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## STATEMENT

All policies in Series 900 were reviewed by the Board of Directors on June 17, 1993. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 900 were reviewed by the Board of Directors on May 14, 1996. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 900 were reviewed by the Board of Directors on May 11, 1999. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 900 were reviewed by the Board of Directors on November 11, 2003. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 900 were reviewed by the Board of Directors on January 13, 2009. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 900 were reviewed by the Board of Directors on January 13, 2014. If changes were found to be necessary, the revision date was noted on the individual policies.



## **PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS**

Successful educational programs require the support and cooperation of the entire school district community. The board recognizes that this support is dependent on the community understanding and participating in the efforts, goals, problems, and programs of the school district.

In this section, the board defines its policies in relationship with the school district community. In its commitment to building a "partnership" approach with the community, the board will implement the following activities:

- \* Provide access to school district records;
- \* Provide ongoing communication between the school district and the community;
- \* Seek the advice and counsel of the community, and
- \* Encourage cooperation between the school district and the community.

Date of Adoption: April 25, 1990

## EXAMINATION OF SCHOOL DISTRICT PUBLIC RECORDS

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

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

Legal Reference: Iowa Code §§ 21.4; 22.7; 291.6.

Date of Adoption: April 25, 1990

Date of Revision: May 14, 1996

Date of Revision: August 9, 2005

Date of Revision: September 26, 2006

Date of Revision: August 8, 2022

## SCHOOL BOARD AND COMMUNITY RELATIONS

The board recognizes the need of a communications program to provide effective two-way communications between the school district and the community. The school district's communications program shall strive to meet the following goals:

- \* To encourage a cooperative effort between the district and its community to provide students with the best educational program possible within limitations of the budget.
- \* To encourage and organize the interchange of ideas between the school district and the community by developing and implementing techniques for community involvement in the school district and for school district involvement in the community.
- \* To assess public knowledge, attitudes, perceptions, and concerns on a regular basis.
- \* To keep the citizens and school district personnel well-informed through a clear and concise flow of information about the educational and operational programs of the district.

It shall be the responsibility of the superintendent to establish and maintain an on-going communications program with school district personnel and the community. The superintendent shall periodically make recommendations to the board for revision and refinement of the communication program.

Date of Adoption: April 25, 1990

Date of Revision: May 14, 1996

## NEWS MEDIA RELATIONS

The board recognizes the value of and supports open, fair and honest communications with the news media. The board will maintain a cooperative relationship with the news media in the school district community. Members of the news media are encouraged to attend open board meetings. 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 seeking information about the school district shall direct their inquiries to the superintendent, who shall be the spokesperson for the board and the school district. The superintendent shall accurately and objectively provide the appropriate information and the position of the board in response to inquiries from the news media about 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. This policy shall not be interpreted to prevent board members from making a statement to the press.

Date of Adoption: April 25, 1990

Date of Revision: May 14, 1996

### NEWS CONFERENCES AND INTERVIEW

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 to inquiries from the news media about the school district.

News conferences and interviews planned or prearranged 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.

Date of Adoption: April 25, 1990

Date of Revision: May 14, 1996



**LIVE BROADCAST OR VIDEO OF SCHOOL DISTRICT EVENTS**

News media or students may video tape public school district events, including open board meetings for educational purposes. Taping will be allowed as long as it does not interfere with or disrupt the school district event nor create an undue burden in adapting the facilities to accommodate the request.

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

Date of Adoption: April 25, 1990

Date of Revision: May 14, 1996

Date of Revision: November 11, 2003

Date of Revision: January 13, 2009

**NEWS RELEASE**

The superintendent shall determine when a news release about internal school district and board matters will be made. 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.

News releases will be prepared and disseminated to news media in the school district community. Questions about news releases shall be made to the superintendent only.

It shall be the responsibility of the superintendent to approve news releases originating within the school district prior to their release.

Date of Adoption: April 25, 1990

**STUDENTS AND THE NEWS MEDIA**

As a general rule, students may not be interviewed during the school day by persons other than school district officials and personnel. The news media shall channel interview requests through the administration.

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

Date of Adoption: April 25, 1990

Date of Revision: May 14, 1996

**SCHOOL DISTRICT PERSONNEL AND THE NEWS MEDIA**

It shall be within the discretion of the superintendent to allow news media to interview and to receive information from school district personnel. School district personnel shall refer interview questions and information requests from the news media to the superintendent's office. They may be interviewed or provide information about school district matters after receiving permission from the superintendent.

More specific guidelines, if needed, will be in the district level staff handbooks.

Date of Adoption: April 25, 1990

Date of Revision: January 9, 1996

Date of Revision: May 14, 1996

**DUPLICATED OR PRINTED MATERIALS**

Information available for public disbursement including, but not limited to, printed materials designed for informing the public, shall be distributed free of charge. Any member of the school district community seeking information from the school district shall make such requests from the board secretary.

Individuals requesting other information to be duplicated or copied may be charged a reasonable fee for the time to perform the task and the cost of the copy. Such requests shall be answered within a reasonable length of time.

Printing of materials for the public at the expense of the school district shall only occur when the event is sponsored by the school district.

Date of Adoption: April 25, 1990

## SCHOOL - COMMUNITY ASSOCIATIONS

The board values the participation and the support of district/community associations, which strive for the improvement of the school district and its educational program. The board will cooperate with these associations. These include, but are not limited to, the booster club and parent teachers associations. The board will cooperate with these associations.

Prior to the purchase of or prior to the fund raising for the purchase of goods or services for the school district, the associations shall confer with the administration in purchasing goods or services to meet the school district's needs.

Funds raised by these associations for the school district may be included as part of the accounts of the school district.

It shall be the responsibility of the principal to be the liaison with the school district/community associations affiliated with the principal's attendance center.

Date of Adoption: April 25, 1990

Date of Revision: May 14, 1996

## SCHOOL DISTRICT VOLUNTEERS

The board supports and encourages community involvement in the educational program and recognizes the valuable resource the community provides to the district. Whenever possible and as an enhancement to the educational program, community citizens will be asked to make presentations to the students and/or assist school district personnel in duties other than teaching. The school district may officially recognize the contributions made by volunteers each year.

Recruitment, training, and utilization of school volunteers is the responsibility of the administrative team. Guidelines for volunteers will be provided by the administration team.

Date of Adoption: April 25, 1990

Date of Revision: July 13, 1993

Date of Revision: January 9, 1996

Date of Revision: November 11, 2003

**VOLUNTEER AGREEMENT**

I, \_\_\_\_\_, of my own free will, volunteer my time and service to participate as \_\_\_\_\_ for the Centerville Community School District during the school year. My time and service in this volunteer capacity are given without promise, expectation or receipt of any form of compensation, benefits or other remuneration for this service.

I understand and agree that my volunteer participation is not being performed in the course and scope of my regular employment at Centerville Community School District, and that my participation in this activity is not in any way required by Centerville Community School District or the Centerville Community School District Board of Education. I acknowledge and agree that my volunteer services do not involve the same or similar type of services I perform as an employee at Centerville Community School District. I further acknowledge and agree that my volunteer services are not closely related to my duties and responsibilities as an employee.

**I understand that my participation as a volunteer may be terminated at any time, without cause, and that I may withdraw from participation at any time for any reason and that my withdrawal will not affect my continued employment with the Board of Education.**

This agreement will continue in force until terminated.

Volunteer \_\_\_\_\_

Date \_\_\_\_\_

Authorized School Official \_\_\_\_\_

Date \_\_\_\_\_

Date of Adoption: August 9, 2005



**NON-EMPLOYEE VOLUNTEER AGREEMENT**

I, \_\_\_\_\_, of my own free will, volunteer my time and service to participate as \_\_\_\_\_ for the Centerville Community School District during the \_\_\_\_\_ school year. My time and service in this volunteer capacity are given without promise, expectation or receipt of any form of compensation, benefits or other remuneration for this service.

I understand and agree that my participation in this activity is not in any way required by Centerville Community School District or the Centerville Community School District Board of Education. I acknowledge and agree that during the performance of my volunteer services I am acting under the direction of a school employee and with the knowledge and approval of the school administration.

**I understand that my participation as a volunteer may be terminated at any time, without cause, and that I may withdraw from participation at any time for any reason.**

This agreement will continue in force until terminated.

Volunteer \_\_\_\_\_

Date \_\_\_\_\_

Authorized School Official \_\_\_\_\_

Date \_\_\_\_\_

Date of Adoption: January 13, 2009

**VISITORS TO SCHOOL FACILITIES**

The board welcomes the interest of parents and other community members and invites them to visit the school facilities and classrooms. Upon arrival, visitors must report to the office and notify the principal or secretary of their presence in the facility.

Persons who wish to visit a classroom while school is in session are asked to notify the teacher and principal prior to the visit so appropriate arrangements can be made and so that class disruption can be minimized. Teachers and other school district personnel shall not take time from their duties to discuss individual matters with visitors. Additional guidelines and rules, if necessary, will be provided in the building level student handbook.

Date of Adoption: April 25, 1990

Date of Revision: January 9, 1996

SEX OFFENDERS AND ACCESS TO SCHOOL PROPERTY

A non-student sex offender who has been convicted of a sex offense against a minor and who must register with the Sex Offender Registry shall not be present on school property (or in school vehicles) without the written permission of the school administrator in charge of the building or site where the offender wishes to gain access except for the time reasonably necessary to transport the offender's own child or ward to or from school or for the time reasonably necessary to vote if the polling place is on school property.

The law also bars sex offenders from loitering within 300 feet of school property or from residing within 2000 feet of school property subject to certain exceptions or from being employed by the District, volunteering at school or acting as a contractor or contractor's employee at school.

Sex offenders wishing to access school property must file a written request with the building Principal or his/her designee a minimum of 48 hours prior to the date of requested access. Requestors are encouraged to give as much advanced notification as possible, i. e. initiate a request when the need to request access is first known. The Principal or designee may waive the 48 hour requirement in extraordinary circumstances. Requestors will use the "Registrant Request Form" included in the regulations supporting this policy.

The District shall determine the educational placement prior to enrollment of student sex offenders who must register on the sex offender registry per Iowa Code section 282.9.

This policy shall be construed to comply with statutory law. If there is any conflict between this policy and statutory law, statutory law shall prevail.

Date of Adoption: September 8, 2009

**Registrant Request Form**

**Registrants whose request is granted shall keep a copy of this completed form with them each time they come onto school grounds.**

This form shall be used to document the Principal's response to an individual's, on the Sex Offender Registry (SOR) (hereinafter "registrant") request to come onto school grounds.

*[Requests will be considered only from registrants who are the parent/legal guardian of a student or the person designated by the parent/legal guardian to have access to the student.]*

**To be Completed by Registrant**

Full Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
(first, middle, last)

Address \_\_\_\_\_ Email Address \_\_\_\_\_

Requested Visit Date \_\_\_\_\_ Building or location to be visited \_\_\_\_\_

Reason for request (*check at least one*):

- Confer with school staff concerning my child's academic, disciplinary or placement, including matters required by federal or state law.
- Attend a school activity [*in which my child is participating.*] (*activity name*) \_\_\_\_\_
- Attend a nonschool sponsored activity which is (*activity name*) \_\_\_\_\_

Registrant recognizes that permission to be on school grounds is at the discretion of the principal, or designee. Permission is granted for the sole reason, time, location, etc. listed below. Registrant recognizes that he/she is not permitted to be in any location, including restrooms, other than that listed below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Principal's Response**

- Registrant is required to provide additional information as follows:
- Registrant must follow check-in and check-out requirements as follows:
- Registrant must be directly supervised while on school grounds by the following individual(s) designated by the Principal:*
- Registrant is restricted to the following designated location(s) on schools grounds:
- Registrant may only be on school grounds during the following time period:
- Request by registrant to be on school grounds is denied.

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

The completed form shall be kept on file at school. A copy of this completed form shall be provided to the registrant.

## **PUBLIC CONDUCT ON SCHOOL PREMISES**

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

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

It shall be the responsibility of school district personnel to report inappropriate conduct, and of the superintendent and members of the administrative team to take the action necessary to stop the inappropriate conduct. If the superintendent or members of the administrative team are not available, the school district employee shall act to stop the inappropriate conduct.

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

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

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

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.

**PUBLIC CONDUCT ON SCHOOL PREMISES**

To further the intent of the board's policy and to emphasize the importance of appropriate behavior at all school sponsored events, the following shall provide guidance for working with individuals whose behavior has not matched the ideals espoused through board policy.

1. If individual behavior is inappropriate but not disruptive to the event, the administration may discuss the behavior with the individual. If inappropriate behavior is repeated, sanctions such as those described below, will be applied.
2. If individual behavior is inappropriate and is disruptive to the event, the individual shall be removed from school premises. The individual will be banned from attending all extra curricular activities sponsored or hosted by the Centerville Community School District. This ban can be lifted if the provisions in Section 3 are met. "Disruptive to the event" for this rule includes throwing materials onto the playing area that stops the contest for clean up or repair, or being removed from the gym or game field by order of the sport referee or umpire.
3. Before any individual who has been removed can start attending events again, the individual must serve an appropriate suspension time and also meet with the appropriate athletic director and/or principal to demonstrate the willingness to act in an appropriate manner at school sponsored events. In determining an appropriate suspension time, the athletic director and/or building principal shall consider the following:
  - A. If the individual was abusive toward school personnel enforcing these rules.
  - B. The nature of the inappropriate behavior.
  - C. Previous incidents.
  - D. Sincerity of individual's desire to model appropriate behavior.
4. If the individual disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the individual. If an individual has been notified of exclusion and thereafter attends a sponsored or approved activity, the individual 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.

Date of Adoption: April 25, 1990

Date of Revision: May 14, 1996

Date of Revision: September 26, 2000

Date of Revision: November 27, 2007

**ACTIVITY PASSES FOR SENIOR CITIZENS**

Senior citizens, ages 65 and older, in the school district are eligible for school district activity passes at no charge. Senior citizens shall apply for their passes at the administrative office.

It shall be the responsibility of the athletic director to coordinate the program for providing senior citizens with school district activity passes.

Date of Adoption: April 25, 1990

Date of Revision: May 14, 1996

Date of Revision: January 13, 2009

**GIFTS TO STUDENTS**

In honor of and recognition for significant achievement by a student, the public may make an award or a gift to a student. If the significant achievement is school related, the board requests the persons giving the award or gift to coordinate the event with the school district.

It shall be the responsibility of the superintendent and administrative team to coordinate an awards ceremony.

Date of Adoption: April 25, 1990

Date of Revision: May 11, 1999



## TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes on occasion. It is within the discretion of the Superintendent or a Principal or their respective designees to determine when this is appropriate and to authorize it.

Individuals transporting students for school purposes in private vehicles must have the permission of the Superintendent or a Principal or their respective designees and substantially comply with applicable requirements set by the District. The following requirements shall be considered when a person is to provide transportation by private vehicle. The proposed driver shall attest to the Administrator or designee or otherwise illustrate that:

- The vehicle to be used must be in compliance with Iowa law;
- The driver possesses a valid drivers' license;
- The driver and vehicle are insured as required under Iowa State law.

The Administrator or designee shall also confirm that a parent or guardian or other person known to be responsible for the student has given permission for the student to be transported through written, oral or electronic communication.

The school district assumes no responsibility for those students who have not received the approval of the Superintendent or a Principal or their respective designees 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.

***NOTE: It is important for districts to remember that if language is included in the policy, it needs to be followed in practice. For example, if the district requires written permission as stated above, the district needs to make sure that this is in fact being required for every student, every time. If the district finds a requirement to be impractical, then it should not be included in the policy.***

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

**ADVERTISING AND PROMOTION**

The use of students, the school district name, or its facilities for advertising and promoting products and/or services of entities and organizations operating for a profit shall be disallowed. If the district becomes concerned about this policy being violated, the involved parties will be informed of the policy and asked to cease and desist and appropriate consequences will be applied or sought. Nonprofit entities and organizations may be allowed to use students, the school district name, or its facilities if the purpose is educationally related.

Date of Adoption: April 25, 1990

Date of Revision: June 11, 1996

Date of Revision: November 11, 2003

**PARTICIPATION IN COMMUNITY LIFE**

The board encourages the participation of school district personnel in community activities to promote the school district as a real and active element of the community.

Opportunities for promoting the school district and participation of the school district in community activities should be brought to the board's attention.

It shall be the responsibility of the superintendent and the administrative team to encourage school district personnel to participate in community activities.

Date of Adoption: April 25, 1990

## CITIZEN CONCERNS

The board recognizes situations may arise in the operation of the school district which are of concern to the parents and other community members of the school district community. Concerns of the community shall be resolved at the lowest level of decision-making in the school district by the individuals closest to the concern.

Concerns brought to the attention of the board will be referred to the administration to be resolved. The board asks all of those with concerns to do the following:

- a. Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee.
- b. Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's immediate supervisor or to the principal of the attendance center.
- c. Unsettled matters from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- d. If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. A letter to the president of the board will be brought to the attention of the entire board, or the item can be placed on the board agenda for the next regularly scheduled board meeting.

It shall be the responsibility of employees to assist community members in resolving their concerns and the responsibility of the administration to provide guidance to school district personnel on this matter which could include but not be limited to the district, support staff, and building staff handbooks.

Date of Adoption: April 25, 1990

Date of Revision: January 9, 1996

Date of Revision: May 11, 1999

## DISTRICT OPERATIONS DURING PUBLIC EMERGENCIES

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

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

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

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

Adopted: August 24, 2020

DISTRICT OPERATIONS DURING A PUBLIC HEALTH EMERGENCY REGULATION

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

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

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

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

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

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

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

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

Adopted: \_\_\_\_\_

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

The facilities of the school district will be made available only to groups sponsored by organizations or businesses within the district. The facilities will be made available to some groups without charge, including, but not limited to, the Boy Scouts, Girl Scouts, Cub Scouts, Campfire Girls, Concert Association, Pancake Days Activities, Political Caucuses, YMCA and 4-H. These groups will be responsible for a custodial charge, if necessary. The facilities will be made available for a fee and a custodial charge to other local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. The facilities may be available for a fee and a custodial charge to local for-profit entities. School district equipment will be made available to these groups free of charge when deemed appropriate by the building administrator. Use of facilities and equipment will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity, the use is consistent with state law, and will end at an appropriate time. It shall be within the discretion of the superintendent to allow use of school district facilities and equipment on Sundays in compliance with other board rules and policies.

School district personnel shall be present at the event, or alternative arrangements shall be made with the building principal. The employee shall not accept a fee from the nonprofit user, rather, if appropriate, the school district employee will be paid by the school district

Organizations, individuals, and other entities who wish to use the school district property must apply for such use at the principal's office. It shall be the responsibility of the principal to determine whether the school district facility requested is available and whether the application for use meets board policy. It shall be the responsibility of the building secretary to provide application forms, obtain proof of insurance, and draw up the contract for use of school district property.

Entities that use school district buildings or sites must leave the building or site in the same condition it was in prior to its use. Entities that use school district equipment must return the equipment in the same working condition it was in prior to its use. Inappropriate use of school district facilities and equipment may result in additional fees charged to, or the inability of, the entity to use school district facilities or equipment in the future.

The school district will sponsor education related organizations' use of the ICN upon approval. Sponsored ICN users 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

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

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 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.

The administrative team shall propose a fee schedule, which will be reviewed annually by the board and to develop administrative regulations regarding this policy.

The board reserves the right to deny use of the facilities and the equipment to any entity.

Date of Adoption: April 25, 1990

Date of Revision: October 9, 1990

Date of Revision: May 14, 1996

Date of Revision: November 10, 1998

Date of Revision: November 11, 2003

Date of Revision: January 13, 2014



## Fee Schedule "A"

<u>HIGH SCHOOL</u>	<u>Fee</u>
Auditorium	\$75.00
Gymnasium	\$35.00
Dining Area	\$15.00
Kitchen	\$25.00
Computer Labs	\$25.00
Band Room or Vocal Room	\$20.00
Classroom	\$10.00
ICN Classroom per hour	\$12.50
 <u>HOWAR JUNIOR HIGH</u>	
Old Gymnasium	\$35.00
New Gymnasium	\$100.00
Dining Area	\$15.00
Kitchen	\$25.00
Classroom	\$10.00
 <u>LAKEVIEW</u>	
Gymnasium	Not Available
Dining Area	\$15.00
Kitchen	\$35.00
Classroom	\$10.00
 <u>K-3 BUILDINGS</u>	
Gymnasium (Central)	\$35.00
Classroom	\$10.00

In addition to paying the above fees, other than entities using the ICN classroom, each entity must make arrangements with the school district to have adequate custodial and supervisory services.

If custodial services are required, the fee to be charged will be calculated by the current highest hourly overtime pay rate for any custodian in the district. If a school-trained kitchen employee is required to operate any of the commercial kitchens, the fee charged will be calculated by the current highest hourly overtime pay rate for any kitchen worker in the district.

If special sound or lighting personnel are needed to operate district equipment, for the High School Auditorium, the fee charged will be based on the master contracts rate of pay for project work.

Buildings will not be available unless a contract is signed by the entity and the school district well in advance of scheduled usage.

Revised 1/22/2008

**Centerville Community School District  
Administrative Rules on Non-School Sponsored Amateur Teams**

1. An AAU or similar youth amateur team will not be allowed to use a Centerville school gym for practices, scrimmages, or games before the regular school season ends for that grade level.
2. The Junior high, Central Ward, and high school gyms will be made available for student amateur teams, with proper supervision, to use at no costs. The gyms cannot be used on Sundays or after 6:00 P.M. on Wednesdays. School sponsored events and events for which the facility has been rented from the school will have priority.
3. Proper supervision means an appropriate adult/youth ratio as defined by the athletic directors. No cost usage requires the teams to have a school employee responsible for opening and closing the facilities or to practice at the times when custodial care is available to open and close the building at no additional charge to the district. The district will not pay employees extra to open, close, or supervise the gyms provided to the youth amateur teams at no cost.
4. Any youth amateur team coach wanting to use the gyms must schedule times through the appropriate supervisor of the gym. The athletic directors will maintain a master schedule to avoid conflicts in practice times. If there are more teams than practice times available, the times may be limited to allow everyone an equal opportunity. The gyms may be used before or after school and in the evenings within the times decided by the principal of the school.
5. Any coach using the gym is expected to leave the gym as found and is responsible for any damage or missing items.
6. All amateur youth teams must be open to anyone who is of the appropriate age if the teams are to use school facilities. Announcements should be made as to when and where tryouts will be held. If team size is limited by tournament rules, only the appropriate number will accompany the teams for the games. This should be made clear to all participants from the beginning of tryouts.
7. In the event of too many participants, additional coaches may form other teams and have the same practice opportunities made available to them. If additional coaches are not found, all players of that grade may continue to practice but might not be able to participate in games due to limited roster size.
8. All coaches must provide a roster to the appropriate A.D. or principal.
9. Any conflicts or problems that develop should be resolved by the athletic directors.
10. The athletic directors will not be responsible for supervising anything but the scheduling of those facilities and the principals should not allow youth teams to use the facilities without consulting the athletic directors. The intent is that the athletic directors will serve as a clearing house of schedules and will track the use of the facilities.

**Emergency Provisions**

11. If demand exceeds available space, the athletic directors should confer with the principals' of Lakeview and Central for additional gym space.

Date of Adoption: January 10, 1995

Date of Revision: May 11, 1999

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

1. Alcoholic beverages shall not be brought to or consumed in the school district facilities or grounds.
2. Students, and any youth under the age limit to possess and use tobacco legally, are prohibited from possessing or using any tobacco products at all times on school grounds or in school buildings. All others are prohibited from smoking or using tobacco products at all times in school buildings, school athletic or other event seating-inside or outside, and school vehicles. Smoking is prohibited on any school or district site.
3. A custodian or employee must be present while the school district facility or equipment is being used by an entity.
4. After a school district facility or site has been used by an entity, cleaning, including restoring the facility or site to the condition it was in prior to its use will be done by employees assisted by a committee from the entity. The fee charged to the entity for the use of the facility or site will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility or site to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
5. After school district equipment has been used by an entity, the equipment must be returned to the school district in the condition it was in prior to its use. The fee charged to the entity for the use of the equipment will include these costs. However, if excessive costs are involved in restoring the equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
6. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
7. A cancellation after the facility or equipment is made ready for the entity shall be charged at the full rate. Cancellations made prior to that time shall be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.

Date of Adoption: October 27, 1998

Date of Revision: November 9, 1999

Date of Revision: January 13, 2009

**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 high school technology paraprofessional (monitor) is responsible for coordinating ICN classroom use. Requests for use of the ICN classroom by employees for the educational program shall be filed be initiated with a local purchase order. After the request is first approved by the employees supervisor, the local purchase order shall be forwarded to the ICN room monitor for scheduling.

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.

1. The ICN is a limited access network and sponsored or authorized users cannot use the system for profit making ventures.
2. The use must be consistent with the mission of the sponsored or authorized user.
3. Users cannot resell time on the ICN.
4. Sponsored and authorized users are responsible for compliance with the Americans with Disabilities Act and Iowa Civil Rights Act. Sponsored and authorized users are responsible for making the necessary accommodations and are responsible for obtaining and paying for needed interpreters or interpretive equipment.
5. 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 a the school district building or equipment are off limits to the authorized users.
6. The charge for use of the ICN room is \$12.50 per hour.
7. The ICN will be available Monday through Friday, from 7:00 a.m. to 10:30 p.m. and Saturday, 8:00 a.m. to 4:00 p.m.
8. The sponsored or authorized user is responsible for all site and site usage charges.
9. A school district employee will be present in the school district facility while the ICN is in use.
10. Food and drink is not permitted in the ICN room.
11. First time use of the ICN will require prior training and should be organized through the school district ICN scheduler (monitor) in the high school.
12. Use or transmission of copyrighted material, without prior approval of the copyright holder, is strictly prohibited. Appropriate use of the copyrighted material is the responsibility of the sponsored or authorized user, not the school district.
13. The school district reserves the right to amend these rules as necessary to reflect the ICN's usage and changes at the state or federal level.
14. The school district reserves the right to charge all costs, including attorneys' fees, that may arise to the authorized user for the sponsored or authorized user's failure to comply with the law, board policy and administrative regulations.

Date of Adoption: October 27, 1998

Date of Revision: May 11, 1999

**USE OF SCHOOL DISTRICT FACILITIES FOR PRIVATE PROFIT**

The facilities of the school district will be made available for a fee to local for-profit entities. Such use will be permitted only when it does not interfere with or disrupt the education program or school related activities, the use is consistent with state law, and will end no later than midnight. The board reserves the right to deny use of facilities to any group.

There shall be a written contract and proof of insurance coverage on file prior to the scheduled event. A member of the school district personnel must be present at the event.

Date of Adoption: April 25, 1990

Date of Revision: May 14, 1996

SMOKE/TOBACCO-FREE ENVIRONMENT

School district facilities and grounds, including school vehicles, are off limits for smoking and using tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. 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 are required to extinguish their smoking materials, dispose of the tobacco, nicotine or other product. Persons failing to abide by this request shall be required to leave the premises immediately. It is the responsibility of the school personnel to enforce this policy.

Date of Adoption: April 25, 1990

Date of Revision: June 11, 1991

Date of Revision: October 11, 1994

Date of Revision: November 9, 1999

Date of Revision: November 28, 2006

Date of Revision: January 13, 2014

**OTHER INTERDISTRICT RELATIONS**

The board shall work with the other local government units, colleges and universities, technical schools, business and industry, private schools, educational associations, local community organizations and associations to provide additional educational opportunities for the students in the district.

It shall be the responsibility of the superintendent to bring opportunities for cooperation to the attention of the board.

Date of Adoption: April 25, 1990

**POLICY CONFLICT**

All previous policies in conflict with these policies are repealed.

Date of Adoption: April 25, 1990