

VANDALISM

The board believes everyone should treat school district buildings and sites and property with respect for the benefit of the education program. Users of school district property will treat it with care. Employees discovering vandalism should report it to the building principal as soon as possible.

Persons suspected, found or proven to have destroyed or otherwise harmed school district property may be subject to discipline by the school district, if the person is under the jurisdiction of the school district, and may be reported to local law enforcement officials. Persons who are not under the jurisdiction of the school district and who are suspected, found or proven to have destroyed or otherwise harmed school district property will be reported to the local law enforcement authorities.

Legal Reference:
Iowa Code § 279.8

Cross Reference:
502 Students Rights and Responsibilities
903.4 Public Conduct on School Premises

Disposition of Obsolete Equipment

School property, such as equipment, furnishings, or supplies (hereafter equipment), will be disposed of when it is determined to be of no further use to the school district. It shall be the objective of the school district in disposing of the equipment to achieve the best available price or most economical disposal.

Obsolete equipment having a value of less than \$5,000 will be sold or disposed of in a manner determined by the board prior to such disposition. This process will include but not be limited to silent auction, donation, disposal, etc. However, the sale of equipment, furnishings or supplies disposed of in this manner shall be published in a newspaper of general circulation. The publication of the sale or disposition shall be published with at least one insertion each week for two consecutive weeks. Any other disposition may be done in any other manner so with only one insertion in the same newspaper.

A public hearing will be held regarding the disposal of the equipment with a value of \$5,000 or more prior to the board's final decision. The board will adopt a resolution announcing the proposed sale and will publish notice of the time and place of the public hearing and the description of the property will be in the resolution. Notice of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the equipment.

It shall be the responsibility of the superintendent to make a recommendation to the board regarding the method for disposing of equipment of no further use to the school district.

NOTE: The language in the second and third paragraphs reflect Iowa law regarding the sale of personal property. Boards should add their procedures for disposition of personal property valued at less than \$5,000 in the second paragraph.

Legal Reference:

Iowa Code §§ 297.22-.25 ~~(2014)~~.

Cross Reference:

704 Revenue

705.1 Purchasing - Bidding

803 Selling and Leasing

LEASE, SALE OR DISPOSAL OF SCHOOL DISTRICT BUILDINGS & SITE

Decisions regarding the lease, sale, or disposal of school district real property shall be made by the board. In making its decision the board will consider the needs of the education program and the efficient use of public funds.

Prior to the board's final decision regarding real property ~~with a value of \$130,000 or more~~, a public hearing will be held. The board will adopt a resolution announcing the proposed sale which will contain notice of the time and place of the public hearing and the description of the property or locally known address. Notice of the time and place of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may dispose of the property. If the real property contains less than two acres, is located outside of a city, is not adjacent to a city and was previously used as a schoolhouse site, the property may revert to the owner of the tract from whom the property was taken following the procedures set forth in Iowa Code §§ 297.15-.25

In the case of a sale or lease of school district real property not being used for the education program, unless otherwise exempted, advertisements for bids will be taken. If the bids received by the board are deemed inadequate, the board may decline to sell or lease the property and re-advertise.

In the case of the razing of a school district facility, ~~at a cost of \$130,000 or more in an amount in excess of the statutory minimum required by law~~, the board will advertise and take bids for the purpose of awarding the contract for the project.

The superintendent is responsible for coordinating the action necessary for the board to accomplish the lease, sale, or disposal of school district real property, including student-constructed buildings. It will also be the responsibility of the superintendent to make a recommendation to the board regarding the use of school district real property not being utilized for the education program.

Legal Reference:

~~HF 405, 77th General Assembly, 1st Reg. Sess. (1997)~~

Iowa Code §§297.15-.25

Cross Reference:

704 Revenue

705.1 Purchasing - Bidding

803 Selling and Leasing

FACILITIES INSPECTIONS

A program for annual inspection, in addition to those conducted by authorized agencies, of the equipment, facilities, and grounds will be conducted as part of the maintenance schedule for school district buildings and sites. The results of this inspection will be reported to the board at its annual meeting. Further, the board may conduct its own inspection of the school district buildings and sites annually.

Legal Reference:
Iowa Code § 279.8

Cross Reference:
802 Maintenance, Operation and Management

DISTRICT EMERGENCY OPERATIONS PLANS

The safety and security of the school community is paramount to *Harlan Community Schools*. While there is no absolute guarantee of safety, it is the goal of the district to encourage and support a physically secure learning and working environment within its buildings. The district shall work in conjunction with community stakeholders including local emergency management coordinators and local law enforcement agencies to create emergency operations plans for all district buildings and school buildings where students are educated.

The superintendent [*or their designee*] shall be responsible for the development, review and implementation of the district emergency operations plan. The plan shall include procedures for transmitting alerts regarding emergency situations to school personnel, students, and employers for non-school employees whose presence is regularly required in the school building. The emergency operations plan shall be updated and reviewed annually by the Board and shall address responses to natural disasters, active shooter scenarios and other emergencies as determined by the district. The emergency operations plans are confidential and shall not be subject to disclosure under Iowa Code Chapter 22. However, the district shall publish procedures for students, school personnel, parents, and family members to report possible safety threats on school grounds and at school activities.

The administration shall hold annual emergency operations drills at each district building covered by an emergency operations plan in accordance with law. The district shall determine which school personnel shall participate and whether local law enforcement and students participate in annual drills.

NOTE: This is not a mandatory policy, but all school districts are required to have emergency operations plans in place for their districts no later than June 30, 2019.

Legal Reference:
Iowa Code 280.30

Cross Reference:
800 Objectives of Building and Sites

ASBESTOS CONTAINING MATERIAL

Friable and non friable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos it will be replaced with non asbestos containing materials. Each school building will maintain a copy of the asbestos management plan.

The school district will annually notify, appoint and train appropriate employees as necessary.

Legal Reference:

20 U.S.C. §§ 3601 *et seq.*

40 C.F.R. Pt. 763.84

Iowa Code §§ 279.52-.54.

Cross Reference:

403.4 Hazardous Chemical Disclosure

802 Maintenance, Operation and Management

PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

~~The board recognizes the need of a communications program to provide effective two-way communications between the school district and the community. It is the position of the board that the schools belong to the public, and that the public is entitled to be well informed about the operations of the school system.~~

~~It is further the position of the Board that the school district operates most successfully with the support of the community and that such support is dependent upon the maintenance of positive public opinion. Opinions are formed on the basis of available information or the lack thereof; it is considered to be important that school activities, methods, and objectives be conveyed to those to whom the board is responsible.~~

~~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 communications program shall be evaluated and updated annually.~~

~~The school district's communications program shall strive to meet the following goals:~~

- ~~• To keep the citizens and school district personnel informed through a regular flow of information about the school district and its programs;~~
- ~~• 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; and~~
- ~~• To assess the public knowledge, attitudes and concerns on a regular basis.~~

~~It shall be the responsibility of every employee, certificated and classified, to promote good community relations for the schools and for the educational betterment of the students.~~

~~Legal Reference: —~~

~~Iowa Code §§279.8, 280.12 (1987).~~

~~670 Iowa Admin Code 4.3(3)~~

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.

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 8:00 a.m. to 5:00 p.m. Monday through Friday on student attendance days and 8:00 a.m. to 12:00 and 1:00 p.m. to 3:30 p.m. on non student attendance days. The administrative offices are closed during holidays and vacation periods.

Persons wishing to review 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.

~~Records defined by law as confidential records are viewed or copied upon receipt of written permission by the board secretary or superintendent from the person whose confidential records are being requested.~~

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

~~[List additional items the board wants to ensure are protected.]~~

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 ~~(2005).~~

~~1980 Op. Att'y Gen. 88~~

~~1972 Op. Att'y Gen. 158~~

~~1968 Op. Att'y Gen. 656~~

Cross Reference:

215 Board of Directors' Records

401.5 Employee Records

506 Student Records
708 Care, Maintenance, and Disposal of School District Records
902.1 News Media Relations

NEWS MEDIA RELATIONS

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

Members of the news media are encouraged and welcome to attend open board meetings. The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent 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 superintendent. The superintendent will accurately and objectively provide the facts and board positions in response to inquiries from the news media about the school district.

Legal Reference:

Iowa Code §§ 21.4; 22; 279.8.

Cross Reference:

902 Press, Radio and Television News Media

NEWS CONFERENCES AND INTERVIEWS

The superintendent, on behalf of the board and the school district, may hold a news conference or respond to a request for an interview with the news media.

The superintendent 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. News conferences for issues requiring an immediate response may be held by the superintendent. It is within the discretion of the superintendent to determine whether a news conference or interview is held to provide an immediate response to an issue.

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

Legal Reference:

Iowa Code §§ 21.4; 22; 279.8.

Cross Reference:

902 Press, Radio and Television News Media

NEWS RELEASES

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

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 .

Cross Reference:

902 Press, Radio and Television News Media

LIVE BROADCAST OR RECORDING

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 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. Parents will be notified prior to recording of classroom activities.

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

NOTE: This policy states that prior to recording of classroom activities, parents will be notified but does not require parental permission. Notification is not a legal requirement, but it is recommended. The policy gives the school district the flexibility to have one notice to cover the entire year and can be placed in the student directory info policy, a parent newsletter or handbook.

Legal Reference:

Iowa Code §§ 21.4, .7; 22; 279.8.

Cross Reference:

506.2 Student Directory Information

902.1 News Media Relations

903.3 Visitors to School District Buildings and Sites

SCHOOL - COMMUNITY GROUPS

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

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 the identified district liaison to assist the group in purchasing goods or services to meet the school district's needs.

Funds raised by these groups for the school district may be kept as part of 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.

NOTE: Boards may want to personalize this policy to reflect the actual groups, organizations and associations within the school district.

Legal Reference:
Iowa Code §§ 279.8

Cross Reference:
903 Public Participation in the School District

VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES

The board welcomes the interest of parents and other members of the school district community, and invites them to visit the school facilities. Visitors must notify the principal of their presence in the facility upon arrival. Visitors who do not abide by the requirements set out by the board for visiting the school facilities shall be asked to leave.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other school district personnel 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 shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for approving visitors and rules for school district personnel, students, and visitors while they are in the school district's facilities.

Legal Reference:

Iowa Code §279.8; 716.7 ~~(1987)~~.

Cross Reference:

902 Press, Radio and Television News Media

903.2 Community Resource Persons and Volunteers

ADVERTISING AND PROMOTION

The use of students, the school district name, or its buildings and sites for advertising and promoting products and/or services of entities and organizations operating for a profit 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 board.

Legal Reference:
Iowa Code § 279.8

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

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

~~The Board of Education shall have the care and keeping of all school buildings and other school properties belonging to the school district. They shall have the authority to open any or all school buildings for the use of night schools, improvement association, scientific, mechanical, or agricultural societies, under such regulation as the Board of Education may adopt; provided, that the Board of Education may at any time it thinks best, refuse to open any and all school buildings for any or all of these purposes.~~

~~Since it is a policy to raise through taxation funds for operation of the schools' education program only, the Board finds it necessary to charge a fee for the use of school buildings and facilities by organizations not directly associated with the schools. These fees will be used to defray a portion of the expenses made by increased use of heat, light, and janitorial services.~~

~~Approved charitable organizations are exempted from paying fees but must observe all other regulations in making use of school facilities.~~

~~In order to be approved, activities sponsored by non-school organizations must be in keeping with the general program of education and must not be for commercial use or for personal profit or gain. Political meetings which are open to the public are considered to be within the general program of public education, and school facilities may be rented at regular rates provided no discrimination is shown.~~

~~Organizations using the buildings and facilities must be supervised by an adequate number of adult sponsors to assure proper care and use of school property.~~

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. Any district employee using district-owned property or facilities for a use outside their duties as an employee is doing so as a community member, and not as a district employee. Prior to using district resources for activities outside the scope of their job duties, employees must meet the requirements to be considered a qualifying entity. 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 to allow use of school district facilities and equipment on Sundays.

Entities that wish to use school district facilities or equipment must apply at the respective school office. _____. It is the responsibility of the principal, assistant principal, ~~board secretary~~ or superintendent 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 and ~~board secretary~~, principal or assistant principal, 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 principal, assistant principal, or superintendent. 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.

~~(The school district will sponsor education related organizations' use of the ICN upon approval of the superintendent.) Sponsored ICN user's mission must be consistent with the mission of the school district. Costs associated with the use of the ICN will be passed on by the school district to the sponsored user.~~

~~Authorized users of the ICN will 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. It is recommended that entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming, contact the school district's ICN scheduler's office to inform them of their needs.~~

~~It is 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 board may allow entities, such as the Boy and Girl Scouts and 4-H and other entities serving our students and community, to use the school district facilities and equipment without charge. While such entities may use the facilities and equipment without charge, they may be required to pay a custodial fee.

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

NOTE: This policy requires that all users of school district facilities provide proof of insurance. This is not a legal requirement. It is there for the protection of the school district. Prior to waiving insurance requirements for groups, a school district should

check with its insurance carrier to clarify coverage.

This policy also addresses use of the school district's ICN classroom. The language the fifth paragraph addresses the school district's sponsorship of outside groups use of the ICN. Boards can limit their sponsorship if they choose. The language in the policy in parentheses is written to limit sponsorship to education-related groups but should be stricken and replaced with the appropriate language. The policy is also written to pass on the ICN costs to the sponsored group.

The language in the sixth paragraph represents mandatory policy language. The seventh paragraph is language that is recommended but is not mandatory. The supporting administrative regulations address matters specific to ICN classroom use for the board's consideration. The new ICN regulation is at 905.1R2.

Legal Reference:

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

Cross Reference:

704 Revenue

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

INDEMNITY AND LIABILITY INSURANCE AGREEMENT

The undersigned, hereafter referred to as "entity," states that it will hold the Harlan Community School District, hereafter referred to as "school district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity in the use of any facilities or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the entity will assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the entity.

The entity agrees to furnish and maintain during the usage of the facilities or equipment owned by the school district such bodily injury and property damage liability insurance as will protect the entity and the school district from claims or damages for personal injury, including accidental death, and from claims for property damages which may arise from the entity's use of the school district's facilities or equipment whether such operations be by the entity or by anyone directly or indirectly employed by the entity.

The entity will furnish the school district with a certificate of insurance acceptable to the school district's insurance carrier before the contract is issued.

Dated at _____, Iowa, this _____ day of _____, 20____.

School District

(Entity)

By

By

Superintendent

Title

By

Address

Secretary

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

1. Organizations wishing to schedule use of school facilities will make application to the respective building principal or the superintendent. Rental fees are to be paid in advance.
2. Alcoholic beverages will not be brought to or consumed on school grounds.
3. Smoking and vaping is prohibited in school district facilities and on school district grounds, including in private vehicles.
4. Generally speaking, a school district employee must be present while the school district facility or equipment is being used by an entity. A kitchen employee must be present when using kitchen equipment.
5. 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 actual employee 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.
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 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.
8. Fees apply to all for profit organizations and for non profit organizations that charge admission or use the facility for fundraisers,

Rates for Use of Buildings and Sites

	High School	Middle School	Elementary
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Auditorium			
Day or evening	\$150		
Day and evening	\$200		

Kitchen & Lunchroom			
Day or evening	\$ 75	\$ 75	\$ 75
Day and evening	\$100	\$100	\$100

Gymnasium			
Day or evening	\$100	\$100	\$100
Day and evening	\$200	\$200	\$200

- Groups renting the High School Auditorium at \$150 or \$200 may have one rehearsal night prior at \$50.
- Evening is considered after 5:00 p.m.

-	-	-	-
-	Elementary school gym (first two hours)	-	-
			—
-	Elementary school gym with kitchen (first two hours)	-	-
			—
-	Middle school gym (first two hours)	-	-
			—
-	Middle school kitchen and lunch room (two hours)	-	-
			—
-	High school gym (two hours)	-	-
			—
-	High school auditorium	-	-
			—
-	High school lunch room	-	-
			—
-	<i>[Add other items]</i>	-	-
			—
-	-	-	-
	Add to above:	-	-
-	-	-	-
-	For each additional hour or fraction thereof	-	-
			—

- ~~For providing chairs and/or tables for meetings~~

~~- -~~

- ~~Custodial charges~~

~~- -~~

- ~~[Add other items]~~

~~- -~~

- ~~-~~

~~- -~~

- ~~-~~

~~- -~~

~~ICN classroom per hour~~

~~- -~~

~~(maximum \$12.50 per hour)~~

~~- -~~

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

~~Rates for Use of Equipment~~

~~- -~~

~~-~~

~~- -~~

- ~~VCR (one half day)~~

~~- -~~

- Overhead projector (one-half day)

- -

- [Add other items]

- -

- -

- -

Add to above:

- -

- For each additional hour or fraction thereof

- -

- [Add other items]

- -

~~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.~~

~~(_____ title _____) is responsible for coordinating ICN classroom use. Requests for use of the ICN classroom by employees for the educational program are filed with (_____ title _____).~~

~~It is 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. The charge for use of the ICN room is _____. (The maximum hourly rate school districts can charge for use of the facilities is \$12.50 per hour. This is for use of the room, not the ICN. This cost reimburses the school district for its administrative, custodial, etc. costs for the room's usage.)~~

~~_____ 7. The ICN will be available _____. (The minimum hours the facility must be available is Monday through Friday, 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 are 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 at _____.*~~

ICN ROOM USE REGULATION

~~_____ 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.*~~

~~*Items with an asterisk are not legal requirements but are items that should be considered when writing an ICN room usage regulation.~~

TOBACCO/NICOTINE-FREE ENVIRONMENT

~~The Harlan Community School District is tobacco-free in and on all district property.~~

~~The district realizes that tobacco use is detrimental to health and is concerned about providing a healthy environment for students, employees and community members. In that regard, the district recognizes the importance of adult role modeling for students and each other, particularly in an educational environment.~~

~~The use of tobacco and nicotine products; including, but not limited to, cigarettes, nicotine chew, snus, dissolvables, electronic cigarettes, including the use of look-a-likes where the original would include tobacco or nicotine and/or other nicotine products that are not approved by the Federal Drug Administration for tobacco cessation; on District property; including in District buildings, on District grounds, in District transportation vehicles, or at any District activity; is prohibited. This policy extends to all students, employees, volunteers and visitors. This policy applies at all times, including during school-sponsored events and during non-school-sponsored events. Community members are asked to cooperate with this policy and refrain from using tobacco on district property. Visitors who do not comply will be asked to leave the district premises. District personnel and students failing to abide by this policy may be subject to disciplinary action.~~

~~It is the district's intention to provide education, encouragement and assistance for all students, employees and community members in making a personal choice to refrain from tobacco use while within or upon any/all district property. This will allow students, employees and community members to share the responsibility for creating a healthy environment in which we all live, learn and grow.~~

~~It will be the right and responsibility of all students, employees and community members to observe and support this policy through personal commitment and advocacy.~~

~~It shall be the responsibility of all District personnel, and specifically District administrators, to enforce this policy.~~

School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use, including the use of look-a-likes where the original would include tobacco or nicotine. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-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.

NOTE: According to Iowa law, all school grounds are smoke free. Boards have the authority to expand the policy to make the school facilities and grounds tobacco or nicotine free as well. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 22 #6-June 19, 2013 and Vol. 20 #5- July 28, 2008.

Legal Reference:

Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).

House File 2212, Iowa General Assembly (2008)

Iowa Code §§ 142D; 279.8, .9; 297.

Cross Reference:

903.4 Public Conduct on School Premises

905.1 Community Use of School District Buildings & Sites & Equipment