900 Policies – School District Community Relations

900	Principles and Objectives for Community Relations
901	Public Examination of School District Records
901.G1	Public Records Request Form
902.1	News Media Relations
902.2	News Conferences and Interviews
902.3	News Releases
902.4	Live Broadcast or Recording
903.1	School - Community Groups
903.2	Volunteers
903.3	Visitors to School District Buildings & Sites
903.4	Public Conduct on School Premises
903.5	Distribution of Materials
903.5R1	Distribution of Materials
903.5G1	Campaign Signs on District Property
904.1	Transporting Students in Private Vehicles
904.2	Advertising, Promotion, and Soliciting
905.1	Community Use of School District Facilities & Equipment
905.1R1	Community Use of School District Facilities & Equipment
905.1E1	Facility Use Request Form
905.1G1	Community Use of School District Buildings and Grounds
905.1G2	Facility Use Fee Schedule
905.1G3	Club Rules and Fees for Use of District Facilities
905.2	Tobacco/Nicotine-Free Environment
906	Unmanned Aircrafts – Drones
907	District Operations During Public Emergencies
907.R1	District Operations During a Public Health Emergency

900 - Principles and Objectives for Community Relations

Adoption Date: 06/22/2021

History: 05/24/2022 (reviewed), 6/13/23 (reviewed), 6/11/24 (reviewed), 6/10/25 (reviewed)

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

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

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

901 - Public Examination of School District Records

Adoption Date: 06/22/2021

History: 10/11/22 (updated), 05/24/22 (reviewed), 6/13/23 (updated), 6/11/24 (reviewed), 6/10/25 (updated),

Public records of the school district may be viewed by the public during the regular business hours of the Educational Services Center, 2255 North Dubuque Road, Iowa City, IA 52245. These hours are 7:45 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the Executive Director of Community Relations and make arrangements for the viewing. The Executive Director of Community Relations 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 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.

Costs for legal services utilized for the redaction of review of legally protected confidential information may also be assessed to the individual requesting the record. 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.

Public records are documents that currently exist and are not confidential as defined by Iowa Code Section 22.7 or other law. District officials are not required to create or generate records that do not exist or compile information not in the possession of the district or of a third party responsible for investment of public funds.

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the Executive Director of Community Relations or designee as custodian of district records to respond in a timely manner to requests for viewing and receiving public information of the school district.

Policy References:

Legal Reference:

Iowa Code §§ 21.4; 22.7; 291.6.

Cross Reference:

215	Board of Directors' Records
215.E1	Board of Directors' Records - Board Meeting Minutes
401.5	Employee Records
401.5R1	Employee Records - Regulation
506.1	Education Records Access
506.1R1	Education Records Access - Regulation
506.1E1	Request of Nonparent for Examination or Copies of Education Records
506.1E2	Authorization for Release of Education Records
506.1E3	Request for Hearing on Correction of Education Records
506.1E4	Request for Examination of Education Records
506.1E5	Notification of Transfer of Education Records
506.1E6	Letter to Parent Regarding Receipt of a Subpoena

506.1E7 Juvenile Justice Agency Information Sharing Agreement
506.1E8 Annual Notice
506.2 Student Directory Information
506.2R1 Use of Directory Information
506.2E1 Authorization for Releasing Student Directory Information
605.2 Instructional and Library Materials Inspection and Display
708 Care, Maintenance and Disposal of School District Records
902.1 News Media Relations

901.G1 - Public Records Request Form

Adoption Date: 06/22/2021

History: 05/24/2022 (reviewed), 6/13/23 (reviewed), 6/11/24 (reviewed), 6/10/25 (updated)

Public records request information and forms can be found on the district website under the Community section. The following is the web address:

https://www.iowacityschools.org/community/public-record-requests

902.1 - News Media Relations

Adoption Date: 06/22/2021

History: 05/24/2022 (reviewed), 6/13/23 (reviewed), 6/11/24 (reviewed, 6/1025 (reviewed)

The board recognizes the value of and supports open, fair and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The board president is the spokesperson for the board, and the superintendent or designee is the spokesperson for the school district. It is the responsibility of the board president and superintendent or designee to respond to inquiries from the news media about the school district.

Members of the news media seeking information about the school district will direct their inquiries to the Executive Director of Community Relations. The superintendent or designee will accurately and objectively provide the facts and board positions in response to inquiries from the news media about the school district.

Policy References:

Legal Reference:

Iowa Code §§ 21.4; 22; 279.8.

Cross Reference:

200.4 Board Member Social Media Engagement
901 Public Examination of School District Records
902.4 Live Broadcast or Recording

902.2 - News Conferences and Interviews

Adoption Date: 06/22/2021

History: 05/24/2022 (reviewed), 6/13/23 (reviewed), 6/11/24 (reviewed), 6/10/25 (updated)

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

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

Members of the news media seeking information about the school district should direct inquiries to the Executive Director of Community Relations.

It is the responsibility of the superintendent or designee to keep the board apprised of news conferences

and interviews.

Policy References:

Legal Reference:

Iowa Code §§ 21.4; 22; 279.8.

Cross Reference:

502.9 Interviews of Students by Outside Agencies

902.3 - News Releases

Adoption Date: 06/22/2021

History: 05/24/2022 (reviewed), 6/13/23 (reviewed), 6/11/24 (reviewed), 6/10/25 (updated)

The superintendent or designee will determine when a news release about internal school district and board matters will be issued. In making this determination, the superintendent or designee will strive to keep the media and the school district community accurately and objectively informed. Further, the superintendent or designee will strive to create and maintain a positive image for the school district. It is the responsibility of the superintendent or designee to approve news releases originating within the school district prior to their release.

News releases will be prepared and disseminated to news media in the school district community. Questions about news releases will be directed to the Executive Director of Community Relations or designee.

Policy References:

Legal Reference:

Widmer v. Reitzler, 182 N.W.2d 177 (Iowa 1970).

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

Iowa Code §§ 21.4; 22.2.

902.4 - Live Broadcast or Recording

Adoption Date: 06/22/2021

History: 05/24/2022 (reviewed), 6/13/23 (reviewed), 6/11/24 (reviewed), 6/10//25 (updated)

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

It is within the discretion of the superintendent or designee to determine whether the request is unduly burdensome and whether the broadcast or recording will interfere with or disrupt the school district event.

Recording of classroom activities will be allowed at the discretion of the superintendent or designee. Parents will be notified prior to recording of classroom activities.

Policy References:

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

Cross Reference:
506.2 Student Directory Information
506.2R1 Student Directory Information - Use of Directory Information
506.2E1 Authorization for Releasing Student Directory Information
902.1 News Media Relations
903.3 Visitors to School District Buildings & Sites

903.1 - School - Community Groups

Adoption Date: 06/22/2021

History: 05/24/2022 (reviewed), 6/13/23 (updated), 6/11/24 (updated), 6/10/25 (reviewed)

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

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

All groups must complete a district fundraising form prior to engaging in fundraising for the district or school. In fundraising efforts of $5,000 or more, the organization should work with the Foundation for the Iowa City Community School District.

Funds raised by these groups for the school district are separate from the accounts of the school district.

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

Policy References:

Legal Reference:

Iowa Code §§ 279.8.

903.2 - Volunteers

Adoption Date: 06/22/2021

History: 05/24/2022 (reviewed), 6/13/23 (reviewed), 6/11/24 (reviewed), 6/10/25 (reviewed)

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

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

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

Policy References:

Legal Reference:

Iowa Code §§ 279.8; 670.

Cross Reference:

505.8 Parent and Family Engagement
603.1 Basic Instruction Program
903.3 Visitors to School District Buildings & Sites

903.3 - Visitors to School District Buildings & Sites

Adoption Date: 06/22/2021

History: 05/24/2022 (reviewed), 6/13/23 (updated), 6/11/24 (reviewed), 6/10/25 (reviewed)

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 sign in at the building's main office upon arrival.

Persons who wish to visit a classroom while school is in session must notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

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

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

Policy References:

Legal Reference:

Iowa Code §§ 279.8; 716.7.

Cross Reference:

902.4 Live Broadcast or Recording
903.2 Volunteers

903.4 - Public Conduct on School Premises

Adoption Date: 06/22/2021

History: 05/24/2022 (reviewed), 6/13/23 (reviewed), 6/11/24 (updated), 6/10/25 (updated)

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

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

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

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning 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 complaint policies found in the 100's section of Board Policy, should they choose to do so. The exclusion is in effect during the appeal process. 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.

Policy References:
Legal Reference:
Iowa Code §§ 279.8, .66; 716.7.
Cross Reference:

205 Board Member Liability
802. Vandalism
905.2 Nicotine/Tobacco-Free Environment

903.5 - Distribution of Materials

Adoption Date: 06/22/2021

History: 05/24/2022 (reviewed), 6/13/23 (updated), 6/11/24 (reviewed), 6/10/25 (updated)

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are noncurricular. Non-curricular materials to be distributed must be approved by the Educational Services Center and meet certain standards prior to their distribution. Requests should be submitted to the Executive Director of Community Relations.

Policy References:

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

Cross References:
502.3 Student Expression and Student Publication
502.3R1 Student Expression and Student Publication Code - Regulation
503.1 Student Conduct
503.1R1 Student Suspension
603.9 Academic Freedom
603.9R1 Teaching Controversial Issues

903.5G1 - Campaign Signs on District Property

Adoption Date: 06/22/2021

History: 05/24/2022 (reviewed), 6/13/23 (reviewed), 6/11/24 (reviewed), 6/10/25 (reviewed)

The Iowa City Community School District recognizes the importance of advancing student knowledge and appreciation of political occurrences in society. However, in order to achieve this goal without aligning the District with particular viewpoints or candidates, the District shall not allow campaign signs that advocate for a particular political candidate or political issue to be placed on District property. Signs that inform the public about events of public interest or advocate voting in general may be allowed by permission of the Superintendent or ~~designee~~ Executive Director of Community Relations.

As used in this policy, the term "District property" includes all property owned, leased, or rented by the District.

Policy References:

Legal Reference:

Iowa Code Section 68A.406

903.5R1 - Distribution of Materials

Adoption Date: 06/22/2021

History: 05/24/2022 (reviewed), 6/13/23 (reviewed), 6/11/24 (reviewed), 6/10/25 (updated)

Guidelines

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

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

Distribution on school premises of material in categories (1) through (4) to any student is prohibited. Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited. Individuals or organizations wishing to distribute information should contact the Executive Director of Community Relations for more information regarding the distribution practices and process.

904.1 - Transporting Students in Private Vehicles

Adoption Date: 06/22/2021

History: 05/24/2022 (reviewed), 6/13/23 (updated), 6/11/24 (reviewed), 6/10/25 (reviewed)

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 by school employees only in limited circumstances. It is within the discretion of the superintendent or designee to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent or designee and meet all applicable requirements set by the district. Private vehicles will be used only when:

- The vehicle used to transport student(s) is in good condition and meets all applicable safety requirements;
- The driver transporting student(s) possesses a valid drivers' license;
- Proof of insurance has been supplied to the superintendent or designee and the insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa; and
- The parents of the students to be transported (with the identified driver) have given written permission to the superintendent or designee. The driver has taken and passed the district's driver training.

The school district assumes no responsibility for those students who have not received the approval of the superintendent or ~~designee~~ Chief Operating Officer and who ride in private vehicles for school purposes. In addition, students are not allowed to ride to/from a district activity with classmate/teammate's parent or guardian. 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 or designee may develop an administrative process to implement this policy.

Policy References:

Legal Reference:

Iowa Code §§ 279.8; 285; 321.

281 I.A.C. 43.

Cross Reference:

401.7 Employee Travel Compensation

904.2 - Advertising, Promotion, and Soliciting

Adoption Date: 06/22/2021

History: 05/24/2220 (reviewed), 6/13/23 (updated), 6/11/24 (reviewed), 6/10/25 (updated)

The use of students, the school district name, or its buildings and sites for advertising and promoting products and/or services of entities and organizations operating for a profit is not allowed except with prior board approval. Nonprofit entities and organizations may be allowed to use students, the school district name, or its buildings and sites if the purpose is educationally related and prior approval has been obtained from the superintendent or designee.

Parent permission is required for the use of student photos and/or videos by an entity other than the district.

Parental permission for school district use of student photos and/or videos is captured at the time of registration.

Policy References:

Legal Reference:

Iowa Code § 279.8.

Cross Reference:

704.6 Fundraising Within the District

905.1 - Community Use of School District Facilities & Equipment

Adoption Date: 06/22/2021

History: 5/24/22 (reviewed)**,** 6/13/23 (updated), 6/11/24 (reviewed), 6/10//25 (updated)

School district facilities and equipment will be made available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. "Entity(ies)" will include organizations, groups and individuals and their agents. Such use 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 no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district facilities and equipment. The board reserves the right to deny use of the facilities and equipment to an entity. It is within the discretion of the superintendent or designee to allow use of school district facilities and equipment on Sundays.

Entities that wish to use school district facilities or equipment must apply using the online facility use process. It is the responsibility of the board secretary or superintendent or ~~designee~~ Chief Operating Officer to determine whether the school district facility or equipment requested is available and whether the application for use meets board policy and administrative regulations. It is the responsibility of the superintendent or ~~designee~~ Chief Operating Officer and board secretary to provide application forms, obtain proof of insurance, and draw up the contract for use of school district facilities and equipment.

Use of school district facilities and equipment by entities will be supervised by a school district employee unless special prior arrangements are made with the superintendent or ~~designee~~ Chief Operating Officer. The school district employee will not accept a fee from the entity using school district facilities and equipment. If appropriate, the school district employee may be paid by the school district.

Entities that use school district buildings, or equipment, or sites must leave the building or site in the same 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.

It is the responsibility of the superintendent or ~~designee~~ Chief Operating Officer to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

Policy References:

Legal Reference:

Iowa Code §§ 8D; 123.46; 276; 278.1(4); 279.8; 297.9-.11.

Cross Reference:

905.2 Nicotine/Tobacco-Free Environment

905.1E1 - Facility Use Request Form

Adoption Date: 06/22/2021

History: 5/24/22 (reviewed)**,** 6/13/23 (reviewed), 6/11/24 (reviewed), 6/10/25 (reviewed)

Facility use requests forms can be found on the district website under the Community section.

https://www.iowacity.portal.rschooltoday.com/page/2477/

905.1G1 - Community Use of School District Buildings and Grounds

Adoption Date: 06/22/2021

History: 05/24/2022 (updated), 6/13/23 (reviewed), 6/11/24 (reviewed), 6/10/25 (reviewed)

School district buildings and grounds are community buildings and grounds and their use as such will be encouraged.

Although the use of district buildings is encouraged, any group or community use of district property must be scheduled so that activities do not conflict with the district's curricular, co-curricular, or extra-curricular programs, with consideration given to the conservation of energy and minimization of cost.

It is not the intent for facilities to be used long-term or to serve as a business location for profit-making enterprises. Thus, cultural, educational, civic, religious, or recreational groups are eligible to use school buildings.

First priority is for school functions and school organizations, including student organizations. Regardless of reservation, if an unforeseen school district activity arises, reservations by outside groups may be bumped.

Outdoor grounds, these are on a first come, first served basis, as the district does not accept reservations for outdoor facilities. However, if a group wants to use the district restrooms during the time of the outdoor facility use, a fee will be applied.

The use of school facilities as centers for community participation should be encouraged whenever those activities are beneficial to the community at large and do not disrupt the school day or scheduled district/school activities. The district may request fees or accept needed services from organizations for the full or partial payment of fees due for district facility use.

The ~~Facilities Director~~ Chief Operating Officer, Deputy Superintendent, and the Superintendent will review this policy and fees annually. Recommendations for changes will be presented to the Board.

Facility Use: General Guidelines

- Applications are submitted through rSchool Today, which is located on the district's website. Please allow adequate time for processing of the application to be reviewed and approved, which may take up to two weeks.
- Requests must not include multiple building locations. Requests that include multiple building locations will be denied.
- Groups who submit requests more than three (3) months in advance of the date of use may be denied.
- All regulations of the district shall be observed and are considered a condition of the use of school facilities by any individual or group. Improper use of the district's facilities or failure to follow school board or administrative policies concerning use of the facilities may be grounds for cancellation of the remainder of requested dates or denial of future use. The applicant's use of the facilities will not include nor support the exploitation of children.
- The possession or use of tobacco, including electronic cigarettes, intoxicating beverages, controlled substances or weapons and other dangerous objects will not be permitted in school buildings or on school premises.
- The applicant's use of facilities will be automatically canceled when school closes for weather (heat, snow etc.) or other emergency conditions.
- Elementary facilities are not available on the weekends, no-school days and during breaks (spring, summer, winter).
- Elementary facilities are available during the week from 6:00 pm until 8:00 pm.
- Secondary facilities (junior/senior high) are available until 9:00 pm during the week. Secondary facilities are available for weekend rental; however, custodial fees may be assessed.
- No outdoor sports are allowed indoors. However, under extreme circumstances, this may be allowed. For example, if a tennis ball is used for fielding indoors, that is allowed.
- The requester using the district facilities must provide adult supervision.
- Once approved, applicants cannot change their times and dates unless the Facility Manager is contacted.
- A 24-hour cancellation notice is required in order to avoid assessed fees.
- Approved applicants will be billed for time reserved not time used, unless cancelled by the district.

- Due to security reasons, applicants/participants will be denied access if they arrive prior to their approved time. All participants will enter through the buildings' front doors.
- People who attend activities must remain in the area of the facility requested. Applicants who use school district facilities must leave them in the same condition they were in prior to use; and is recommended the building be vacated by 8:00 pm for elementary buildings and 9:00 pm for secondary buildings, unless prior arrangements are made in advance. Failure to do so may result in additional fees being charged and/or the inability of this applicant or applicant's group or organization to use the district's facilities in the future.
- Applicants will pay for any damage incurred by use of the facilities.
- Food and drink are not allowed in the Auditoriums, backstage, gyms, or classrooms.

Charges that apply to the use of school facilities may include the costs incurred by the district for any employees hired to open the building, do necessary set-up, clean-up, be on duty during an event or close the building after an event. The district will determine the need for an employee(s) to be on duty during an event. Charges will be billed to the applicant.

Auditorium requests will require that a Stage Manager be present during the entire use of the facility. Therefore, a Stage Manager fee will be assessed.

Kitchen facilities may require additional staff appointed by the school with associated costs paid by the applicant. Kitchen use is contingent upon the following:

- Use of production kitchens is contingent upon proper training by ICCSD School food service personnel.
- Prior arrangements shall be made with the Direction of Nutrition Services for use of supplies and small equipment such as pans, knives, flatware and trays and may require a charge or user fee. Fees will be paid to the school district and not the employee.
- Facilities must be left cleaned, mopped, swept, trash collected and placed in disposal containers, tables cleaned and sanitized, and ready for the serving of meals.
- Equipment used, including counters, must be turned off, emptied, and sanitized.
- Groups will be responsible for any repair or replacement of equipment or supplies. Due to safety concerns, anyone under the age of 18 assisting with the event is not allowed in the kitchen or behind the serving line/counter.
- Under no circumstances will ICCSD School Lunch Program food or drink be consumed or sold during the event. In order for school-sponsored groups to avoid custodial fees, kitchens must be left in original condition.

The high school competition gymnasium is not generally offered for public use. The Athletic Director can consider exceptions. Charges for the use of district facilities is determined by group classification and based on the Facility Use Fee Schedule.

Facility Use: Group Classification

First priority for facility use will always be given to school district programs, school functions, and school organizations, including student organizations. If school facilities are not needed or required for district programs, school functions, or school organizations, including student organizations, priority for the use of school district buildings the fee structure charged for the use of district facilities shall be divided into the following four (4) categories.

1. Mission Partners

   Groups that are part of the Iowa City Community School District curricular, cocurricular and/or extracurricular program.
   No building use fee will be charged to non-profit school partners, however; costs incurred for employee overtime or necessary clean-up will be charged.
   PTO groups who want to use the elementary facilities on the weekend are not allowed unless the principal wants to take full responsibility for unlocking and locking the building, being present the entire time of the event and cleaning up afterwards. A Facility Use form will still need to be completed and submitted to the district office.

2. Nonprofit Groups

   Groups that are not part of the Iowa City Community School District curricular, cocurricular and/or extracurricular program. Participants/members of the group may include ICCSD students, but not exclusively.

3. Use of District Property by Other Government Agencies Separate from the Benefit of the School District

   Other Governmental Agency uses include, but aren't limited to, political appearances and public college/universities that do not benefit school district programs through financial and/or instructional contributions.

4. For Profit Groups

   For profit groups are those groups who generate a profit or groups who may otherwise be classified as nonprofit for income tax purposes but whose activity includes the generation of revenue that is not retained solely by the nonprofit group or given to the district.

If a club charges fees to the participants or charges fees for events and wants to use district facilities, a fee will be applied.

Community events held at a district building are up to the discretion of the building principal. However, the following must be done for each and every event.

- A Sign-In sheet must be present for each event. The sheet must indicate the adult's name, Child's Name, Time-In, Time-Out. Children must be supervised by a parent or guardian while in the facility for events.
- The custodian is not to be considered the district representative.
- All events must be placed on the Facilities Scheduler.

28E Agreements

Buildings with 28E Agreements; Parks and Rec Departments take over control of the gyms and multi-purpose rooms at the completion of the Before and After School Programs. This is usually at 6:00 pm. Therefore, any requests for the gyms and multipurpose rooms are directed to the appropriate Parks & Rec Departments.

905.1G2 - Facility Use Fee Schedule

Adoption Date: 09/28/2021

History: 05/24/2022 (reviewed), 6/13/23 (reviewed), 6/11/24 (updated), 6/10/25 (updated)

IOWA CITY COMMUNITY SCHOOL DISTRICT
All In for All Kids

		NON-PROFIT SCHOOL PARTNER (to benefit school district programs through financial and/or instructional contributions)		NON-PROFIT GROUP 501(c)3 Organizations		OTHER GOVERNMENTAL AGENCY USE		FOR-PROFIT GROUP	
		ACT/PSAT/AP Testing, Booster Club Meetings, Clinics (High School/Youth School Sponsored), Concerts/Events (fund raising school sponsored), Instructional Camps , PTO, UAY, ICCSD Students Youth Sports, Johnson County, U of I, Kirkwood, Cities, Non profits with current 28E Agreements		Boy Scout and Girl Scouts Fee will be waived for Boy Scout and Girl Scout groups using the building during times it is staffed by a custodian. Church Groups, Other 501(C)3 Organizations		Political Appearances, Public College/University (does not benefit school district programs through financial and/or instructional contributions)		Clubs (including sports), Performance Groups, Private College, Business	
SCHOOLS/AREA (All fees are per use)	**Square Footage (approx.)**	**Hourly Operation Costs**	**Daily Rate (more than 5 hours)**	**Hourly Operation Costs**	**Daily Rate (more than 5 hours)**	**Hourly Operation Costs**	**Daily Rate (more than 5 hours)**	**Hourly Operation Costs**	**Daily Rate (more than 5 hours)**
HIGH SCHOOLS									
Classroom		No Cost	No Cost	$20	$100	$10	$50	$125	$625
Little Theater	100-275 seats	No Cost	No Cost	$20	$100	$10	$50	$125	$625
Gymnasium	7524-14,850	No Cost	No Cost	$30	$150	$15	$75	$200	$1,000
Auditorium (May Require District Special Lighting/Operating Technician)	West:800 seats City: 700 seats	No Cost	No Cost	$30	$150	$15	$75	$200	$1,000
Cafeteria/Commons		No Cost	No Cost	$30	$150	$15	$75	$200	$1,000
Kitchen Facilities		No Cost	No Cost	$30	$150	$15	$75	$75	$375
MIDDLE SCHOOLS									
Classroom		No Cost	No Cost	$20	$100	$10	$50	$125	$625
Gymnasium	6650-9266	No Cost	No Cost	$30	$150	$15	$75	$200	$1,000
Little Theater (May Require District Special Lighting/Operating Technician)	NW: 275 seats	No Cost	No Cost	$30	$150	$15	$75	$200	$1,000
Cafeteria		No Cost	No Cost	$30	$150	$15	$75	$200	$1,000
Kitchen Facilities		No Cost	No Cost	$30	$150	$15	$75	$75	$375
ELEMENTARY SCHOOLS									
Classroom		No Cost	No Cost	$20	$100	$10	$50	$125	$625
Gymnasium	1364-7486	No Cost	No Cost	$30	$150	$15	$75	$200	$1,000
Cafeteria/Multi Purpose Room	1309-2900	No Cost	No Cost	$30	$150	$15	$75	$75	$375
DISTRICT FACILITIES									
Educational Services Center - Conference Room		No Cost	No Cost	$20	$100	$10	$50	$125	$625
Educational Services Center - Board Room		No Cost	No Cost	$20	$100	$10	$50	$125	$625
DISTRICT-WIDE CHARGES									
Custodian (If time requested is outside normal working hours)		$40/hr		$40/hr		$40/hr		$40/hr	
Kitchen Staff		$40/hr		$40/hr		$40/hr		$40/hr	
Special Lighting / Operating Technician		$42/hr		$42/hr		$42/hr		$42/hr	
Computer Technician		$42/hr		$42/hr		$42/hr		$42/hr	

> ICCSD activities take precedence over any facility use. Regardless of reservation, if an unforeseen school district activity arises, your reservation may be bumped.
> Reservations will be taken on a quarterly basis only. Priority scheduling will take place allowing school activities/programs to be scheduled first, followed by high school feeder activities/programs, then all other activities/programs.
> The district reserves the right to limit the number of use allowed by a group per week and/or per month.
> ICCSD does not reserve outdoor facilities. They are available on a first come, first served basis with any ICCSD event taking precedence.
> ICCSD does not allow the use of indoor facilities for outdoor sports.
> ICCSD does not allow the use of facilities for funerals, memorial services or celebrations.

905.1G3 - Club Rules and Fees for Use of District Facilities

Adoption Date: 09/28/2021

History: 05/24/2022 (reviewed), 6/13/23 (updated), 6/11/24 (reviewed), 6/10/25 (updated)

It is the philosophy of the Iowa City Community School Board that the District facilities be used by the community in a manner that encourages use but does not detract or interfere with the District's primary mission - the education of children. As such, non-profit organizations designed specifically for servicing ICCSD students may access district facilities at no charge. It is required that one representative of a user group/club will be responsible for developing a usage schedule for their respective user group. ICCSD activities take precedence over any facility use. Regardless of reservation, if an unforeseen school district activity arises your reservation may be preempted.

1. All members of club teams shall be Iowa City Community School District Children. Use of Iowa City Community School District facilities is limited to serving students who reside in the district and who attend the Iowa City schools. Team rosters, including parent name and home address will be required.
2. All teams must be associated with a designated affiliate for insurance purposes. Coaches must be sponsored and registered with the affiliated organization. Proof of liability insurance is required prior to any use taking place.
3. Reservations will be taken on a trimester basis only. Priority scheduling will take place, allowing school activities/programs to be scheduled first, followed by high school feeder activities/programs, and then all other activities/programs. The district reserves the right to limit the amount of use allowed by a group per week and/or per month.
4. A volunteer from the clubs will coordinate all scheduling of school facilities. No events may be programmed without being scheduled through the club coordinator and the school district contact person.
5. Teams are to be in the facilities only during their scheduled times. Late changes, alterations to the schedule, or dual use of the facility are not permitted. Teams using facilities outside scheduled times or using portions of the facilities not under agreement could be subject to forfeiting any future use. Teams scheduling a time and not showing up without cancelling could be subject to forfeiting any future use.
6. Coaches are responsible for maintaining the facility with adequate and responsible supervision, cleaning up of all debris, returning equipment to how it was found, etc. Lights must be turned off and doors secured, and the facility restored to its original condition. Any damage done must be communicated to the district contact person immediately. Individuals who willingly damage school property will be responsible for replacement or repair expenses. Property damage may result in immediate termination of facility use.
7. All coaches are expected to maintain a professional and positive relationship with students, parents, and school district staff. The school district expects coaches to represent models of appropriate behavior and good sportsmanship.
8. Club activities will be scheduled in time slots available after the school day. Since the school serves its students by sponsoring some afterschool activities, club activities will be scheduled after these events have concluded. The district reserves the right to limit the number of uses and the length of time per use.
9. The district requires that a custodian be on site during any facility use. If this requires overtime for the custodian, the club will be charged that fee. The district reserves the right to determine if a custodian should be assigned for the sole purpose of the club's facility use.
10. The school district reserves the right to remove any team or coach from the schedule of using facilities for failure to comply with district guidelines.
11. Club use is subject to District facility use fee schedule.

905.1R1 - Community Use of School District Facilities & Equipment

Adoption Date: 06/22/2021

History: 5/24/22 (Reviewed), 6/13/23 (updated), 6/11/24 (reviewed), 6/10/25 (updated)

1. Alcoholic beverages will not be brought to or consumed on school grounds.
2. Smoking and vaping is prohibited in school district facilities and on school district grounds, including in private vehicles.
3. A school district employee must be present while the school district facility or equipment is being used by an entity.
4. After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, site or equipment 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, site, or equipment will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility, site, or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
5. 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.
6. A cancellation after the facility or equipment is made ready for the entity will be charged at the full rate. Cancellations made prior to that time will be charged a minimum cancellation fee or the costs incurred to the school district in anticipation of the entity's use, whichever is greater.
7. Doors may not be propped open at any time. Individuals or groups in violation of this may have their future reservations cancelled and their account revoked.

905.2 - Tobacco/Nicotine-Free Environment

Adoption Date: 06/22/2021

History: 05/24/2022 (reviewed), 6/13/23 (updated), 6/11/24 (reviewed), 6/10/25 (reviewed)

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

Policy References:

Legal Reference:

20 U.S.C. 608

Iowa Code §§ 142D; 279.8, .9; 297.

Cross Reference:

502.8 Search and Seizure
502.8R1 Search and Seizure - Regulation
903.4 Public Conduct on School Premises
905.1 Community Use of School District Buildings & Sites & Equipment
905.1R1 Community Use of School District Buildings & Sites & Equipment Regulation
905.1G1 Community Use of School District Buildings & Grounds
905.1G2 Facility Use Fee Schedule
905.1G3 Club Rules and Fees for Use of District Facilities
905.1E1 Facility Use Request Form

906 - Unmanned Aircrafts – Drones

Adoption Date: 06/22/2021

History: 05/24/2022 (reviewed), 6/13/23 (updated), 6/11/24 (reviewed), 6/10/25 (reviewed)

The following policy applies to the extent not preempted by federal or state regulatory jurisdiction regarding unmanned aircrafts. For purposes of this policy, the term "unmanned aircraft" means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.

The Iowa City Community School District believes in maintaining the safety, security, and privacy of students, employees, and visitors. In keeping with this belief, the use or possession of unmanned aircrafts is prohibited on district property or in the space above the property that reasonably can be considered part of the district property.

The superintendent or ~~designee~~ Chief Operating Officer may make an exception to this policy in specific cases where the circumstances warrant such exception. In such situations and prior to approval, unmanned aircraft operators shall:

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

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

Unmanned aircrafts shall be operated in accordance with Iowa High School Athletic Association and Iowa Girls High School Athletic Union policy.

Failure to abide by this policy may result in local, state, and federal penalties if applicable.

Policy References:

Legal Reference:

FAA Modernization and Reform Act of 2012, P.L. 112-95, Title III, Subtitle B.
Model Aircraft Operating Standards, FFA AC No. 91-57A (Sept. 2, 2015).
OFFICE OF CHIEF COUNSEL, FED. AVIATION ADMIN., State and Local Regulation of Unmanned Aircraft Systems (UAS) Fact Sheet (Dec. 17, 2015).
Iowa Code § 279.8
IHSAA Drone Policy

Cross Reference:

602.1 Curriculum Development

907 - District Operations During Public Emergencies

Adoption Date: 06/22/2021

History: 05/24/2022 (reviewed), 6/13/23 (updated), 6/11/24 (reviewed), 6/10/25 (reviewed)

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 for 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 possible 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.

If, due to the public emergency, the school board determines that holding traditional in-person learning at district facilities would hinder the health and safety of the school community the district will instead utilize remote or hybrid learning opportunities permitted by law.

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

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

Policy References:

Legal Reference:

Senate File 2310
Iowa Code ch. 279.8

Cross Reference:

403.3 Communicable Diseases - Employees
403.3R1 Universal Precautions
403.3E1 Hepatitis B Vaccine Information and Record

907.R1 - District Operations During a Public Health Emergency

Adoption Date: 06/22/2021

History: 05/24/2022 (reviewed), 6/13/23 (updated), 6/11/24 (reviewed), 6/10/25 (reviewed)

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

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

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

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

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

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

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

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