

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. Private vehicles will be used only when proof of insurance has been supplied to the superintendent and when 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.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

***NOTE: There is no legal requirement that private drivers have written proof of insurance. The requirement is written into the policy as a protection for the school district. Prior to letting private drivers transport students, a school district may want to check with the school district's insurance carrier to determine its coverage in those instances.***

Legal Reference: Iowa Code §§ 279.8; 285; 321 (2003).  
281 I.A.C. 43.

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

Approved 10-10-05

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

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 disallowed. 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 (2003).

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

Approved 10-10-05 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

School district facilities and equipment will be made available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. "Entity(ies)" will include organizations, groups and individuals and their agents. Such use will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to allow for-profit entities to use school district facilities and equipment. The board reserves the right to deny use of the facilities and equipment to an entity. It is within the discretion of the superintendent to allow use of school district facilities and equipment on Sundays.

Entities who wish to use school district facilities or equipment must apply at the superintendent's office. It is the responsibility of the 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 to provide application forms, obtain proof of insurance, and draw up the contract for use of school district facilities and equipment.

Use of school district facilities and equipment by entities will be supervised by a school district employee unless special prior arrangements are made with the superintendent. 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 sites must leave the building or site in the same condition it was in prior to its use. Entities that use school district equipment must return the equipment in the same working condition it was in prior to its use. Inappropriate use of school district facilities and equipment may result in additional fees charged to, or the inability of, the entity to use school district facilities or equipment in the future.

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

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

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.

Approved 10-10-05

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

## COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

The board may allow entities, such as the Boy and Girl Scouts and 4-H, 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 first underlined 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 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; 276; 278.1(4); 279.8; 288; 297.9-.11 (2003).  
751 I.A.C. 14.  
1982 Op. Att'y Gen. 561.  
1940 Op. Att'y Gen. 232.  
1936 Op. Att'y Gen. 196.

Cross Reference: 704 Revenue

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT REGULATION

1. Alcoholic beverages will not be brought to or consumed in the school district facilities or grounds.
2. Tobacco products are prohibited in school district facilities or on school district grounds.
3. A custodian or employee must be present while the school district facility or equipment is being used by an entity.
4. After a school district facility or site has been used by an entity, cleaning, including restoring the facility or site to the condition it was in prior to its use, will be done by employees assisted by a committee from the entity. The fee charged to the entity for the use of the facility or site will include these costs. However, if excessive costs are involved in cleaning or otherwise restoring the facility or site to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
5. After school district equipment has been used by an entity, the equipment must be returned to the school district in the condition it was in prior to its use. The fee charged to the entity for the use of the equipment will include these costs. However, if excessive costs are involved in restoring the equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs.
6. Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
7. A cancellation after the facility or equipment is made ready for the entity 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.

COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS & SITES & EQUIPMENT  
FEES SCHEDULE

Rates for Use of Buildings and Sites \$50 deposit

**Non-school Related**

Elementary school gym (first two hours)	<u>\$25</u>
Elementary school gym with kitchen (first two hours)	<u>\$35</u>
High school gym (two hours)	<u>\$0-50</u>
High school Concourse	<u>\$25</u>
Open Gym	<u>\$0</u>

Add to above:

For each additional hour or fraction thereof	<u>\$5</u>
For providing chairs and/or tables for meetings	<u>\$5</u>
Custodial charges	<u>\$15 an hour</u>
[Add other items]	<u>_____</u>

<u>ICN classroom per hour</u> <u>(maximum \$12.50 per hour)</u>	<u>\$12.50</u>
	<u>_____</u>
	<u>_____</u>

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 \$100 Deposit

Digital Projector (one-half day)	<u>Replacement Costs</u>
Overhead projector (one-half day)	<u>RC</u>
Other	<u>RC</u>
	<u>_____</u>
	<u>_____</u>

## 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 secondary principal is responsible for coordinating ICN classroom use. Requests for use of the ICN classroom by employees for the educational program are filed with the secondary principal.

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 a the school district building or equipment are off limits to the authorized users.\*
6. The charge for use of the ICN room is \$12.50.
7. The ICN will 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 is not permitted in the ICN room.\*
11. First time use of the ICN will require prior training and should be organized through the school district ICN scheduler at ten minutes before the start of the program.\*

## 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.

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT APPLICATION FORM

The undersigned entity makes application for the use of the school district facility or equipment as designated below. The entity will provide police protection at its own expense, if necessary, to maintain order and to properly protect the building or site. Police protection is required when admission is charged.

Please refer to Policy 905.1 to determine the proper use of school facilities and equipment. The entity is responsible for complying with the law, board policy and the administrative regulations.

The entity must provide an Indemnity and Liability Insurance Agreement, Code No. 905.1E2, prior to the use of school district buildings or sites.

Building/Site/Equipment \_\_\_\_\_ Date \_\_\_\_\_

Purpose \_\_\_\_\_ Hours \_\_\_\_\_

Auditorium  
Seating requirements on stage \_\_\_\_\_  
Tables required on stage \_\_\_\_\_  
Stage curtain and attendant \_\_\_\_\_  
Spotlights \_\_\_\_\_  
Microphones \_\_\_\_\_  
Podium Stand \_\_\_\_\_  
Table \_\_\_\_\_ Stand in audience \_\_\_\_\_  
Other equipment \_\_\_\_\_

Gymnasium  
Seating \_\_\_\_\_ Scoreboard \_\_\_\_\_  
Public address system \_\_\_\_\_  
Matron \_\_\_\_\_  
Classroom  
ICN \_\_\_\_\_  
Computer lab \_\_\_\_\_  
Other \_\_\_\_\_

Swimming Pool

Total Fee \$ \_\_\_\_\_

Name of entity making application: \_\_\_\_\_

Name of person making application: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

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 Farragut 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 for 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\_\_\_\_.

\_\_\_\_\_  
(Entity) School District

By \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_  
Superintendent

By \_\_\_\_\_  
Secretary

SMOKE-FREE ENVIRONMENT

School district facilities, including school vehicles, are off limits for smoking. This requirement extends to 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 or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

***NOTE: According to federal law, all indoor facilities used for instructional services must be smoke-free at all times. As written, this policy applies to all indoor facilities, whether or not used for instructional services, and school vehicles. Boards have the authority to limit the policy to strictly comply with the federal law, to broaden it as written here or even broaden it to cover school grounds.***

Legal Reference:           Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).  
Iowa Code §§ 142B; 279.8, .9; 297 (2003).

Cross Reference:        905.1   Community Use of School District Buildings & Sites & Equipment

Approved 10-10-05                   Reviewed \_\_\_\_\_                   Revised \_\_\_\_\_

### Weight Room Facility Usage

The purpose of the Weight Room Facility Usage Policy is to promote healthy conditioning for student athletes, to promote healthy muscle building of teenage adults attending school within the district, and to provide alumni and adult patrons of the district with an opportunity to exercise using weight equipment for healthy living.

The weight room facility is operated by the district as a non-instructional facility. School district patrons may use the weight room with authorization by the superintendent. It shall be the responsibility of the superintendent to develop rules and conditions for use of the weight room facility.

The superintendent shall coordinate the use of the weight room. A schedule for weight room use is the responsibility of the superintendent or the superintendent's designee.

The superintendent may administer disciplinary actions for unauthorized use or conduct considered to be harmful, careless, or unsafe in the weight room. Disciplinary action may include temporary suspension from the weight room, long-term suspension from the weight room, loss of key privileges, and payment for damage caused to the facility or equipment due to avoidable and irresponsible behaviors. Vandalism may be reported to law enforcement.

#### Legal References:

Cross Reference:	906.1	Community Use of School District Buildings & Sites & Equipment
	906.1E2	Use of School Facilities – Indemnity and Liability Insurance Agreement.
	906.1E1	Use of Facilities – Application Form
	906.1R1	Use of School District Facilities Regulation
	Code 906.1R2	Fees for User of School District Facilities
	Code 906.3	Sunday Use of School District Buildings & Sites & Equipment

Approved: 12-12-05 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

*FARRAGUT COMMUNITY SCHOOL BOARD OF DIRECTORS*

## **FARRAGUT WEIGHT ROOM KEY REGULATIONS**

The superintendent is responsible to authorize use of the weight room by teenage students, alumni, and adult patrons of the district.

Those who wish to be authorized to use the weight room must read and agree to the following rules and conditions.

1. The term of this agreement shall be for one year beginning on July 1.
2. The applicant agrees to keep the key in their possession at all times while using the weight room. Loaning the key to others is prohibited except when approved by the superintendent. Keys must not be duplicated.
3. The applicant agrees to report any behavioral problems or incidents related to the misuse of equipment or actions that may jeopardize the safety and security of the weight room.
4. Visitors are not allowed in the weight room for safety reasons.
5. The applicant agrees to report maintenance needs of the equipment and facility to the superintendent.
6. The applicant agrees to report all injuries requiring treatment or medical attention to the superintendent immediately.
7. Possession, use, or being under the influence of alcohol, tobacco, or illegal use of controlled substances or drugs, and any other illegal activity, shall result in loss of key privileges and expulsion from the weight room. Law enforcement may be contacted.
8. All weight room equipment shall remain in the weight room at all times.
9. The applicant shall not bring weight room equipment to the weight room except when authorized by the superintendent.
10. Students are not allowed in the weight room without supervision approved by the superintendent.
11. Children and young adults under age 13 are not allowed in the weight room for safety reasons.

12. The applicant may be required to provide evidence of satisfactory knowledge in weight lifting techniques, use of the buddy system in power lifting, and recognizing physical signs and limitations to reduce injury to one's own body. The superintendent or superintendent's designee has sole discretion to determine if the applicant has satisfactory knowledge of healthy weight lifting.
13. Approved applicants may be required to complete the Use of School Weight Room Facilities – Indemnity and Liability Insurance Agreement, Code No. 906.5.E2, to provide proof of health insurance.
14. Approved applicant's may be required to provide a note from their family physician advising the applicant on their abilities to utilize weight room equipment and advise of any physical limitations prohibiting weight lifting exercises.
15. The applicant agrees to hold harmless the school district, school district employees, and the board of directors for accidents or injury incurred in the use of the weight room facility.
16. The superintendent may revoke the applicant's key for any reason at any time.
17. Other conditions: \_\_\_\_\_  
\_\_\_\_\_

The signatures below indicate full agreement of the rules and conditions for use of the weight room and authorization granted by the Superintendent.

APPLICANT: \_\_\_\_\_, DATE: \_\_\_\_\_

SUPERINTENDENT: \_\_\_\_\_, DATE: \_\_\_\_\_

KEY NO. \_\_\_\_\_, ISSUED BY \_\_\_\_\_, DATE \_\_\_\_\_

Approved: 12-12-05 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

*FARRAGUT COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS*