

SCHOOL DISTRICT - COMMUNITY RELATIONS

Series 900

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PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

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.

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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 a.m. to p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to view the school district's public records will contact the board secretary as custodian of district records, or their designee and make arrangements for the viewing. The board secretary as custodian of district records, or their designee will make arrangements for viewing the records as soon as practicable, depending on the nature of the request.

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

Persons wanting copies may be assessed a reasonable fee for the copy. Persons wanting compilation of information may be assessed a reasonable fee for the time of the employee to review and compile the requested information.

The district will make every effort to provide the public record requested at no cost other than copying costs for a record which takes less than thirty minutes to produce.

Costs for legal services utilized for the redaction or review of legally protected confidential information may also be assessed to the individual requesting the records. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

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

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

It is the responsibility of the board secretary to maintain accurate and current records of the school district. It is the responsibility of the board secretary as custodian of district records or their designee 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.

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

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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

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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

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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 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

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NEWSPAPER FOR PUBLISHING

At the annual meeting of the Board, newspaper(s) of general circulation in the District shall be designated as the official newspaper(s) of the District for publishing proceedings and legal notices as required by law.

Legal Reference: Chapter 618, Code of Iowa 24.9, 73A.2, 73A.12, 73A.18, 257.18, 279.35, 279.36, 298.18,

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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.

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

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SCHOOL - COMMUNITY GROUPS

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. 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 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 will be held by the district within a custodial fund account.

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.

Legal Reference: Iowa Code §§ 279.8

Cross Reference: 903 Public Participation in the School District

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COMMUNITY RESOURCE PERSONS AND VOLUNTEERS

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.

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 the students in a volunteer capacity. It is the responsibility of the superintendent or the superintendent's designee to create regulations necessary to carry out this policy.

Legal Reference: Iowa Code §§ 279.8; 670.

Cross Reference: 603.1 Basic Instruction Program
903.3 Visitors to School District Buildings and Sites

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VISITORS TO SCHOOL DISTRICT BUILDINGS & SITES

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

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

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. 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 or principals are not available, a school district employee will act to cease the inappropriate conduct.

Legal Reference: Iowa Code §§ 279.8; 716.7.

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

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PUBLIC CONDUCT ON SCHOOL PREMISES

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

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

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

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

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

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

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

Cross Reference: 205 Board Member Liability
 504 Student Activities
 802.6 Vandalism
 903 Public Participation in the School District

Date of Review: April 17, 2023

DISTRIBUTION OF MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non curricular. Non Curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

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

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 Freedom of Expression
503.1 Student Conduct
504 Student Activities
603.9 Academic Freedom

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DISTRIBUTION OF MATERIALS REGULATION

I. 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 (6) to any student is prohibited.

II. Procedures.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either, the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person will contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

DISTRIBUTION OF MATERIALS REGULATION

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person will contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request will have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either, the school district, the board, the administration or the individual reviewing the material submitted.

III. Time, place and manner of distribution.

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material is limited to a reasonable time, place and manner as follows:

1. The material will be distributed from a table set up for the purpose in a location designated by the principal, which location will not block the safe flow of traffic or block the corridors or entrance ways, but which will give reasonable access to students.
2. The material will be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions.

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
 - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.

DISTRIBUTION OF MATERIALS REGULATION

3. "Material and substantial disruption" of a normal school activity is defined as follows:
 - (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
 - (c) In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action.

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

VI. Notice of policy to students.

A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent and meet all applicable requirements set by the district. Prior to transporting students in private vehicles, the district may require the following:

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

The school district assumes no responsibility for those students who have not received the approval of the superintendent and who ride in private vehicles for school purposes. If transportation is not provided by the school district, or if transportation provided by the school district is declined by the student or parent/guardian, then the responsibility and corresponding liability for transportation for school purposes shall rest solely with the student and parent/guardian.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center.-The superintendent may develop an administrative process to implement this policy.

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

Cross Reference: 401.6 Transporting of Students by Employees
401.7 Employee Travel Compensation
711 Transportation

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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

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COMMUNITY USE OF SCHOOL FACILITIES

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. 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 District facilities and equipment on Sundays, or other special requests.

Entities who wish to use District facilities or equipment must apply with the District Secretary. It is the responsibility of the District Secretary to determine whether the 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 District Secretary to provide the appropriate request forms, obtain proof of insurance, and draw up the contract for use of District facilities and equipment. These items will be placed on file.

All out-of-District entities, all groups that do not have all participants from within the Decorah Community School District, and all for-profit entities must apply for facility use. The Board of Education will have the discretion of approving use and setting rental fees.

A District employee will supervise use of District facilities and equipment by entities unless special prior arrangements are made with the Building Administrator / Activities Director. The District employee will not accept a fee from the entity using District facilities and equipment. If appropriate, the District employee may be paid by the District.

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

The board may allow entities, such as the Boy Scouts, Girl Scouts, 4-H, and in-District youth organizations, to use the 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.

School facilities will not be available for Student group use on Wednesday nights during the school year. Exceptions will be at the discretion of the Superintendent.

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.

FAQ

Who can use DCSD facilities?

Organizations, groups, and individuals—including DCSD staff—are eligible to use district facilities when their activities do not interfere with school programs or operations.

What spaces are available for use?

Gymnasiums and auditorium spaces are the most frequently requested areas. Commons areas, cafeterias, outdoor fields, and some classrooms are also available.

Green spaces at district buildings are treated as city parks and are available on a first-come, first-served basis. Groups can be placed on the district calendar if DCSD is notified of planned use, but first-come, first-served access still applies.

When are DCSD facilities available for community use?

Facilities are available during non-school hours. Events should generally conclude by 10:00 PM or earlier. Spaces are not available after 6:00 PM on Wednesdays.

How is scheduling prioritized?

DCSD programs and activities always have first priority in scheduling. Dates and times not reserved for district use will be made available to community users.

If district events must be rescheduled, community events may need to be moved to another date or location, or canceled if necessary.

How do I reserve a facility?

Reservations can be made by contacting the DCSD Central Office at (563) 382-4208.

Requests may also be submitted online using the following link: *(Bound link to be inserted)*.

How much does it cost to reserve a district facility?

Costs vary depending on the space, the type of user group, and the number of participants. A fee schedule is approved annually by the DCSD Board of Education.

See Code No. 905.1E1 – Fee Schedule for Use of School Facilities for details.

When is payment due?

Payment is due at the time of reservation. Reservations not paid in advance will be canceled.

- Short-term reservations (one-time or multiple dates within a 30-day period): payment is due at the time of reservation.
- Tournaments and large events: a 25% down payment is required when reserving; full payment is due one week prior to the event.
- Ongoing reservations (spanning more than one month or year-round): the first month's rental fee is due upon reservation. Subsequent invoices will be sent monthly for the upcoming month.

What is the role of the building supervisor?

A building supervisor is assigned to all non-district events. This person is responsible for opening and closing the facility, being present during the event, and ensuring safety, cleanliness, and compliance with district policies.

What are my responsibilities as a facility user?

Facility users are expected to:

- Sign the Facility Use Agreement (sent electronically).
- Provide proof of liability insurance naming DCSD as additional insured.
- Enter and exit the building only during the reserved time.
- Supervise and monitor all participants.
- Complete the cleaning checklist before leaving.

All users must return the facility to its original condition. The building supervisor will assist with cleaning supplies as needed.

Failure to properly clean or care for the facility may result in additional fees and/or restricted future use. If preferred, cleaning staff can be arranged for an additional fee.

What if I need to cancel my reservation?

Contact the DCSD Central Administrative Office at (563) 382-4208 as soon as possible.

A cancellation fee equal to one hour of rental time may be charged per canceled date.

No-shows will be billed the full rental amount.

What if there is a personal injury or property damage during my reservation?

Seek medical attention if necessary. Notify the building supervisor immediately and complete an incident report.

A DCSD representative may follow up for additional information regarding the incident.

What is the weather policy?

DCSD facilities will not be open for community use if the district releases early or closes due to inclement weather.

If weather conditions worsen after 4:00 PM or on non-school days, DCSD administration will notify community groups of any closures.

Each group's contact person is responsible for informing participants.


Cancellations due to weather will not be charged a cancellation fee.

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Legal References: Chapter 99B, 123.46, Chapter 142D, 276.10, 278.1(1)(d), 279.8, 279.8A, 297.9, 297.10, 297.11, 721.2(5), Code of Iowa, 751 I.A.C. Chapter 7

FEE SCHEDULE FOR USE OF SCHOOL FACILITIES

Decorah Community School District				
HOURLY FACILITY RATES				
Schools/Area	Group 1	Group 2	Group 3	Group 4
Classroom	No Cost	No Cost	No Cost	\$40
Gymnasium	No Cost	No Cost	No Cost	\$100
Auditorium	No Cost	No Cost	No Cost	\$100
Cafeteria/Commons	No Cost	No Cost	No Cost	\$40
Kitchen Facilities	No Cost	No Cost	No Cost	\$40
District Wide - Custodial	\$40/hr	\$40/hr	\$40/hr	\$40/hr
Food Service Fees	\$40/hr	\$40/hr	\$40/hr	\$40/hr
Operation of sounds system	\$45/hr	\$45/hr	\$45/hr	\$45/hr
Operation of Auditorium Stage Lightin	\$45/hr	\$45/hr	\$45/hr	\$45/hr
Other tech support	\$45/hr	\$45/hr	\$45/hr	\$45/hr
All rates are hourly.				
Holidays/District paid holidays will follow normal rates listed above, +\$15/hr additional Fee				
Rentals must be a minimum of one and a half hours unless there is a rental immediately before or after the assigned rental time.				
Group 1	School-Affiliated and Partner Organizations Booster Clubs, Parent-Teacher Associations, Professional Associations, Student Organizations, Recognized Non-Profit Community Recreation Programs, District Partners, Higher Education Partnerships			
Group 2	Non-Profit Civic, Community, and Youth Groups Non-Profit Organizations not directly tied to school programs, but serve the community including: Boy Scouts, Girl Scouts, Junior Achievement, Churches, Community Non-Profits			
Group 3	Other Governmental Agencies Public Agencies and Political/Civic Groups whose activities do not directly benefit district programs including: Political Appearances, Government Events, Public College/University Events			
Group 4	For-Profit Groups Commercial Entities Private Businesses, or Groups using facilities for profit-making purposes including: clubs charging admission, performance groups, business events, and/or youth sports clubs that include students outside of the Decorah Community School District.			
Miscellaneous Additional Fee Considerations				
Tables & Chairs Set-Up for Large Group				
Additional Building Supervisor				
Lights for Outside Field Use				
Additional A/V Equipment Use				
Large Attendance/Participants - 1000 or More				
Additional fees may apply for special events to be determined at the discretion of DCSD.				
Payments				
Short-Term Usage: Payment required in advance if requested.				
Ongoing or Season Long Usage: Coordinate with the Central Administration Office for payment plan. (Deposit Required)				
Cancellations				
There will be a cancellation fee of 20% or a minimum of \$10, if notification is given between 24 and 48 hours prior to the scheduled use.				
Failure to make the proper notification within 24 hours will result in a forfeiture of all fees paid in advance.				

Date of approval: October 8, 2012

Date of Review: July 16, 2018, July 13, 2020, April 17, 2023, October 13, 2025

APPLICATION AND AGREEMENT FOR USE OF DISTRICT FACILITIES AND EQUIPMENT

APPLICATION AND AGREEMENT FOR USE OF DECORAH COMMUNITY SCHOOL DISTRICT FACILITIES AND EQUIPMENT		
Facility Space and/or Equipment Requested:		
School Building	Date(s) requested:	Activity Start Time:
Room/Area Requested:	# of participants:	Activity End Time:
Event description/services needed/equipment needed: (state any special tables, scoreboards, microphones, video equipment, extension cords, podiums, etc.).		
Applicant comments:		
Adult Sponsor(s):		
Organization Requesting Facility Space and/or Equipment:		
Name of Organization:	Event Title:	Organization Phone Number:
Address (City, State, Zip) of Organization:		
Billing address if different from above:		
Checks should be made payable to Decorah Community School District		
Applicants Name	Applicants Email	Contact Person Phone:
The applicant and adult sponsors understand they are responsible for ensuring compliance with state laws or future orders allowing facilities to open including: supervision of required capacity and group size limits, and all other procedures, rules, regulations and insurance specified within the Decorah Community School District facility use guidelines.		
Signature of Applicant:		Date
ADMINISTRATIVE USE ONLY:		
Rental Fee	Building Supervision Charges:	Custodial Charges:
Food Service Charges:	Other charges:	TOTAL:
Payments requested to be made in advance:	<input type="checkbox"/> yes	<input type="checkbox"/> no
<input type="checkbox"/> Certificate of liability insurance required	<input type="checkbox"/> Must include district as additional name insured	
Administrative Comments:		
Activities Director Signature:		Date:

ADMINISTRATIVE GUIDELINES FOR USE OF FACILITIES AND EQUIPMENT

The Decorah Community School District facilities and buildings are owned, maintained and supported by the public. The Board of Education actively seeks to respond to the educational, recreational and cultural needs of its total community through the total resources of the community schools. However, all school facilities have been primarily erected and maintained for the use of the students of Decorah Schools and shall not be used for another purpose that will conflict with that use.

I. Administrative Guidelines

All facility usage requests must meet the guidelines as set out in board policy 905.1 and 905.1R.

It is within the discretion of the Superintendent to grant special requests to allow the use of school district facilities and equipment for any needs deemed appropriate outside of these Facility Use Guidelines.

This policy is not intended to create a limited open forum pursuant to the Equal Access Act, 20 U.S.C. §4071-74.

All student-initiated groups wishing to meet on District property during non-instructional time must be approved by the District and the subject of the group is to be related to the curriculum of the District.

Any school activity, regardless of when the activity is placed on the calendar, has priority over any outside organization.

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. 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 District facilities and equipment on Sundays, or other special requests.

The board may allow entities, such as the Boy Scouts, Girl Scouts, 4-H, and in-District youth organizations, to use the District facilities and equipment without charge. While such entities may use the facilities and equipment without charge, they may be required to pay a building supervisor on/or a custodial fee. As shown in the DCSD facility request document.

Entities who wish to use District facilities or equipment must complete a Facility Request Form & apply with the District Secretary.. It is the responsibility of the District Secretary to determine whether the 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 District Secretary to provide the appropriate request forms, obtain proof of insurance, and draw up the contract for use of District facilities and equipment. These items will be placed on file with the Board Secretary.

School facilities will not be available for student group's use on Wednesday nights during the school year.

Exceptions will be at the discretion of the Superintendent.

Approval of a request does not imply the endorsement or sponsorship by the Administration, the Board of Education or the Decorah Community School District.

All out-of-District entities, all groups that do not have all of the participants from within the Decorah District, and all for-profit entities must apply to the District Secretary for facility use. The groups are outlined in the Decorah facility usage groups document. The board will have the discretion of approving use and rental fees.

Any misuse, use of areas not approved, or failure to follow guidelines may result in immediate termination of rental agreement.

A facility use fee structure may be reviewed by the board on an annual basis.

All users of District facilities must also comply with Board policies and these Facility Use Guidelines.

All groups must schedule use of school facilities, regardless if there is a rental fee.

All groups must pay the additional custodial cost, if needed. (School support groups may be granted an exception.)

Custodial and Building Supervisor fees are applicable if DCSD employees are required to open or close, and/or to be at the event. There is a 1.5 hour minimum for a Building Supervisor or Custodial Fees. The District will determine if there is a need for a Custodian or Building Supervisor.

Groups that are entirely student groups, with all students from the Decorah district, are not required to pay a rental fee, but may be required to pay a custodial fee, as shown in the Decorah facility usage groups document.

Custodial fees are applicable if DCSD employees are required to open or close, and/or to be at the event. A minimum of one hour to open and one hour to close is needed.

Staff members that are providing services as an extension of the District's curriculum may use District facilities to provide those learning experiences. Staff members using school facilities will not be employees of the District, unless specifically contracted by the District. The superintendent shall decide if activities offered are an extension of the District's curriculum and/or learning activities, and shall approve any fees charged in connection with these activities, even if fees are to be paid directly to the employee by the participants.

District facilities will be closed and generally unavailable for use on legal holidays observed by District staff unless the event can be appropriately staffed. Facilities may also be unavailable during District breaks, including winter, spring, and summer breaks, unless staffing allows.

The District requires at least two–week notice on extraordinary requests and reserves the right to cancel or postpone any activity, including school and school related activities, due to conflict, disregard of policies, or other uncontrollable circumstances.

II. Administrative Rules for Community Use

- A. District Staff will schedule meetings, as needed, with appropriate District personnel and community users to coordinate use of the District's facilities. The extent of supervision needed by outside groups renting school facilities will be determined by the staff.
- B. Permission granted for facility usage by the District shall be made in writing through the signing of a Contract with the representative of the group making the request.
 1. It is the responsibility of the representative to read this manual and be aware of all guidelines for usage, as well as any specific guidelines set forth by the Building Supervisor.
- C. Two copies of the signed Contract shall be required. Decorah Central office will retain one copy and the representative of the group will retain the second copy.
- D. A signed Hold Harmless Agreement must be submitted to the District Secretary prior to rental.
- E. The District reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances. If approval has been given to a group to use facilities and it is later determined that the facilities will not be available, notice of cancellation shall be given to the applicant as soon as possible with reasons for the cancellation. District administrators, the designated building supervisor or the Director of Buildings and Grounds have the right to terminate any activity at any time. This termination shall be made if, in his/her judgment, there are violations of Board policies and rules, or federal, state or municipal laws, or if the activity/facility conditions are deemed to be hazardous to people, buildings or equipment.
- F. A District employee will supervise use of District facilities and equipment by entities unless special prior arrangements are made with the superintendent. The District employee will not accept a fee from the entity using District facilities and equipment. If appropriate, the district employee may be paid by the District.

III. Special Events

The District welcomes local, state and national groups hosting special events which enrich our community and provide a variety of lifelong learning opportunities for community members.

In scheduling such events, we must ensure that the learning environment for students is preserved and the upkeep of the facilities is maintained. In that light, the following guidelines were developed.

Guidelines for giving access to local, state, and national groups hosting special events in district facilities:

- A. People (adults and children) in our district are participating in the events, as well as being observers.
- B. The group can provide references from previous hosts attesting to reasonable group behavior, lack of damage, and prompt payment of costs incurred.
- C. Additional workload incurred for district staff (custodians, technicians, athletic personnel, etc.) is not so excessive that it conflicts with regular job responsibilities.
- D. The facilities are able to sustain the additional usage (i.e. a field seeded for fall cannot sustain a major summer soccer event; a school being prepared for an open house could not sustain a week of national basketball playoffs the week before).

- E. Summer usage does not prohibit major cleaning and repair projects from being accomplished.
- F. The nature of the event does not conflict with previously scheduled groups (e.g., a statewide band contest disturbs previously scheduled classes held in the same building).

NOTE: The Superintendent and/or Board may, in its discretion, approve other uses and set fees accordingly.

IV. Fee Structure

The Superintendent will determine the appropriate charges for the use of District facilities based on classification, activity, personnel costs, equipment, fee schedule, and deposits, if required.

When necessary, additional fees may include such things as cleaning fees, failure to cancel charges, replacement or repair for damage or theft, other pertinent administrative costs. All or a percentage of the estimated usage and personnel fees for a group's activity may be required to be paid prior to the usage.

The district reserves the right to require police or school appointed security supervision at any event as deemed necessary by the administration or the AD. This police or school appointed security supervision will be paid by the group.

Fees for facility rentals and usage must be paid in advance when requested, unless other arrangements have been made. Upon payment, the requester will be issued a receipt of payment which will serve as approval to use the facility. For ongoing or season long usage, payment will be coordinated with the Central Administration Office for a payment plan.

V. Application Process

A person requesting use of District facilities will complete a Facility Request Form. The request must include the exact description of the rooms, required personnel, equipment or other materials needed. Requests for facility usage forms are available on the District web site and through the Central Administration Office.

The Facility Request Form will be reviewed to:

- A. Determine availability and appropriateness of facility to meet the request (including personnel and equipment, if applicable)
- B. Determine estimated cost of requested facilities and personnel

When the above has been determined, the request will be scheduled and a Contract will be issued.

VI. Liability Insurance

The District requires a signed Certificate of Liability Insurance from all requesters that includes at least \$1,000,000 of liability coverage, the Decorah Community School District named as an additional insured on that policy, and waiver of subrogation authorized on the certificate. The District also requires a signed Contract and Hold Harmless Agreement from all requestors. The renter shall be liable for any and all loss, damage or injury sustained by any person that by reason of negligence of the renter. All community groups are responsible for their own insurance coverage and the District shall require a certificate of insurance to demonstrate liability insurance of at least \$1,000,000 of coverage, with Decorah Community School District named as an additional name insured on the policy, and waiver of subrogation authorized on the certificate. This certificate of insurance is not required from District employees or District volunteers when the activity is a District event.

VII. Notification of Change or Cancellation

The requester is responsible for notifying the District Secretary when his/her group wants to change or cancel a confirmed request or the group is not using the facility at the scheduled time. Cancellation requests are due to the District Secretary no later than 48 hours prior to the scheduled time of use.

There will be a cancellation fee of 20% or a minimum of \$10, if notification is given between 24 and 48 hours prior to the scheduled use.

Failure to make the proper notification within 24 hours will result in a forfeiture of all fees paid in advance.

VIII. Supervision

Building Supervisors assigned by the district staff will supervise the use of facilities and will serve as a resource person for group representatives.

The District reserves the right to require police or school appointed security supervision at any event as deemed necessary by the administration. The police or school appointed security supervision costs will be paid by the requester.

IX. Seating Capacity

The maximum number of people permitted in any school facility shall be restricted to the seating capacity indicated appropriate by the Fire Marshall.

X. Food, Beverages and Smoking

Food and beverages are permitted in designated areas only.

The Board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or “look alike” substances that appear to be tobacco, beer, wine, alcohol or controlled substances or drug paraphernalia or apparatus used with a controlled substance by students while on District property or on property within the jurisdiction of the District; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the District. (DCSD Board Policy 502.7)

XI. Emergency Procedures

The Superintendent shall have the authority to close or delay the opening of schools because of extreme weather or other emergency conditions for the length of time the emergency exists. He/She shall make provisions to publicly announce such closings or delayed opening via available mass communication media as soon as possible after the decision.

Weather related closings/cancellations

- A. If school is canceled for the day, all community use of the buildings is canceled.
- B. If home evening activities are canceled all community use of the buildings will be canceled.

The District reserves the right to conduct fire and tornado drills in all facilities without notice to participants. Note: Groups are responsible to follow all fire & tornado procedures.

XII. Damages and Maintenance

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

Groups that misuse school facilities and cause damage will be responsible for the cost of repair or replacement.

It is possible that criminal charges may be filed against the offender.

If the individual offender is not known, the group/requester is liable for damage costs.

If the group refuses or fails to make payment in full, the group will not be allowed to use District facilities again.

If damage or theft is not reported by the group, an administrative fee will be charged to the group for the labor involved in tracking the responsible group. This charge is in addition to the cost for replacement/repair and any labor costs incurred.

A damage deposit may be required if the group has the potential to incur excessive wear and/or cause excessive damage to the facility.

Photographs should be taken by the Director of Buildings and Grounds, Activities Director or Building Supervisor of any damages resulting from the use of a building and notations made detailing the date, time, location and the amount of repair. The building administrator and maintenance department should be notified.

XIII. Regulations Concerning the Use of School Facilities

The group representative must be an adult and present during the time the facilities are being used.

The group representative is responsible for knowing fire and tornado procedures and for directing the group in the event of an emergency.

The group representative will be responsible for the following of all regulations for facility usage by his/her group.

1. The group representative will be the first inside the facility and the last to leave; making sure the facility is left in the same condition as it was before entering.
2. The facility must be used only for the purpose that it was originally intended as set forth on the facility request form.
3. The group representative is responsible for communicating to the group members and for ensuring that group members understand and follow those guidelines and communications.
4. The group representative is responsible for reporting any personal injuries received by any group member while using district facilities. The group representative should contact the District Secretary, at 563-382-4208 within 24 hours. If it is on a Saturday or Sunday and there is

no answer at the number above, a message should be left and the group representative is to call again first thing Monday morning.

5. The group representative is responsible for reporting any damage or theft to the building or equipment following the same guidelines. Custodians/building supervisors on duty should also be notified.
6. If a supervisor is on duty, the group representative should make himself /herself known to that person. If no supervisor is on duty, then the representative should make himself /herself known to the custodian on duty. The group representative is responsible for seeing that all debris is picked up from the area and that all is returned to the way it was prior to use.

The group representative should make a preliminary-use check of the facility prior to their use. If anything that will be used is damaged, contact the custodian/supervisor on duty.

All equipment used or moved must be returned to the proper place in original condition.

XIV. Special Facilities, Areas and Equipment

A. Auditoriums

The District auditoriums at Carrie Lee Elementary and Decorah High School may be used for purposes and activities appropriate to the facility. Groups requesting use of an auditorium will need to list in detail their equipment requests for auditorium use. District personnel are required to operate all audio/visual equipment and the cost of such personnel will be at the user's expense. The maximum number of people permitted in any school facility shall be restricted to the seating capacity indicated appropriate by the Fire Marshall. Absolutely no food or beverages are allowed in the auditorium or lobby. All auditorium requests must be received one month in advance.

Use of the auditorium:

- A. Use of the District's auditorium will be limited to two occasions per year, unless the activity is school related or approved by the DCSD Board of Education.
- B. Any group using the auditorium must pay for the following services, if used:
 - a. Groups larger than 50, one staff supervisor in addition to custodian.
 - b. One staff supervisor for every 100 participants, in addition to custodian.
 - c. Use of sound and/or stage lighting system, one technology support person.
 - d. Use of piano

B. Classrooms

In Elementary and secondary schools, classrooms may be scheduled for use by the public for purposes and activities appropriate to the facility. Users will be expected to respect teachers' and students' belongings as well as the District's equipment, supplies and materials. Users also will be expected to leave the classroom in the same, or better condition than they found it.

C. Gymnasiums

Use of school gymnasiums may require floor protection as required by the District administration. District employees will be responsible for setting up and removing floor protection. The group using the facility will be responsible for this additional cost.

1. The group representative must be an adult and be present during the time the facilities are being used. On weekends or at time when the building is not staffed by janitors, a contracted school staff member must open and close the building and be present the entire time.
2. The group's representative will be responsible for all regulations for facility usage by his/her group as outlined under XIII Regulations Concerning the Use of School Facilities.

3. The group representative should make a preliminary-use check of the facility prior to their use.
4. All equipment used or moved must be returned to the proper place in original condition.
5. The group representative is responsible for knowing fire and tornado procedures and for directing the group in the event of an emergency.
6. The following gym guidelines should be adhered to:
 - a. Gym shoes are required for all participants. NO Shoes that mark the floor.
 - b. No Slam Dunking or hanging on rims.
 - c. No bouncing balls in halls, off ceilings or walls.
 - d. No gym equipment should be taken or used outside the gym.
 - e. No Roller Blades or shoes with wheels on them.
 - f. No climbing on or playing on the bleachers. The custodians will take care of moving the bleachers in and out.
 - g. No baseballs or softballs unless especially made for indoor use without prior approval.
 - h. No propping open doors. (Fire Code)
 - i. No use of any type of tape on the gym floors unless you have prior approval.
 - j. No pushing, pulling of tables, chairs or other equipment across the floors.
 - k. No food or beverages are allowed in or around the gym, this includes gum chewing.
 - l. No tape or markers on floor or walls.
7. All trash, papers or other litter should be cleaned up and the group representative should make a post use inspection of the areas used.

D. Outside Areas

The use of Viking Stadium, Olejnczak Field, the Soccer Field, Softball Field, Tennis Courts or any outdoor facilities will require the regular Facility Request Form to be completed.

Organizations using outside areas will be expected to clean up all trash, papers, cups, or anything littering the fields or areas surrounding the fields.

A building administrator will outline rules and regulations about use of the field for practices, games and tournaments.

Users are required to allow a minimum of one hour between the end of school activities and the beginning of community user activities, practices and games.

The District reserves the right to limit the number of games or teams which may play or practice on District ground and also reserves the right to limit the days and hours of use of grounds.

The Decorah Community School District Activities Director shall have sole discretion to determine if any reserved outdoor facility is unusable. It shall be the responsibility of the AD, or his designee, to notify the appropriate parties if weather has rendered the outdoor spaces unusable.

The District may require the rotation of fields for aerating, draining, reseeding and maintaining, thus removing select fields from use. The maintenance department may fence off fields to prevent use. Violation of fenced off areas will be considered trespassing and the City Police Department will be notified. Prosecution may be pursued.

Portable restrooms needed will be the expense of the user and may be required for activities and

tournaments. Water and electricity may not be available from District sources. Special arrangements must then be made for both.

E. Kitchen Use Policies/Procedures

Outside Organizations Renting Facility:

1. At time of request, all kitchen needs will be identified.
2. The district secretary will work with the food service manager as to the particular needs in the kitchen. It will be at the discretion of the District to determine first right to prepare food for any event with District kitchen staff.
3. When using a DCSD kitchen, a DCSD food service employee must be present. Fees will be assigned at the same rate as custodians.
4. Renter will be notified that no food or paper items that belong to the school can be used. Renter will need to bring in all of that type of material.
5. Each school kitchen supervisor will make up a check list for the renter kitchen supervisor to follow to see that all procedures are completed.

District Related Groups:

6. Request to reserve kitchen must be made to AD so that it can be added to calendar (to avoid conflicts).
7. A school representative MUST speak to the director of nutrition services at least one month in advance to identify needs and to set up time for basic training/information on any specific usage. The director of nutrition services will type up general information items that will be available to staff in charge of kitchen use. (i.e. high school steam table doesn't require water, just plug in)
8. For larger group use (i.e. Boosters, Lion's Club, Rotary) the food service department may be required to pay for a kitchen staff member to be present for usage of a kitchen. This should be only occasionally and with Director of Nutrition Services permission.

F. CPR/AED/First Aid Training Equipment

All emergency equipment will be available to be used for governmental agencies at no charge other than reimbursement for consumable supplies.

ICN ROOM USE REGULATION

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

The Superintendent designee is responsible for coordinating ICN classroom use. Requests for use of the ICN classroom by employees for the educational program are filed with the Superintendent.

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 \$12.50 per hour.
7. The ICN will be available Monday through Friday, 7:00 a.m. to 10:30 p.m. and Saturday, 8:00 a.m. to 4:00 p.m.
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.
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.
1. While the District may sponsor use by education-related organizations of the District's ICN room, the organization's mission must be consistent with the District's mission. Organizations authorized to use the ICN room must ensure their use of the ICN room is consistent with their mission, that the ICN will not be used for profit-making ventures, and that they will not resell time on the ICN. The organizations must follow the state scheduling requirements, as well as schedule the room through the District.
2. It shall be the responsibility of the organization using the ICN room to originate, receive and broadcast programming in compliance with the law regarding authorized use of and content of the programming on the ICN. The District assumes no responsibility or liability for organizations using the ICN room in violation of the law, District policies and rules and regulations.

TOBACCO/NICOTINE-FREE ENVIRONMENT

Tobacco and nicotine use 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 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.

Legal Reference: 20 U.S.C. 608
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

Date of approval: April 17, 2023, October 13, 2025

WEAPONS IN THE SCHOOL DISTRICT

The board believes weapons, other dangerous objects and look-a-likes in school district facilities and at school district-approved events cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

All weapons, dangerous objects and look-a-likes are prohibited to be carried, possessed, transported or otherwise stored on school district property and to school district-approved events. Exceptions to this policy include weapons carried by the following individuals in performance of their official duties:

- law enforcement;
- military personnel;
- corrections officers;
- individuals approved in writing by the Superintendent, and;
- students and individuals approved in writing by the Superintendent who are actively engaging in a school district approved firearms safety course, hunter education course or shooting sports activity.

Individuals found to be in violation of this district policy will be required to immediately remove the weapon, dangerous object or look-a-likes from the school district property or event. Students found to be in violation of this policy or any other board policies related to weapons will be subject to disciplinary proceedings. Employees found in violation of this policy may be subject to discipline, up to and including termination.

Legal Reference: 18 U.S.C. § 921
Iowa Code §§ 279.8; 280.21B; 483A.27(11), 724
281 I.A.C. 12.3(6)

Cross Reference: 502 Student Rights and Responsibilities
503 Student Discipline
507 Student Health and Well-Being

Date of approval: April 17, 2023, October 13, 2025

COMMUNITY USE OF SCHOOL BUSES

Conditions. The Board of Directors desires to encourage support of its activities and programs and to cooperate with recognized community organizations in making available District buses to such organizations for specified purposes, but also recognizes its obligations to provide transportation to students on a cost-efficient basis. Therefore, the Board of Directors adopts the following conditions for community use of school buses:

- The use shall in no way interfere with the student educational and activity program of the District
- The use must be consistent with state law and conforms to and complies with the rules, policies and regulations of the District.
- The activity sponsored for which transportation is necessary must be lawful and must be within the State of Iowa.
- The group or organization must be responsible, and the activity and bus must be supervised by an adequate number of adult sponsors.
- No alcoholic beverages, controlled substances, substance paraphernalia, or look-alike substance may be available, used or consumed on the bus.
- No smoking or tobacco products will be allowed on the bus.
- The group or organization must be located within the District boundaries, must be a tax-supported or tax-exempt organization or an organization created to support District programs (e.g. PTA or booster clubs), and must be providing an activity in support of District students, senior citizens or the disabled.
- A written Application and Agreement for use of a Decorah Community School District Bus must be made in advance through the Superintendent or its designee.
- A District bus driver must operate the bus.
- The charges must be paid in advance, if requested.
- An insurance certificate naming the District as an additional insured with the appropriate limits shall be provided in advance of the activity, if requested.
- The group or organization shall be responsible for paying for any damage or destruction to the school bus.
- The group or organization shall indemnify and hold the District, its officers, employees, and agents harmless from any claims or charges arising from the actions or inactions of the group or organization.

Charges. The group or organization shall be charged an amount sufficient to reimburse all costs of furnishing the bus and the driver (including the driver's salary and fringe benefits).

Date of approval: October 8, 2012

Date of Review: July 16, 2018, July 13, 2020, April 17, 2023, October 13, 2025

Legal References: Code of Iowa: 281 I.A.C., 43.9, 43.10(5) 279.8, 285.10(9), 285.10(10), 285.11(6).

Application and Agreement for Use of Decorah Community School District Bus

Name of Organization: _____

Address of Organization: _____

Telephone of Organization: _____

Representative/Contact Person: _____

Email of Contact Person: _____

Telephone of Contact Person _____

The above-named organization requests to use a bus of the Decorah Community School District as follows:

Bus: _____ Date: _____

Time: _____ From _____ a.m./p.m. to _____ a.m./p.m.

Destination: _____

For the following event/activity (be specific): _____

Anticipated No. of Participants: _____

The adult sponsors are: _____

Rental Fee: \$ _____

Driver's Charges: \$ _____

All charges are payable in advance if requested. Make checks payable to the Decorah Community School District.

Payment is required in advance: Yes _____ No _____

_____ Check if a certificate of liability coverage is required of the organization.

I/We agree to be bound by the following conditions:

1. Availability of the bus is contingent upon the activity in no way interfering with the District's educational and activity program. I/We understand that the District reserves the right without penalty (but with refund of the charges) to cancel any agreement to allow my/our use of the bus(s).
2. The use of the bus will not conflict with any laws or the policies, rules or regulations of the District.
3. I/We will exercise care in the use of the bus and agree to compensate the District for any damage done to the bus or property of the District. (The individual representative(s) agrees to reimburse the District in the event the organization fails to make reimbursement.)
4. The activity will be constantly supervised by an adequate number of adult sponsors.
5. No alcoholic beverages or controlled substances, substance paraphernalia, or look-alike substance will be made available, used or consumed in the bus.
6. No smoking or use of tobacco products will be allowed in the bus.
7. The activity is not for a commercial profit-making venture or for personal financial gain.
8. The bus will be used only within the State of Iowa.
9. I/We agree to provide an insurance certificate naming the District as an additional insured with the appropriate limits, if requested, in advance of the use of the bus.
10. The representative and the organization agree to indemnify, save and hold harmless the District, its agents, employees, and officials from any and all claims or damages, including attorney fees and expenses, that may arise by reason of the organization's use of the bus.

Approved: _____

Representative _____ Superintendent _____

Title: _____

Date: _____

Date: _____

Copies to: Organization Representative

Superintendent

Manager of Transportation

UNMANNED AIRCRAFTS – DRONES

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 Decorah 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 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.

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

Date of approval: April 17, 2023, October 13, 2025

DISTRICT OPERATION DURING PUBLIC EMERGENCIES

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

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

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

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

Legal Reference: Senate File 2310
Iowa Code ch. 279.8

Cross Reference: 403.3 Communicable Diseases - Employees
506 Student Records
507 Student Health and Well-Being

Date of approval: April 17, 2023, October 13, 2025

DISTRICT OPERATIONS DURING A PUBLIC HEALTH EMERGENCY REGULATION

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

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

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

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 require, as a condition of using district facilities, non-school groups to provide the school district with EPA-approved cleaning and disinfecting supplies to properly clean and disinfect the space used after each event. The district may also require non-school groups to reimburse the district the actual cost of school personnel time needed to clean and disinfect school facilities after the event.