

School/Community Relations

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School/Community Relations

Series 900

Policy Title Statement of Guiding Principles

Code No. 900

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

Adopted: Fall, 1969

Legal Reference: (Code of Iowa)

Reviewed:

Amended: 1/25/93
7/8/10

Cross Reference:

School/Community Relations

Series 900

Policy Title Board - Community Relations

Code No. 902.1

It shall be the expressed policy of the Marshalltown Community School District Board of Directors to actively collaborate with official area community agencies and organizations concerned with the welfare of students. All efforts of this school system should be directed toward maintaining an open communication between the schools and the public. Community support for the program of the schools can best be established through a public that understands and is active in school affairs.

Adopted: Fall 1969

Legal Reference: (Code of Iowa)

Reviewed:

Amended: July 8, 2010

Cross Reference:

School/Community Relations

Series 900

Policy Title Releases to News Media-Internal Unit News

Code No. 902.3

It shall be the policy of the Marshalltown Community School District Board to have news releases prepared on internal matters of the school and to disseminate such releases to all news media in the School District.

The Superintendent, Communications Director, or a delegated staff member shall be responsible for all news releases originating from a school source.

Information not of a personal or confidential nature should be made available to all news media upon their request. In order to establish and maintain a cooperative effort in our public relations program, close ties should be kept with personnel representing the various news media.

Adopted: Fall 1969

Legal Reference: (Code of Iowa)

Reviewed:

Amended: April 3, 2000
July 8, 2010

Cross Reference:

School/Community Relations

Series 900

Policy Title Releases to News Media-Board Matters

Code No. 902.4

It shall be the policy of the Marshalltown Community School District Board to have news releases prepared upon Board matters and to disseminate such releases to all news media in the School District.

The Superintendent, Communications Director, and/or delegated staff should make themselves available to personnel representing the various news media when questions may arise concerning Board matters.

Adopted: Fall, 1969

Legal Reference: (Code of Iowa)

Reviewed:

Amended: 1/25/93
4/3/00
7/8/10

Cross Reference:

School/Community Relations

Series 900

Policy Title Duplicated or Printed Materials

Code No. 902.5

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.

Adopted: Fall 1969

Legal Reference: (Code of Iowa)

Reviewed: June 21, 2010

Amended:

Cross Reference:

School/Community Relations

Series 900

Policy Title Board Proceedings

Code No. 902.6

Agendas for regularly scheduled official Board meetings shall be submitted to the Marshalltown Community School District's Board members and news media. Information necessary for the consideration of items on the agenda shall also be made available to Board members when possible.

All official proceedings of the Marshalltown Community School District's Board of Education shall be made a matter of public record and shall be open for inspection on demand of the public. The minutes of regularly scheduled Board meetings shall be a matter of public record and shall be furnished to each member of the Board of Directors.

Adopted: Fall, 1969

Legal Reference: (Code of Iowa)

Reviewed:

Amended: 1/23/89
6/21/10

Cross Reference: Reference to 204.12

School/Community Relations

Series 900

Policy Title Public Examination of School District Records

Code No. 903.2

Public records of the school district may be viewed by the public during the regular business hours of the administration office of the Marshalltown Community School District. These hours are 7:30 a.m. to 4:30 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 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
- Audit reports related to above items
- Information obtained from security surveillance equipment

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.

Adopted: June 6, 2011

Legal Reference: (Code of Iowa)

Reviewed:

Iowa Code §§ 21.4; 22; 291.6 (2005).

Amended:

Cross Reference: 204.12-Minutes of Meetings-Publication of Proceedings
401.5-Employee Records
506.1-Student Records Access
708.1-Board of Directors' Records
902.3-Releases to News Media-Internal Unit News
902.4-Releases to News Media-Board Matters

School/Community Relations

Series 900

Policy Title Building Visitors

Code No. 903.3

No person, other than a student, teacher, administrator, official, employee, or volunteer of the school district, shall be permitted to enter any classroom or circulate in school buildings without receiving permission from the administrator in charge of the building. Such permission is for the purpose of preventing interruption of normal educational functions and providing safety for students.

Permission shall not be required for anyone who is present in the building for the following only:

- a. Attending any meeting on the premises of any organization which has been duly authorized by the school administration.
- b. Voting or aiding in the conduct of any legally called election.
- c. Attending any duly authorized athletic, recreational, or cultural event.

Adopted: January 14, 1985

Legal Reference: (Code of Iowa)

Reviewed: June 21, 2010

Amended:

Cross Reference:

School/Community Relations

Series 900

Policy Title Public Conduct on School Premises

Code No. 903.4

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

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

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

1. 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.
2. 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.
3. 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.
4. The "Conduct Counts" standards as provided in 903.4-E will be observed and enforced.

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.

Adopted: January 10, 2000

Legal Reference: (Code of Iowa)

Reviewed:

Iowa Code 716.7

Amended: February 6, 2006
August 2, 2010

Cross Reference:

School/Community Relations

Series 900

Policy Title Public Conduct on School Premises - Conduct Counts

Code No. 903.4-E

In the Marshalltown Community School District these behaviors are NOT acceptable:

- Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event. Penalty – EJECTION
- Throwing articles onto the contest area. Penalty – EJECTION
- Entering the contest area in protest or celebration. Penalty – EJECTION
- Physical confrontation involving contest officials, coaches/directors, contestants or spectators. Penalty – EJECTION
- Spectator interference with the event. Penalty – EJECTION
- Jumping up and down on the bleachers. Penalty – Warning/EJECTION
- Use of artificial noisemakers, signs or banners. Penalty – Warning/EJECTION
- Chants or cheers directed at opponents. Penalty – Warning EJECTION

Adopted: February 6, 2006

Legal Reference: (Code of Iowa)

Amended:

Cross Reference:

School/Community Relations

Series 900

Policy Title Distribution of Materials

Code No. 903.5

The Marshalltown Community School District Board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are noncurricular. Noncurricular materials to be distributed must be approved by the director of student services and meet certain standards prior to their distribution.

It is the responsibility of the superintendent, in conjunction with the building principals to draft administrative regulations regarding this policy.

Adopted: November 15, 1948

Reviewed:

Amended: August 16, 2010

Cross Reference:

Legal Reference: (Code of Iowa)

U.S. Const. Amend. I. Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988). Bethel School District v. Fraser, 478 U.S. 675 (1986). New Jersey v. T.L.O., 469 U.S. 325 (1985). Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969). Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987). Iowa Code §§ 279.8; 280.22 (2009).

School/Community Relations

Series 900

Policy Title Complaints Concerning School Personnel

Code No. 903.6

Whenever a citizen is aggrieved at the action of any employee, such citizen may give information to the employee's immediate supervisor. In the event that the matter is not satisfactorily resolved, the appeal process will follow this order:

- (1) Other supervisory or administrators in the line of responsibility.
- (2) The Superintendent of Schools.
- (3) The Board of Directors.

The Board of Directors shall strongly encourage that this chain of appeal be followed.

No appeal will be heard by the Board of Directors and no charges against the employees will be investigated or acted upon by the Board unless reduced to writing, signed by the party bringing the same, and presented to the Board through the Superintendent of Schools.

Adopted: Fall, 1969

Legal Reference: (Code of Iowa)

Amended: 1/25/93

Cross Reference: Grievances and Complaints-204.11

School/Community Relations

Series 900

Policy Title Parent-Teacher Organizations

Code No. 903.7

The Marshalltown Community School District Board recognizes that successful education programs require the support and participation of parents and teachers working together. Parent-teacher organizations may be established for each school in the district, with a building administrator assigned to serve as the liaison between the organization and the school.

Activities of parent-teacher organizations shall be monitored by the administrative liaison for compliance with district policies and procedures.

Adopted: Fall 1969

Legal Reference: (Code of Iowa)

Reviewed:

Amended: August 2, 2010

Cross Reference:

School/Community Relations

Series 900

Policy Title Public Performances by Students

Code No. 904.1

The Marshalltown Community School District Board of Directors recognizes that worthy and appropriate educational values accrue from student participation in civic and community affairs. Therefore, the Board encourages public performances by students when such performances contribute to the educational processes and objectives of the school, and when it does not unduly interfere with the student program.

- (1) All such performances shall be approved by the immediate administrator involved.
- (2) The extended use of one particular group should be discouraged.
- (3) Extensive travel by a particular group should be discouraged.
- (4) Student groups below senior high level should engage in only limited activity.

Adopted: Fall 1969

Legal Reference: (Code of Iowa)

Reviewed:

Amended: September 13, 2010

Cross Reference:

School/Community Relations

Series 900

Policy Title Sales Promotion Prohibited

Code No. 904.2

Educational facilities, teachers, and students shall not be used in any manner for the promotion of sale of services or products of agencies or organizations operating for profit without specific permission or agreement from district officials.

Specifically exempted from the provisions of this policy shall be a student insurance program and approved fund raisers. Agents, solicitors, and salesmen are prohibited from soliciting sales through the schools and no such person shall be permitted on the premises except by permission of the Superintendent or designee.

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

Adopted: Fall 1969

Legal Reference: (Code of Iowa)

Reviewed: July 8, 2010

Amended: April 13, 1998
August 16, 2010

Cross Reference:

School/Community Relations

Series 900

Policy Title Money Raising Activities in the Schools

Code No. 904.4

Fund raising activities must be approved by the Building Principal.

No agent or person or persons shall be permitted to solicit any student or teacher for any purpose, or distribute circulars, handbills, cards, or advertisements of any kind or make announcements of any nature, or take up contributions in any school building unless permission is received from the Superintendent of Schools or designee, as being in accord with the general policies of the Board of Directors.

Participation by students in charity activities is considered to be a desirable part of their total education. However, as a matter of basic policy, the Board of Directors will authorize the administration to determine the nature and extent of such activity.

Adopted: Fall, 1969

Legal Reference: (Code of Iowa)

Reviewed: 8/2/10

Amended: 2/22/93
4/13/98

Cross Reference:

“NEW POLICY”

School/Community Relations

Series 900

Policy Title Community/Family Activities

Code No. 904.6

In order to reduce conflict with community and family activities, school activities or rehearsals will be scheduled on Wednesday evening after 6:30 p.m. or all day Sunday only with administrative permission. Building principals and the superintendent or designee may permit occasional activities on Wednesday evening and Sunday in special cases.

Adopted:

Legal Reference: (Code of Iowa)

Amended:

Cross Reference: Student Activities, Section 503

School/Community Relations

Series 900

Policy Title Community Use of School Facilities

Code No. 905.1

All Marshalltown Community School District school buildings are erected for the use of the District and shall not be used to promote private gain or for any purpose that will conflict with public school use. Any activity connected with the public school program will take precedence over any request for the use of the school property for any other purpose. Employees are not permitted to use school facilities for personal gain or private purpose.

The school facilities may be used by other groups or organizations in the community when such use does not conflict with the school program. It is understood that such use shall be for community purposes or the promotion of valuable community activities only and that any program presented shall have worth-while educational or cultural values and be free from objectionable qualities.

When schools are used for such purposes by any group of citizens in the community, it is the policy of the Board of Education to make such charge as will compensate the School District for use, basing the charge upon the purpose for which the property is to be used, the extent of the use and the extent of public interest in its use and the cost of servicing such proposed use. All such groups shall have an adult in direct supervision who will be personally responsible for any undue wear or tear.

Organizations such as Boy Scouts, Girls Scouts, etc., of the Marshalltown Community School District shall be permitted to use certain school areas for special activities at no cost. A charge may be made for servicing and maintaining the areas so used and particularly to restore gym floors to their customary conditions for school purposes after any such special functions and activities, said charge to be based on the cost to the District of labor and materials.

No public school building shall be open without a custodian in attendance, unless by permission of the Principal or other Administrator, and the group using the facilities must have at least one adult present.

Swimming pool rental at the senior high is available to groups with adult leadership providing a certified lifeguard is in constant attendance and adequate supervision is maintained. Access to showers will be given, but swimmers must furnish their own soap and towels. Rules concerning health and sanitation as prescribed by the Board of Education shall be strictly observed.

The Marshalltown Parks and Recreation Commission will normally have first priority and facilities without rental fee by following the rules and procedures heretofore outlined.

"Use of School Premises by Religious Organizations"

Use of school premises by religious organizations is permitted with the following restrictions:

- 1) Use of school premises by religious organizations may be granted by the school administration pursuant to written application by such organizations setting forth in detail the date and time requested for such use, the amount of time required for any particular use and the intended program or nature of the use.
- 2) Use by religious organizations outside of the school district will not be permitted.
- 3) Use by religious organizations on a regularly scheduled basis, so that in effect a part of the school property becomes appropriated to the use of such organization, will not be permitted.
- 4) Use by any religious organization should be restricted as to number of uses.

- 5) Use by churches for their regular activities and services is permissible provided that only churches or other religious organizations who have their own buildings for their activities within the school district but whose facilities may be inadequate for special occasions or whose facilities have been rendered temporarily untenable may be permitted such use.

The school district will sponsor education related organizations' use of the ICN upon approval of the ICN Manager. 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 to originate, receive, or broadcast programming contact the school district's ICN scheduler's office to inform them of their needs.

Adopted: Fall, 1969

Reviewed:

Amended: March 14, 1988
April 8, 1991
March 27, 1995
March 23, 1998
September 28, 1998
December 20, 2010

Legal Reference: (Code of Iowa)

Iowa Code §§ 8D; 123.46; 276; 278.1(4); 279.8; 297.9-.11 (2007).
Iowa Code §§ 142B; 279.8, .9; 297 (2009).

Cross Reference: 905.2-.8

School/Community Relations

Series 900

Policy Title Application for Use and Approval

Code No. 905.1-R1

Application for use of any school facility should be made through the building principal. The proper form may be obtained there. The building principal and/or Superintendent will usually judge the appropriateness of the request and the availability of the facility. Rules applying to the use of facilities will be found in policy number 905.1 and 905.1-R3.

Adopted: Fall 1969

Legal Reference: (Code of Iowa)

Reviewed:

Amended: December 20, 2010

Cross Reference:

School/Community Relations

Series 900

Policy Title Fees for Use of School Facilities

Code No. 905.1-R2

The Superintendent of Schools shall prepare a schedule of fees for the use of school facilities which shall be presented to the Marshalltown Community School District Board of Directors for their final approval and shall be reviewed annually. The Superintendent or designee may adjust any and all fees when it is deemed necessary and appropriate. Facility rental fees not established in this schedule will be determined when requested and will be based on operational and maintenance costs.

Factors to be considered in the rental fees shown below are type of organization (i.e., educational, public, or private) and purpose of program (i.e., non-profit, profit, or fundraising). There will be a two hour minimum charge for all auditorium and pool rentals.

Additional charges may be added to the fees shown below to cover the cost of custodial overtime (if required) or security officers (if required) or lifeguards (if required). During the heating or cooling season, if heating or air conditioning are required beyond the regular programmed settings for a specified area, an additional \$10 per hour will be charged for the time period needed to comfortably heat or cool the rented area.

A Certificate of Insurance with minimum general liability coverage of \$1,000,000 is required before a rental agreement is approved.

HOURLY RATE SCHEDULE

FACILITY	COMMUNITY NON-SPECTATOR	COMMUNITY WITH SPECTATORS	COMMERCIAL WITH SPECTATORS
General Classroom	\$20	\$40	\$50
Elementary Gym	\$30	\$50	\$60
Intermediate/Middle School Gym	\$50	\$70	\$90
Intermediate/Middle School Cafeteria	\$50	\$70	\$90
Intermediate/Middle School Auditorium*	\$90	\$110	\$130
Senior High Cafeteria	\$60	\$80	\$90
Senior High Pool*	\$60	\$80	\$105
Senior High Gym	\$60	\$80	\$105
Senior High/Community Auditorium*	\$110	\$160	\$260

*Two hour minimum charge

Adopted: August 12, 1985

Legal Reference: (Code of Iowa)

Reviewed:

Amended: March 14, 1988
March 23, 1992
April 10, 1995
June 22, 1998
December 18, 2006
December 20, 2010

Cross Reference:

School/Community Relations

Series 900

Policy Title Regulations Concerning the Use of School Facilities

Code No. 905.1-R3

All requests for the use of facilities by an outside organization wishing to use the buildings are to be made through the building principal. The principal in the building concerned will clear all non-routine or questionable requests with the Superintendent or designee.

- (1) Smoking is not permitted on any school property.
- (2) There shall be no alcoholic beverages brought to or consumed in the building or on the grounds.
- (3) The principal or designee must be present whenever a building is used for non-school purposes.
- (4) Any labor or other costs required by a group which is beyond that covered by the rental fee shall be charged to the group using the facilities.
- (5) Custodians assigned to supervise a building for non-school activity may be requested to perform special jobs if activities of the non-school groups do not require their attention.
- (6) Permission granted to non-school groups to use a building should be made in writing and a copy of the agreement filed by the principal.

For further information refer to Policies 905.1 through 905.2.

Adopted: Fall, 1969

Legal Reference: (Code of Iowa)

Reviewed:

Amended: January 14, 1991
January 27, 1992
March 27, 1995
December 20, 2010

Cross Reference: 905.2

HF 1127 - ALCOHOLIC LIQUORS OR BEER ON SCHOOL PROPERTY
(Effective July 1, 1972)

AN ACT RELATING TO A PENALTY FOR THE POSSESSION OR CONSUMPTION OF ALCOHOLIC LIQUORS OR BEER ON PUBLIC SCHOOL PROPERTY OR WHILE ATTENDING SCHOOL-RELATED FUNCTIONS

Chapter 131 (Liquor and Beer Control Act), Section 46, Acts of the 64th General Assembly, First Session, is amended as follows:

Sec. 46. CONSUMPTION IN PUBLIC PLACES--INTOXICATION. It is unlawful for any person to use or consume alcoholic liquors or beer upon the public streets or highways, or alcoholic liquors in any public place, except premises covered by a liquor control license, or to possess or consume alcoholic liquors or beer on any public school property or while attending any public or private school related functions, and no person shall be intoxicated nor simulate intoxication in a public place. As used in this section "school" means a school or that portion thereof, which provides teaching for any grade from kindergarten through grade twelve. Any person violating any provisions of this section shall be fined not to exceed one hundred dollars or sentenced not to exceed thirty days in the county jail.

279.9 USE OR TOBACCO. Such rules shall prohibit the use of tobacco and the use or possession of alcoholic liquor or beer or any controlled substance as defined in senate file 1, section 101, subsection 6, Acts of the Sixty-fourth General Assembly, First Session, by any student of such school and the board may suspend or expel any student for any violation of such rule.

COMMENT:

This bill prohibits possession and consumption of alcoholic liquors or beer on any public or private school property.

Adopted: Fall, 1969

Legal Reference: (Code of Iowa)

Amended: January 14, 1991
January 27, 1992
March 27, 1995

Cross Reference: 905.2

School/Community Relations

Series 900

Policy Title ICN Room Use Regulation

Code No. 905.1-R4

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/Auditorium Manager is responsible for coordinating ICN classroom use. Requests for use of the ICN classroom by employees shall be filed with the ICN/Auditorium Manager.

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 the school district building or equipment are off limits to the authorized users.
6. A charge of \$20.00 per hour will be assessed to outside of school use when the district must hire additional supervisory or custodial workers to be present. If supervisory or custodial workers are on duty, no charge will be made.
7. The ICN will be available Monday through Friday, 7 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. Food and drink is not permitted in the ICN room.
10. Upon request, assistance will be available to persons using the ICN facility as an origination site.

Adopted: March 23, 1998

Legal Reference: (Code of Iowa)

Reviewed:

Amended: December 20, 2010

Cross Reference:

School/Community Relations

Series 900

Policy Title Parent Teacher Organization Building Use

Code No. 905.2

Buildings will be available to PTO's for their regular meetings without charge. If, due to a PTO meeting, the custodian is required to work beyond normal working hours, he is to report such added time on the regular time report which is submitted to the Director of Buildings and Grounds each month.

Adopted: Fall 1969

Legal Reference: (Code of Iowa)

Reviewed:

Amended: August 2, 2010

Cross Reference:

School/Community Relations

Series 900

Policy Title Gratuities to Personnel

Code No. 905.4

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.

Adopted: Fall 1969

Legal Reference: (Code of Iowa)

Reviewed: August 2, 2010

Amended:

Cross Reference:

School/Community Relations

Series 900

Policy Title Supervision by School Personnel

Code No. 905.5

Supervision of the use of facilities shall be accomplished by appropriate school system personnel as designated by the Superintendent of Schools or by an approved designee.

Adopted: Fall, 1969

Legal Reference: (Code of Iowa)

Reviewed:

Amended: March 27, 1995
August 16, 2010

Cross Reference:

School/Community Relations

Series 900

Policy Title Loan of School Equipment

Code No. 905.6

When school property and equipment are loaned to any person, association, or group not directly connected with the public schools, use must be approved by school authorities.

Adopted: Fall, 1969

Legal Reference: (Code of Iowa)

Reviewed:

Amended: September 13, 2010

Cross Reference:

School/Community Relations

Series 900

Policy Title: Motorized Vehicles on School Property

Code No. 905.7

No person shall at any time operate unlicensed motorized vehicles on school property. Violators will be reported to law enforcement.

Adopted: June 25, 1973

Legal Reference: (Code of Iowa)

Reviewed:

Amended: November 15, 2010

Cross Reference:

School/Community Relations

Series 900

Policy Title Smoking in School District Facilities

Code No. 905.9

The use of tobacco is prohibited in all Marshalltown Community School District school buildings, school motor vehicles, and outdoor athletic facilities, including the seating areas and those areas within the fenced facility.

Visitors failing to abide by this rule shall be required to leave the prohibited area immediately. School district personnel failing to abide by the rule may be subject to disciplinary action.

It shall be the responsibility of all school personnel to enforce this policy.

Adopted: April 25, 1988

Legal Reference: (Code of Iowa)

Reviewed:

Chapter 98A, 279.9, 297

Amended: 5/22/89
8/27/90
1/27/92
7/15/02
9/13/10

Cross Reference: 502.1 Student Behavior and Discipline