviewed 12/18/06

Revised 11/10/93

## CITIZENS' COMPLAINTS ABOUT SCHOOL PERSONNEL

The Board recognizes situations may arise in the operation of the school district which are of concern to the parents and other members of the school district community. While constructive criticism is welcomed, the Board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The Board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a district patron has a complaint or concern about a school district employee, the concerned individual will need to adhere to the following procedure:

1. Matters dealing with an individual teacher, or other employee should first be addressed to the teacher or employee by the concerned individual in an attempt to identify, clarify and resolve the differences which are giving rise to the concern or complaint.
2. Unresolved matters from step one above shall be addressed to the employee's building principal in an attempt to identify, clarify and resolve the differences which are giving rise to the concern or complaint.
3. Unresolved matters from step two above shall be directed to the Superintendent of Schools in an attempt to identify, clarify and resolve the differences which are giving rise to the concern or complaint.
4. If a matter cannot be resolved satisfactorily by the Superintendent of Schools, it may then be brought to the attention of the Board of Directors. To bring a concern regarding a school employee to the Board of Directors, the concerned individual needs to: (A) put the complaint in writing, (B) date and sign the complaint, and (C) provide the written complaint to the Superintendent of Schools at least five days before the next regularly scheduled meeting of the Board so it may be mailed to all Board members so as to allow them an opportunity to study the complaint before the meeting of the Board.

The Board will hear complaints about district employees from members of the school district community only if they complied with the above procedure. No complaint will be heard by the Board of Directors and no charges against the employee will be investigated or acted upon by the Board unless reduced to writing, dated and signed by the party bringing the same, and presented to the Board through the Superintendent of Schools at least five days in advance of the meeting. The board is not obligated to address a complaint and may defer to the decision of the superintendent. If the board elects not to address a complaint, the decision of the superintendent shall be final. If the board does elect to address a complaint, its decision shall be final.

The Board wishes to advise all patrons who follow the above procedure and appear before the Board with a complaint about a school district employee that: (A) the Board meeting is a public forum, (B) procedures for public participation at Board meetings are described in detail in Board Policy 204.140, (C) the Board will listen and attempt to understand the concern/s of the patron, (D) the Board will accept no liability for comments made by any concerned patron that may result in a libel or slander suit.

Legal Reference: Code of Iowa, Chapter 20.18

Cross Reference:

Approved 6/9/82

Reviewed

Revised 8/2018

## SCHOOL AND ATHLETIC VOLUNTEERS

Volunteers provide significant services to students by supplementing the work of paid professional and paraprofessional staff, but are not substitutes for paid staff. Typical assignments include supplemental instruction as determined by the classroom teacher, clerical work and supervision of student activities.

The assignment of any volunteer shall be made by the building principal with the concurrence of the cooperating teacher.

The evaluation of the work of each volunteer shall be the responsibility of the school principal.

Upon the initial appointment of a school volunteer, s/he will be required to sign a permission slip, which will allow the district to do a criminal background check with the Iowa Division of Criminal Investigation.

We have many volunteers that request to assist various athletic programs at Maquoketa Valley. The following guidelines will be employed as the district considers those that may want to volunteer.

- A coaching endorsement will be required. The endorsement will be filed in the administration office prior to the volunteer is allowed in any capacity to volunteer at Maquoketa Valley.
- The volunteer will be required to sign a permission slip which will allow the district to run a criminal background check. This background check will need to be received prior to the volunteer is allowed in any capacity to volunteer at Maquoketa Valley.
- The volunteer will go through an interview process with the athletic directors and head coach.
- All volunteers will be expected to uphold the expectations for personal conduct both in and out of the coaching arena as do all coaches. This includes such things as support for the good conduct policy and serving as a positive role model in the enforcement of those policies.
- When representing Maquoketa Valley the volunteer will be expected to dress in a manner consistent with the other coaches.
- Volunteers will follow the guidance of the head coach and not over step their bounds in the administration of the program. The head coach is in charge and makes all final decisions regarding the program. Volunteers need to support these decisions publically.
- If at any time the head coach or administration determines that a volunteer is not abiding by this policy or supporting the program, the volunteer will be dismissed by the Athletic Director.
- All volunteers will receive a complimentary pass to all school sporting events as a token of appreciation. This pass is valid for the year they are serving in the volunteer capacity.

Legal Reference:

Cross Reference:

Approved 1/13/82

Reviewed

Revised 11/7/13

## PARENT-TEACHER ASSOCIATIONS

The Board of Directors endorses the creation of parent organizations such as PTA and PTO units and Parents Advisory Councils as appropriate means of achieving effective and maximum feasible involvement of mothers, fathers, and other guardians of students in the affairs of our schools. The Board expects all staff members, but most particularly principals, to work closely and in harmony with the officers and directors of all parent organizations in the pursuit of the following goals:

1. To involve parents and school personnel in a cooperative and sustained system of activities which will increase the educational opportunities of the children both in school and at home.
2. To improve school-home relationships by enabling parents and school personnel to (a) define their relationship to each other; (b) define their roles as they pertain to the children served by the schools; and (c) identify family needs and resources, including those of community as well as school needs and resources.
3. To provide teachers and administrators with opinions and viewpoints that will lead to a better analysis of the needs of students and more relevant program planning.
4. To sustain parental interest through a program of training and consultative services.
5. To develop the skills needed by school personnel to function effectively in a working relationship with parents and other community members.

Legal Reference:

Cross Reference:

PUBLIC RECOGNITION

It is the Board's intent to grant official public recognition from time to time for truly outstanding accomplishments on behalf of the school district by individual students, staff members, citizens or Board members. Suitable awards or honors shall be devised appropriate to the contribution made.

Legal Reference:

Cross Reference:

## 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 law. 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 or sponsored or approved activities or 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 or 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 or sponsored or approved activities will not be tolerated.

If any individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expressions, 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.

In addition, the administrator in charge may temporarily ban that individual from entering onto the school property or attending school events. Such temporary ban shall not exceed thirty (30) days without Board approval. The superintendent of schools shall notify in writing IGHSAU and IHSAA if the suspension comes after an athletic event.

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, 716.7, 716.8 (1989)

Cross Reference: 1003.080

Approved 11/13/96

Reviewed 12/18/06

Revised 10/15/07

## GOOD SPORTSMANSHIP

A primary goal of the district's activity program is to teach good sportsmanship to students. Good sportsmanship is the overt display of the concepts of fair play, respect for others, ethical behavior and personal integrity. Good sportsmanship is really good citizenship. The concepts associated with sportsmanship are to be taught, modeled, expected and reinforced in the classroom, on the playground, and in all activity programs within the district.

The Board of Directors encourages the district's administration and staff to persevere in teaching good sportsmanship behaviors and expecting participants and spectators alike to demonstrate good sportsmanship behaviors. The Board supports administrative attempts to reinforce good sportsmanship behaviors when they occur and to deal effectively and decisively with cases of unsportsmanlike conduct when they occur. This includes the removal from the event and/or temporary banishment from future events for a reasonable time of any spectator (student or adult) whose behavior significantly violates the concepts of good sportsmanship. Such temporary ban shall not exceed thirty (30) days without Board approval. The superintendent of schools shall notify in writing IGHSAU and IHSAA of the suspension.

In short, the Board expects and requires all individuals connected with this district, participant or spectator, to conduct themselves in a manner that is consistent with the same standards of good sportsmanship that we are attempting to teach our students. The failure of any person to follow these standards should be handled by the administration taking the appropriate action subject to Board review in certain cases.

Legal Reference: Code §§ 279.8, 279.9, 282.4, 716.7, 716.8 (1989)  
Henley v. Octorara Area School District, 701 F. Supp. 545 (E.D. Pa. 1988)

Cross Reference: 1003.070



## COMMUNITY USE OF SCHOOL FACILITIES

All local civic, religious, fraternal, patriotic and community welfare organizations, including any individual or group interested in promoting cultural, educational or recreational activities are eligible to use auditoriums, gymnasiums, classrooms and other school properties, providing the activities to be conducted are not contrary to public interest as determined by the Board of Directors, or as provided by law.

Permission to use the High School gymnasium and Middle School Multipurpose room will not normally be granted to the general public with the exception of community organization sponsored events. Examples of these events would include Maquoketa Valley Booster Club fund raisers, adult education classes, youth league basketball programs, 4-H programs, Boy/Girl Scouts, youth wrestling programs, etc.

The weight room will not be open to the general community except under the direct supervision of a Maquoketa Valley staff member who has demonstrated professional competence in weight training. The fitness room will be available during specified hours to adults and supervised students.

Groups interested in renting school facilities must make such contract arrangements at the Business Office by filing the necessary "Request for Use of School Facilities" form. A school official designated by the Superintendent of Schools will check on the availability of the facilities and then return the completed application to the requesting party. It is important to note that permission for the facilities will not normally be granted to student organizations on Sundays.

Community groups requesting to use outdoor school facilities, (ie. ballfields, football field, track, etc.) on Sunday will need to direct that request to the Superintendent of Schools. Requests to use the facilities will need to be directed through the Central Office using district form 1004.13.

The group using the facilities must have adequate supervision during the time the facilities are being used. The adult requesting the use of the facilities is financially responsible to the school district for any damage to the facilities and is also responsible to make sure the building is secured, the lights turned off, and the area is clean when the activity is over.

Since the building custodians are generally engaged in cleaning and maintenance activities during school breaks such as Christmas, Thanksgiving and Easter, facilities use requests are usually denied during these periods of time.

Fees and forms for the use of school facilities are shown in Board Policies 1004.012 and 1004.013.

## IOWA COMMUNICATIONS NETWORK USAGE

A sponsored ICN user's mission must be consistent with the mission of the school district. Costs associated with the use of the ICN will be passed on by the school district to the sponsored user.

Authorized users of the ICN shall ensure their use of the ICN is consistent with their written mission. The ICN will not be used for profit making ventures. Authorized users may not resell time on the ICN. Entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming must follow the state scheduling requirements. However, it is recommended that entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming contact the school district's ICN scheduler's office to inform them of their needs.

It shall be the responsibility of the entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming be in compliance with the law regarding authorized use of and content of the programming on the ICN. The school district assumes no responsibility or liability for entities using the ICN classroom in violation of the law, the authorized user's mission or school district policy and its supporting administrative regulations. The school district reserves the right to charge all costs, including attorney fees, that may arise to the entity for the entity's failure to comply with the law or school district policy and its supporting administrative regulations.

Legal Reference: Iowa Code 8D; 276;278.1(4); 279.8; 288; 297.9-11 (1995)

Cross Reference: 1004.011;  
1004.012;  
1004.090

REGULATIONS CONCERNING THE USE OF SCHOOL FACILITIES

Requests for the use of school facilities by an outside organization for other than the ICN room are to be made through the Business Office. A school official designated by the Superintendent of Schools will clear all requests with the office of the principal in the building concerned.

- Smoking is prohibited in all Maquoketa Valley Community School District buildings, which house pre-kindergarten through twelfth grade educational programs.
- There shall be no alcoholic beverages brought to or consumed in the building or on building grounds.
- Keys, if needed, must be obtained from the building secretary, during school hours, and returned to that person the first working day following the use of the building.
- Thermostats, if changed, must be returned to their original setting before the group leaves the buildings.
- Lights are to be turned off, windows closed, and doors locked at the conclusion of the activity for which the building was made available.
- The building is to be left in as good condition as it was received with the sponsor assuming full liability for any damages to the building caused by negligence on the part of the sponsor or any member of the group requesting use of the school facility.
- Non-scuff (canvas) shoes are required for those using the gym.

Legal Reference:

Cross Reference: 1004.010;  
1004.012

Approved 6/9/82

Reviewed

Revised 11/7/13

## ICN ROOM USE REGULATION

The ICN is a statewide telecommunications network designed primarily to enhance learning opportunities for students, employees and board members. The school district recognizes that it is not the only authorized user of the ICN and other users will frequently be using the school district's ICN facilities. Sponsored and authorized users of the ICN must comply with state and federal law in using the ICN. The ICN User's mission must be consistent with the mission of the school district.

The Maquoketa Valley High School Secretary is responsible for coordinating ICN classroom use. Requests for use of the ICN classroom by employees for the educational program shall be filed with the Maquoketa Valley High School Secretary.

It shall be the responsibility of the entity using the ICN classroom to comply with the requirements of the law and school district policy and its supporting administrative regulations.

- The ICN is a limited access network and sponsored or authorized users cannot use the system for profit making ventures.
- Users cannot resell time on the ICN.
- Sponsored and authorized users are responsible for compliance with the Americans with Disabilities Act and Iowa Civil Rights Act as well as compliance with the laws regarding use and content of programming on the ICN. Sponsored and authorized users are responsible for making the necessary accommodations and are responsible for obtaining and paying for needed interpreters or interpretive equipment.
- Entities wishing to use the ICN room to originate, receive, or broadcast programming must follow the state scheduling requirements.
- Sponsored and authorized users are required to stay within the ICN classroom and use the most direct route to the ICN classroom. Other school district facilities, sites, areas in the school district building or equipment are off limits to the authorized users.
- The charge for use of the ICN room is the maximum allowed by law and will be passed on by the district to the user.
- The ICN will be available Monday through Friday, 7:00 a.m. to 10:30 p.m. and Saturday, 8:00 a.m. to 4:00 p.m.
- The sponsored or authorized user is responsible for all site and site usage charges.
- The school district assumes no responsibility of liability for entities using the ICN room in violation of the law, the authorized users mission or district policy and its supporting administrative regulations.
- The school district reserves the right to charge all costs, including attorney fees, that may arise to the entity for the failure to comply with the law or school district policy and its supporting administrative regulations.

Legal Reference: Iowa Code 8D; 276; 278.1(4); 279.8; 288; 297.9 – 11 (1995)

Cross Reference: 1004.011;  
1004.012;  
1004.090

Approved 6/9/82

Reviewed

Revised 11/7/13

## FEES FOR USE OF SCHOOL FACILITIES AND EQUIPMENT

The Board of Directors directs the Superintendent of Schools to prepare a schedule of fees for the use of school facilities and equipment. This schedule shall be reviewed and revised periodically by the Board of Directors.

It is very important to note that all officially sanctioned Maquoketa Valley school teams, bands, vocal groups (e.g. varsity sports teams, junior varsity sports teams, junior high sports teams, high school and junior high band/vocal organizations, speech, etc.) will have priority over any other group wishing to use school facilities. This priority system for officially sanctioned Maquoketa Valley organizations might also mean that even though permission is given to an outside group to use a certain facility, that permission may be withdrawn at a later date because of unforeseen circumstances which necessitate the use of the facility by an officially sanctioned Maquoketa Valley team or organization. It is important to note that permission for the facilities will not normally be granted to student organizations on Sundays. The Board believes that Sundays are a time for students to spend with family away from the school facilities.

### **Current Conditions and Fees--Facilities**

1. No gratuities shall be paid to school personnel by organizations using the facilities. The cost of service personnel furnished by the school will be assessed to the party or parties engaging the use of the facilities. Such costs will be in line with the schools normal operating costs and will be administered in keeping with the general policies governing the use of school facilities.
2. Community organizations may use the buildings for large group meetings and/or fund raising activities with the approval of the Superintendent of Schools as follows:
  - a. Fund Raising, Community Nonprofit Organizations -- \$50.00 for each use plus security deposit of \$75.00 to cover any damage to facility. Use of school personnel will result in additional charges.
  - b. Profit Making, Non-Community and/or Commercial Organizations -- \$125.00 minimum for each use plus security deposit of \$75.00 to cover any damage to facility. Use of school custodial/food service personnel will generally be required and result in additional fees.
  - c. Community Groups - General Use -- \$20.00 per use (maximum 4 hours) plus security deposit of \$75.00 to cover any damage to building. The deposit or any portion thereof not required for repairs or maintenance will be returned.
  - d. Student Athletic Groups Officially Sanctioned and Approved by the Maquoketa Valley Athletic Director -- No charge, but must meet all other requirements to use school facilities. Time spent by school personnel in extra cleaning or damage repairs will be billed to the individual who signed the facilities request form as the responsible party.
  - e. 4-H, Scouts, Church Youth Groups, Adult Education-- No charge, but must meet all other requirements to use school facilities. Time spent by school personnel in extra cleaning will be billed to the sponsoring group. Any fees incurred for repair will also be billed to the sponsoring group.
3. When a group reserves a date for an activity, they will be charged for the fee even if they do not use the facility.
4. Activities scheduled by the above organizations/groups must conclude by 10:00 p.m. Any deviation from the 10:00 p.m. conclusion must be approved beforehand by the Superintendent of Schools or his/her designee.
5. Groups wishing to use the kitchen facilities must have a school district employee who is familiar with the kitchen equipment present during the use of said kitchens. Cost, if any, for the supervising employee is in addition to other fees.
6. Use of the building by any outside organization must not interfere with the regular school program.

**Equipment**

1. Fund Raising, Community Non-Profit Organizations -- One percent (1%) of the current retail value of the equipment rented.
2. Profit Making, Non-Community and/or Commercial Organizations -- Two percent (2%) of the current retail value of the equipment rented.
3. Community Groups - General Use -- One percent (1%) of the current retail value of the equipment rented.
4. Student Athletic Groups Sanctioned and Approved by the Maquoketa Valley Athletic Director -- No charge, but must meet all other requirements to use school equipment.
5. 4-H, Scouts, Church Youth Groups -- No charge but must meet all other requirements to use school equipment.
6. No equipment shall be removed from any school facility without prior approval of the Superintendent or his/her designee. Any damage to the equipment rented will be repaired and the entire charge for the repair or replacement will be the responsibility of the renting group.
7. School owned equipment is not for normal private use of either school employees or individuals within the community.

Legal Reference:

Cross Reference: 1004.010;  
1004.011;  
1004.090

Approved 6/9/82

Reviewed 12/18/06

Revised 1/21/04

REQUEST FOR USE OF SCHOOL FACILITIES

All officially sanctioned Maquoketa Valley school teams, bands, vocal groups (e.g. varsity sports teams, junior varsity sports teams, junior high sports teams, high school and junior high band/vocal organizations, speech, etc.) will have priority over any other group wishing to use school facilities. This priority system also means that even though permission is given to an outside group to use a certain facility, that permission **may be withdrawn** at a later time due to unforeseen circumstances which necessitate the use of the facility by an officially sanctioned Maquoketa Valley team or organization. It is important to note, however, that permission to use the high school gymnasium will not normally be granted to community organizations except under very special circumstances.

\_\_\_\_\_ requests permission to use the  
(Club, Organization or Individual)

\_\_\_\_\_ at \_\_\_\_\_ for \_\_\_\_\_  
(Facility) (Building) (Purpose)

\_\_\_\_\_  
(Explanation of Purpose)

This facility is requested for \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Date) (Time) (Time)

Facility Available on this Date? \_\_\_\_\_ YES \_\_\_\_\_ NO

This request falls under the following category (please check)

- \_\_\_\_\_ **Fund Raising, Community Non-Profit Organization**  
\$50 for each use plus security deposit of \$75 to cover any damage to facility. Use of school personnel will result in additional charges.
- \_\_\_\_\_ **Profit Making, Non-Community and/or Commercial Organizations**  
\$125 minimum for each use plus security deposit of \$75 to cover any damage to facility. Use of school custodial/food service personnel will generally be required and result in additional fees. (Will require School Board approval.)
- \_\_\_\_\_ **Community Groups - General Use**  
\$20 per use (maximum 4 hours) plus security deposit of \$75 to cover any damage to building. The deposit or any portion thereof not required for repairs or maintenance will be returned.
- \_\_\_\_\_ **4-H Scouts, Church Youth Groups, Adult Education**  
No charge, but must meet all other requirements to use school facilities. Time spent by school personnel in extra cleaning will be billed to the sponsoring group. Any fees incurred for repair will also be billed to the sponsoring group.
- \_\_\_\_\_ **Student Athletic Groups Officially Sanctioned and Approved by the Maquoketa Valley Athletic Director**  
No charge, but must meet all other requirements to use school facilities. Time spent by school personnel in extra cleaning will be billed to the individual who signed the Facilities Request Form as the responsible party. Permission of the Maquoketa Valley Athletic Director is required. (See below)

It is agreed that the individual making this request is financially responsible to the Maquoketa Valley Community School District for any and all damages to the facility resulting from negligence or misuse.

Supervisor/s: \_\_\_\_\_

Requestor Signature \_\_\_\_\_ Address \_\_\_\_\_ Telephone No. \_\_\_\_\_ Date \_\_\_\_\_

Required Deposit \$ \_\_\_\_\_ Rental Fee \$ \_\_\_\_\_

This activity \_\_\_\_\_ DOES \_\_\_\_\_ DOES NOT meet the criteria for the benefit of Maquoketa Valley students and athletic programs, and the request for the use of this school facility under the provisions of Board Policy 1004.012, Paragraph 2.D. is:

\_\_\_\_\_  
(Approved) (Denied) (Athletic Director) (Date)

This request for use of a school facility is:

\_\_\_\_\_  
(Approved) (Denied) (Superintendent) (Date)

Copies: White - Superintendent Yellow - Sponsor Pink - Building Principal Goldenrod - Custodian / Secretary



REQUEST FOR USE OF SCHOOL EQUIPMENT

No equipment shall be removed from any school facility without prior approval of the Superintendent or his/her designee. Any damage to the equipment rented will be repaired and the entire charge for the repair or replacement will be the responsibility of the renting group. School owned equipment is not for normal private use of either school employees or individuals within the community.

\_\_\_\_\_ requests permission to use the  
(Club, Organization or Individual)

\_\_\_\_\_ on \_\_\_\_\_  
(Equipment) (Date)

Value of Equipment \$ \_\_\_\_\_ Daily Rental Fee \$ \_\_\_\_\_

Facility Available on this Date? \_\_\_\_\_ YES \_\_\_\_\_ NO

This request falls under the following category (please check):

\_\_\_\_\_ **Fund Raising, Community Non-Profit Organization**  
One percent (1%) of the current retail value of the equipment rented.

\_\_\_\_\_ **Profit Making, Non-Community and/or Commercial Organizations**  
Two percent (2%) of the current retail value of the equipment rented.

\_\_\_\_\_ **Community Groups - General Use**  
One percent (1%) of the current retail value of the equipment rented.

\_\_\_\_\_ **4-H, Scouts, Church Youth Groups**  
No charge, but must meet all other requirements to use school equipment.

\_\_\_\_\_ **Student Athletic Groups Officially Sanctioned and Approved by the Athletic Director**  
No charge, but must meet all other requirements to use school equipment.

It is agreed that the individual making this request is financially responsible to the Maquoketa Valley Community School District for any and all damages to the facility resulting from negligence or misuse.

\_\_\_\_\_  
Requestor Signature Address Telephone No. Date

Required Deposit \$ \_\_\_\_\_ Rental Fee \$ \_\_\_\_\_

This request for use of a school facility is:

\_\_\_\_\_  
(Approved) (Denied) (Athletic Director) (Date)

USE OF SCHOOL FACILITIES FOR PRIVATE PROFIT

Under circumstances deemed appropriate and acceptable by school officials appointed by the Board of Directors, certain school facilities may be rented and used for private profit. Guiding principles for judging acceptability will be good taste, community welfare, timing, etc., and will require prior Board approval.

School functions will always be given priority in scheduling events.

Legal Reference: Code of Iowa, Section 721.2(5)

Cross Reference:

Approved 6/9/82

Reviewed 12/18/06

Revised

LOAN OF SCHOOL EQUIPMENT

Equipment of the school district shall not be loaned for use outside the district.

Equipment, when used by local organizations within the school district, shall be operated only by qualified personnel.

Groups interested in renting/borrowing school-owned equipment must make such contract arrangements at the Business Office by filing the necessary "Request for Use of School Facilities and/or Equipment" Form. A school official designated by the Superintendent of Schools will check on the availability of the equipment and then return the completed application to the requesting party.

Fees for the use of school equipment are shown in Board Policy 1004.012.

Legal Reference: Code of Iowa, Section 721.2(5) CROSS REFERENCE: Board Policies  
1004.010; 1004.012

Cross Reference:

Approved 1/14/81

Reviewed 12/18/06

Revised 12/11/91

TOBACCO/NICOTINE-FREE ENVIRONMENT

All tobacco or nicotine use including the use of look-a-likes where the original would include tobacco or nicotine is prohibited at all times on school district premises, included but not limited to buildings, grounds, parking lots, school vehicles, personal vehicles on school grounds, athletic fields, stands and dock areas. "Nicotine products" means any product containing nicotine or any other preparation of tobacco and any product or formulation of matter containing biologically active amounts of nicotine. This requirement extends to employees, visitors, and students. This policy applies at all times; including school sponsored and non-school sponsored events. Persons failing to abide by this request are required to extinguish their smoking materials, dispose of the tobacco and nicotine product or leave school district premises immediately. It is the responsibility of administration and staff to enforce this policy.

Legal Reference:           Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).  
                                  House File 2212, Iowa General Assembly (2008)  
                                  Iowa House Code 142B: 279.8, .9; 297 (2007)

Cross Reference:

Approved    11/9/94

Reviewed

Revised    8/19/13

## CONTESTS FOR STUDENTS

Participation in contests is optional with the individual school. While there is no intent to refuse to cooperate with agencies sponsoring worthwhile contests, there is very definitely a desire to keep such cooperation within reasonable bounds. The following statements shall be a guide for determining participation in contests:

- The primary educational aims of the school district and the needs and interests of our pupils must be a consideration at all times.
- The District shall not be used to promote private or commercial interests.
- The District shall not be used for direct sales promotion of individual competitive goods or services.
- All materials or activities initiated by private sources shall be judged on grounds of their direct contribution to educational values, factual accuracy and good taste.
- Consideration shall be given in all cases to protecting students and teachers against unreasonable added work and responsibilities.

Legal Reference: Code of Iowa, Sections 280.13; 285.11(6)

Cross Reference:

Approved 5/12/82

Reviewed 12/18/06

Revised

SALES PROMOTION PROHIBITED

Educational facilities, teachers and students shall not be used in any manner for the promotions of sales of services or products of agencies or organizations operating for profit. The Board of Directors specifically forbids such activities as the following:

- Distribution by students of pamphlets urging students, parents and others to purchase services or products sold for profit.
- The sale, by students or teachers, of products and/or services, except in relation to production by students as part of the program.
- Similar activities which would involve the teachers and students and which would interfere with the normal time and activities of the school.

When the Board of Directors and the Superintendent of Schools feel that the educational gain outweighs any promotional purpose, prior approval can be given by the Board to an activity.

Legal Reference:

Cross Reference:

Approved 6/9/82

Reviewed 12/18/06

Revised

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## FUNDRAISING

Student organizations, booster clubs and other similar school groups may raise funds for school-sponsored activities providing approval is given by the building principal prior to the beginning of the fund-raising activity. Fund-raising by student organizations or clubs for non-school sponsored activities is not allowed.

The Board of Directors is aware that fund-raising efforts on the part of student organizations and booster clubs is a frequent occurrence in today's schools. However, the Board of Directors believes it is important that they be knowledgeable of the various fund-raising efforts.

Accordingly, it shall be the responsibility of the superintendent, in conjunction with the building principals, to periodically provide the Board of Directors with a listing of all student organizations and booster clubs that plan to engage in fund-raising activities. For each club or organization, the listing shall include (A) each planned fund-raising effort, (B) a brief description of who will be involved and how it will be handled, (C) the time period when the fund-raising activity will occur, and (D) how the monies raised will be expended.

Legal Reference: Senior Class of Pekin High School v. Tharp, 154 N.W.2d 874 (Iowa 1967).  
Iowa Code § 279.8 (1993).

Cross Reference:

Approved 12/9/81

Reviewed 12/18/06

Revised 4/13/94

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 disallowed. Non-profit 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: Code of Iowa, §279.8 (1991)

Cross Reference:

Approved 11/11/92

Reviewed 12/18/06

Revised



## USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

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. Private vehicles will be used only when:

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

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:

Approved 6/9/82

Reviewed

Revised 12/21/15

## VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES

The board welcomes the interest of parents and other members of the school district community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal or his/her designee of their presence in the facility upon arrival and sign in.

An adult visitor is defined as any adult that is not a school employee or currently attending district student who visits school during the school day for an isolated event or attends a school- sponsored activity. The visitor shall not have responsibility for children.

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.

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.

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

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

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

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

RELATIONS WITH OTHER SCHOOL DISTRICTS

It shall be the policy of the Maquoketa Valley Board of Directors to cooperate to the maximum possible extent with other school districts, and with other local, state and regional agencies and organizations in the solution of educational problems of common concern. This cooperation shall extend to such areas as research, exchange of information and data, coordination of curriculum, coordination of school calendars and activities, coordination of staff inservice activities and cooperative purchasing of goods and services.

In carrying out this policy, the Superintendent shall include in his/her staff studies for the Board an evaluation of the desirability and feasibility of cooperation with other agencies on matters of joint interest.

Legal Reference:

Cross Reference: