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SCHOOL-COMMUNITY RELATIONS

Policy Title PUBLIC RELATIONS GOALS AND OBJECTIVES

Code 1000

The Board, in an effort to ensure and enhance the possibilities for excellence in the education for our children in a free society, presents and endorses this statement of policy on school and community relations because of its conviction that a) the public schools belong in every sense to the people who created them by consent, and support them by taxation; b) the schools are only as strong as the intelligent and informed support of the people of the community; and c) the support of the people must be based upon their knowledge of, their understanding about, and their participation in the aims and efforts of the public schools.

The Board, therefore, affirms and declares its design and intent

- to keep the citizens of the district regularly and thoroughly informed through all the channels of communication on all the policies, programs, problems, and planning of the school system, and to carry out this policy through its own efforts and the offices of the superintendent, Community and Information Services Coordinators;
- to invite the advice and counsel of the people of the school district at all times and especially at all monthly meetings of the Board, except at closed or exempt sessions; and
- to solicit the sound thinking and studied counsels of the people through advisory committees selected from the community to consider those problems which vitally affect the future of our children.

Adopted 7/1/74 Reviewed 3/00; 5/05; 10/08; 11/10 Revised 7/15/91; 10/6/08

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____

SCHOOL-COMMUNITY RELATIONS

Policy Title BOARD-COMMUNITY RELATIONS Code 1001.1

The Board of Directors recognizes the right of the public to information concerning all of its actions, its policies, and the details of its educational and business operations. The Board encourages study, discussion, and active participation by all concerned in the promotion of the best possible program of education in the community. It is the practice of the Board to seek the advice and assistance of all interested individuals and groups in the solution of its educational and financial problems.

The Board of Directors may, from time to time, appoint citizens' advisory committees to study matters pertaining to the educational issues of the school district. Such committees shall deal with specific issues as identified by the Board of Directors. Citizens' advisory committees appointed by the Board are subject to the open meetings law. The term of the committee shall be at the discretion of the Board. The sole function of the Board's committee shall be to advise the Board on the matters for which the committee was convened. Progress on the activities and goals of citizens' advisory committees, as defined by the Board at the outset, will be reported to the Board on a regular basis.

The superintendent or designee may convene committees to review or develop recommendations on issues, practices, programs, or initiatives affecting the educational or operational practices of the District. Committee membership and duration of the committee's service shall be determined by the superintendent. The Board shall receive updates on committee work at least annually for a standing committee and periodically for a task driven committee. Recommendations made by administrative committees to the Board are for advisory purposes only.

It is the responsibility of the superintendent to develop administrative regulations for Board and administrative committees as appropriate.

Adopted 6/15/70 Reviewed 3/00; 5/05; 10/08 Revised 7/91; 5/05; 11/10
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) _____

SCHOOL-COMMUNITY RELATIONS

Policy Title NEWS RELEASES Code 1001.2

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

News releases will be prepared and disseminated to news media in the school district community. Questions about news releases shall be directed to the superintendent or designee.

Adopted 6/15/70 Reviewed 5/91; 5/05; 10/08; 11/10 Revised 3/00; 5/16/05
Related Policy: (Code Number) 505.5
Legal Reference: (Code of Iowa) § 21.4; 22.2; 279.8 (2007)

SCHOOL-COMMUNITY RELATIONS

Policy Title DISTRIBUTION OF MATERIALS Code 1001.4

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 superintendent or designee and meet certain standards prior to their distribution.

It shall be the responsibility of the superintendent, in conjunction with the building principals, to develop administrative regulations regarding this policy.

Adopted 9/21/98 Reviewed 3/00; 8/06; 10/08; 11/10 Revised 8/21/06; 10/6/08
Related Policy: (Code Number) 1001.4-R
Legal Reference: (Code of Iowa) §§ 279.8; 280.22 (2007); US Const. amend. I; Hazelwood School District v. Kuhlmeier, 484 US 260 (1988); Bethel School District v. Fraser, 478 US 675 (1986); New Jersey v. Des Moines Ind. Comm. Sch. Dist., 393 US 503 (1969); Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987); Iowa Code §§ 279.8; 280.22 (2007)

ADMINISTRATIVE REGULATIONS REGARDING
DISTRIBUTION OF MATERIALS

I. Guidelines

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, or petitions which support the educational goals and Strategic Plan of the district, except materials and expressions which:

- a. are obscene;
- b. are libelous;
- c. contain indecent, vulgar, profane or lewd language;
- d. advertise any product or service not permitted to minors by law;
- e. constitute 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);
- f. present a clear and present likelihood that, either because of the content or the manner of distribution, 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.
- g. promote private business without educational relevance.

Distribution on school premises of material in categories (a) through (d) and (g) to any student is prohibited. Distribution on school premises of materials in categories (e) and (f) to a substantial number of students is prohibited.

II. Procedures

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the superintendent's office at least seven working days in advance of desired distribution, 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. Preference for location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

DISTRIBUTION OF MATERIALS

Within five working days of submission, the superintendent or designee will render a decision whether the materials violate 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 five working days of submission, the person shall contact the superintendent'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 provided in subsection III.

At every level of the process, the person submitting the request shall 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 shall be limited to a reasonable time, place and manner as follows:

1. The material shall be distributed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entrance ways, but which shall give reasonable access to students.
2. The material shall 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.

DISTRIBUTION OF MATERIALS

IV. Definitions

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

1. "Obscene 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 students 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 exhibitions 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.
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.

DISTRIBUTION OF MATERIALS

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

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

SCHOOL-COMMUNITY RELATIONS

Policy Title NEWS MEDIA RELATIONS

Code 1001.5

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 of 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 shall be the spokesperson for the Board, and the superintendent shall be the spokesperson for the school district. It shall be 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 shall direct their inquiries to the superintendent. The superintendent shall accurately and objectively provide the facts and Board positions in response to inquiries from the news media about the school district.

Adopted 3/20/00 Reviewed 5/05; 10/08 Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.4; 22; 279.8 (2007)

SCHOOL-COMMUNITY RELATIONS

Policy Title NEWS CONFERENCES AND INTERVIEWS

Code 1001.6

The superintendent or designee, on behalf of the Board and the school district, may hold a news conference or respond to a request for an interview with the news media. The superintendent shall 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 shall include the Board and the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It shall be within the discretion of the superintendent to determine whether a news conference or interview shall be held to provide an immediate response to an issue.

It shall be the responsibility of the superintendent to keep the Board apprised of news conferences and interviews.

Adopted 3/20/00 Reviewed 5/05; 10/08; 11/10 Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.4; 22; 279.8 (2007)

SCHOOL-COMMUNITY RELATIONS

Policy Title LIVE BROADCAST OR VIDEOTAPING Code 1001.7

School Events

Media or individuals may broadcast or videotape 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 or sites to accommodate the request. It shall be within the discretion of the superintendent or designee to determine whether the individual or media presence will interfere with or disrupt the school district event.

District Schools and Facilities

The media shall request permission to photograph, videotape or broadcast in a specific school or District facility during the hours of operation. Media presence in a classroom, for the purpose of featuring designated programs or practices, may be approved provided that the presence does not disrupt the normal operation of the classroom or service. Requests for photography, videotaping or broadcasting in District schools and facilities shall be made to the Coordinator of Information Services. Request may be denied because of insufficient time or reasonableness.

It shall be 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.

Adopted 3/20/00 Reviewed 8/06; 10/08 Revised 11/10
Related Policy: (Code Number) 1001.5
Legal Reference: (Code of Iowa) §§ 21.4, .7; 22; 279.8

SCHOOL-COMMUNITY RELATIONS

Policy Title PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS Code 1001.8

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, except for holidays, including school holidays.

Persons wishing to view the school district's public records shall contact the Information Services Coordinator and make arrangements for viewing. The Information Services Coordinator will make arrangements for viewing the records as soon as practical, depending on the nature of the request.

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

Persons requesting copies will be assessed a fee for the copies. Persons wanting compilation of information will be assessed a fee for the time of the employee to compile the requested information. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

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

- Security procedures
- Emergency preparedness procedures
- Emergency response protocols
- Evacuation procedures
- Security codes and passwords
- Security and emergency plans
- Information contained in records that if disclosed would significantly increase the vulnerability of critical, physical systems or infrastructure.

It is the responsibility of the Board Secretary to maintain accurate and current records of the school district. It is the responsibility of the Information Services Coordinator to respond in a timely manner to requests for viewing and receiving public information of the school district.

Adopted 3/20/00 Reviewed 11/06; 10/08; 3/09; 11/10 Revised 5/05; 11/06; 10/08; 3/9/09
Related Policy: (Code Number) 505.6; 505.61; 1001.5
Legal Reference: (Code of Iowa) §§ 21.4; 22; 291.6 (2007)

SCHOOL-COMMUNITY RELATIONS

Policy Title SCHOOL-COMMUNITY GROUPS Code 1002.2

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 shall confer with the superintendent or designee to assist the group in purchasing goods or services to meet the school district's needs.

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

It shall be the responsibility of the building principal to be the liaison with the school district-community groups affiliated with the building principal's attendance center and the superintendent or designee.

Adopted 6/15/70 Reviewed 6/05; 10/08 Revised 7/15/91; 3/20/00; 6/6/05
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) §§ 279.8; 291.13 (2007)

SCHOOL-COMMUNITY RELATIONS

Policy Title COMPLAINTS ABOUT SCHOOL PERSONNEL

Code 1003.3

Whenever there is a complaint about the action of an employee, the individual should first be directed to consult with the affected employee concerning the complaint. Next, the individual may give information to the employee's immediate supervisor. If the matter is not resolved, the appeal process will follow this order:

1. Other supervisors or administrators in the line of responsibility;
2. The Superintendent of Schools;
3. The Board of Directors.

The Board of Directors shall strongly encourage citizens to follow this chain of appeal.

No appeal will be heard by the Board of Directors, and no charges against the employee will be investigated or acted upon by the Board, unless they are reduced to writing, signed by the party bringing them, and presented to the Board through the superintendent. The Board will not hear or discuss confidential student or personnel complaints at open session.

Adopted 6/15/70 Reviewed 3/00; 6/05; 10/08 Revised 2/89; 6/05; 11/10

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____

SCHOOL-COMMUNITY RELATIONS

Policy Title SCHOOL DISTRICT VOLUNTEERS

Code 1003.4

The Board of Directors encourages the use of community resources and citizens to assist in furthering the educational program of the school system. One of the greatest resources available may be found in the citizens of the community who have special knowledge and particular talents to contribute to the educational program. The Board may allow volunteers to serve the schools on a regular basis. Volunteers, when in contact with students, are required to serve in public areas of the school.

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

It shall be the responsibility of the superintendent and designee to develop the administrative regulations.

Adopted 6/15/70 Reviewed 7/92; 6/05; 10/08 Revised 3/00; 6/05; 10/6/08
Related Policy: (Code Number) 279.8; 670 (2007)
Legal Reference: (Code of Iowa) _____

ADMINISTRATIVE REGULATIONS REGARDING
SCHOOL DISTRICT VOLUNTEERS

The Board of Directors recognizes the important contributions that volunteers provide in assisting educational programs of the school system. For consistency, equity, and safety the following regulations shall frame the integration of volunteers and community resources in Linn-Mar schools.

1. Community members volunteering their time will follow employee guidelines, in regards to conduct and appearance as described in Board Policy 402.11. As a role model for our students, the Board expects appropriate dress, conduct and respect to maintain an atmosphere that enhances our student's educational process.
2. Community members serving as school volunteer coordinators are provided access to Linn-Mar email accounts and will not use the information for profit, personal or professional gain and will not share the information without prior consent of the superintendent. The purpose of this access is to provide continuity for the volunteer program as volunteers assume and leave the position of school volunteer coordinator.
3. Information about students and staff that is obtained while visiting our schools or through volunteer responsibilities shall remain confidential.

SCHOOL-COMMUNITY RELATIONS

Policy Title VISITORS TO THE SCHOOLS Code 1003.5

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, who include persons other than employees or students, must notify the school office of their presence in the facility upon arrival. Visitors will be issued a visitor's badge that must be visible at all times.

Persons who wish to visit a classroom while school is in session shall request 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 shall not take time from their duties to discuss matters with visitors. However, should a visitor wish to discuss a topic with teachers or other employees, appointments, phone calls, or emails may be used to answer questions.

Visitors shall 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 are required to follow Board policies and administrative rules and regulations while in buildings and on school campuses. Visitors failing to conduct themselves accordingly may be asked to leave the premises.

Supervision of Visitors

It shall be the responsibility of employees to report inappropriate conduct. It shall be 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 shall act to cease the inappropriate conduct. If the visitor continues with the inappropriate conduct, the school employee has the authority to request aid from the law enforcement agency.

Adopted 11/8/73 Reviewed 6/05; 10/08; 11/10 Revised 3/5/90; 3/20/00; 6/6/05
Related Policy: (Code Number) 1005.3
Legal Reference: (Code of Iowa) §§ 279.8; 716.7 (2007)

SCHOOL-COMMUNITY RELATIONS

Policy Title COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS AND SITES AND EQUIPMENT Code 1004.1

The Linn-Mar School District facilities 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 community through the total resources of the community schools. The use of school facilities as centers for community participation should be encouraged whenever those activities are beneficial to the community-at-large. However, all school facilities have been primarily erected and maintained for the use of the students of Linn-Mar Schools and shall not be used for another purpose that will conflict with that use.

The facilities of the school district may be made available for use by certain local, social, civic or service organizations when it does not conflict the education program or school-related activity, with due consideration given to the conservation of energy and district's expenses. Users of District facilities must comply with all federal, state, and municipal equal opportunity laws, regulations prohibiting discrimination, and School Board policies. The Board reserves the right to deny use of District facilities to any group. The use of school facilities for religious services is intended only as a temporary rental service. Permission to use a building shall not exceed one year in length. For periods longer than this, reapplication is necessary. Only indoor sports will be provided indoor facility space for practices. Individuals or groups sponsoring social events, such as parties or celebrations which are essentially private in nature, shall not be eligible to use school facilities. It shall be within the discretion of the superintendent to allow use of District facilities on Sundays.

Organizations, individuals, and other entities who wish to use the school district property must apply at the office of the Associate Superintendent for Support Services. Information and directions regarding the request of facility usage can be found on the District website. It shall be the responsibility of the superintendent or designee to determine whether the school district facility requested is available and whether the request for use meets Board policy and administrative regulations. It shall be the responsibility of the superintendent or designee to provide request forms, obtain proof of insurance, and prepare the contract for use of school district property.

Activities in the school district facilities shall be supervised by an employee of the school district or group representative, unless special prior arrangements are made with the superintendent or designee. The extent of supervision needed by groups using school facilities will be determined by the superintendent or designee. The Linn-Mar Booster Club will have first right to sell concessions at any non-school sponsored event open to the public. All activities are to begin no earlier than 6:00 a.m. and end no later than 10:00 p.m.

SCHOOL-COMMUNITY RELATIONS

Policy Title COMMUNITY USE OF SCHOOL DISTRICT
BUILDINGS AND SITES AND EQUIPMENT Code 1004.1

It shall be the responsibility of the superintendent or designee to develop a fee schedule for the Board's approval and to develop administrative regulations regarding this policy.

ADMINISTRATIVE REGULATIONS REGARDING
COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS
AND SITES AND EQUIPMENT

Types of Activities Prohibited

1. District facilities shall not be used for the teaching or propagating of any theory or doctrine of a subversive nature which is intended to undermine or overthrow the constituted government of the United States.
2. Possible controversial issues that may cause disunity and disharmony among those supporting the general welfare shall be cause for refusing facility use.
3. On days when school is dismissed because of emergency conditions, and on non-school days with emergency conditions, no rentals or other facility use will take place.

Responsibilities of the Applicant

Upon approval of request, the applicant will be given a set of rules governing the use of facilities. Knowledge of and adherence to these rules is expected.

1. A Certificate of Insurance evidencing commercial general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate must accompany the request.
2. The group's designated representative must remain on-site during the entire activity.
3. The facility must be used only for the purpose that it was originally intended as set forth on the Facilities Request Form.
4. Persons using the facilities must confine themselves to the room or areas assigned for their use and the applicant must provide supervision to prevent trespassing to portions of the facility not authorized for use.
5. The group representative is responsible for communicating to the group members and for ensuring that the group members understand and follow all guidelines.
6. Any personal injuries received by any group member while using district facilities must be reported by contacting the District's designee (on application form) within 24 hours. Custodians/other staff present should also be notified. If it is on a Saturday or Sunday and there is no answer at the number above, then the representative is to call first thing Monday morning.
7. Any damage or theft to the facilities or equipment must be reported following the same guidelines.
8. The group representative will make himself or herself known to the custodian/other staff person present.
9. The group representative is responsible for knowing fire and tornado procedures for directing the group in an event of an emergency. Guidelines are posted in every room.
10. The use of tobacco, within buildings, and alcohol, controlled substances (including copy-cat drugs), profane language, and gambling in any form (except licensed bingo and raffles) is prohibited.

11. When classrooms or other instructional areas are used, the contents of desks, files, storage, and display areas are not to be disturbed.
12. Permission to use additional electrical appliances or equipment must be approved through the Associate Superintendent's office in conjunction with the Principal, the Manager of Operations and Maintenance, or the Manager of Nutrition Services, as appropriate.
13. The use of candles or other fire hazards is strictly prohibited. The use of decorations must be specified on the request.
14. All activities must be of such a nature as not to create a nuisance or disturb the peace of the general neighborhood.
15. Personnel costs, including, but not limited to, custodians, nutrition services workers, and technicians may be included when determining total facility cost.
16. Applicants may be required to employ sworn law enforcement personnel to assist with supervision.

Priority Schedule

Use of school facilities for activities other than the regular academic or co-curricular programs of the Linn-Mar School District will receive priority scheduling as follows:

First: District/School related groups:

- PTO
- Booster Club
- Linn-Mar Foundation
- District sponsored functions involving parents/adults
- District approved fund raising

Second: Organizations sponsoring youth groups of Linn-Mar Students, for example:

- AAU Leagues
- City recreational programs
- YMCA leagues
- Church Recreational Groups

Third: Adult Education programs sponsored by tax supported education organizations:

- GWAEA staff development activities
- Kirkwood Continuing Education Program
- University/College classes
- Other recreational programs and leagues

All requests for facilities not covered by this policy will need the approval of the Board of Directors.

ADMINISTRATIVE REGULATIONS REGARDING
COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS
AND SITES AND EQUIPMENT
SCHEDULE OF RENTALS

Fee Structure For Facility Use

- A. No Cost Use of Facilities – may be subject to custodial, supervisory or other personnel expenses: the decision on assessment of usage costs will be determined by the superintendent or designee.
- a) Meetings of all school-sponsored organizations
 - b) Linn-Mar School Foundation
 - c) Parent-Teacher Organization, Booster Club, music groups, or other similar groups
 - d) Linn-Mar bargaining groups
 - e) Meetings of Boy Scouts, Girl Scouts, Camp Fire Girls, and similar youth-oriented groups
 - f) Recreational programs sponsored by the City Recreation & Playground Commission or YMCA
 - g) City or county-sponsored meetings to which public is invited
 - h) National, state, city, and county elections and registration
 - i) Political meetings NOT boosting specific candidates, state, or national platforms
 - j) Other groups as deemed appropriate by the superintendent or designee
- B. Use of Facilities Subject to Rental Fees
- a) Church organizations
 - b) Private schools
 - c) Club associations and civic organizations
 - d) Political meetings sponsoring specific candidates, state or national platforms
 - e) Partisan political meetings
 - f) Commercial groups
 - g) Special attractions with expressed Board approval

Youth athletic teams comprised of Linn-Mar resident students, will be charged a reduced rental fee to use Linn-Mar gyms for practices. The superintendent or designee will calculate the fee based on scheduling and supervision costs incurred by the District to support such teams. The Board reserves the right to waive fees for specialized programs with approval from the superintendent or designee.

C. Outdoor Facilities

Outdoor facilities exist primarily for use by the Linn-Mar student teams and also, secondarily, for limited use by youth-related groups from the community.

If extra costs are incurred by the District due to outdoor facilities being used, a fee will be assessed. Fees cover expenses for lights, field preparation, caretaker, and damages.

ADMINISTRATIVE REGULATIONS REGARDING
INSURANCE FOR EMPLOYEE-SPONSORED ACTIVITIES

When employees wish to sponsor classes, camps, clinics, leagues, or other activities that involve Linn-Mar students or patrons as a majority of the participants, that are complementary to the District's curricular, extra-curricular and co-curricular offerings and/or philosophy, and that are requesting to use Linn-Mar facilities or equipment without rental costs, the following process shall be followed:

1. The sponsor(s) are to submit a completed Facilities Request form and obtain approval by the Associate Superintendent for Support Services at least two weeks preceding participant registration in the event.
2. If the event is a fund raiser, all administrative regulations of School Board Policy 1005.5 must be followed.
3. A preliminary report must be filed by the sponsor(s) with and approved by the Business Administrator at least two weeks preceding registrations being taken for the event. The report shall include: a statement of the purpose of the event; an outline of activities planned; a list of Linn-Mar facilities/equipment to be used, anticipated enrollment; participant fees to be charged; anticipated other income and donations; expected expenses; and a list of staff to be employed and their compensation. The Business Administrator may require adjustments in the report prior to approval.
4. When steps 1 and 2 are completed, the Business Administrator will notify the local representative of the district's insurance carrier that the district has sanctioned the activity and request that the sponsors and participants be included under the protection of the district's insurance coverage.
5. If participants are charged a fee by the sponsor(s), \$1 per participant may be charged the sponsor(s) by the District to partially offset district expenses. There will be no fee charged by the District if no fee is charged to participants. Payment is due with the filing of the final report.
6. An accurate final report showing all pertinent information will be filed with the Associate Superintendent within two weeks of the completion of the event. Failure to file a report within the timeline may result in loss of rent-free access to Linn-Mar facilities/equipment for future similar events. The report will include: a list of participants; a list of employees; total fee income; donation income (cash/goods/services); a list of expenses, compensation, and any other information requested.

SCHEDULE OF BUILDING RENTAL FEES

<u>Facility</u>	<u>Minimum Charge</u> (first 2 hours)	<u>Each Additional Hour</u>
High School:		
Gym (Main)	\$300.00	\$150.00
Gym (Auxiliary)	80.00	40.00
Cafeteria (Commons)	40.00	20.00
ICN Room	25.00	12.50
Auditorium (Stage & Seating)	300.00	150.00
Lighting*		30.00 per hr
Spot Lights*		30.00 per hr
Sound System*		30.00 per hr
Rigging Set-Up*		30.00 per hr
Piano (non-grand)*		20.00 per hr
Orchestra Shell*		20.00 set up
Chairs, Stands, Risers*		20.00 set up
Little Theatre (Stage & Seating)	100.00	50.00
Lighting*		25.00
Sound System*		25.00
Classrooms	20.00	10.00
Weight Room	20.00	10.00
Wrestling Room	30.00	15.00
Parking Lots**	30.00	15.00
<i>*All technical areas will require our trained staff to be present.</i>		
Middle School:		
Gym (Main)	150.00	75.00
Gym (Auxiliary)	60.00	30.00
Commons	40.00	20.00
Classrooms	20.00	10.00
Parking Lots**	30.00	15.00
Elementary Schools:		
Gym	60.00	30.00
Classrooms	20.00	10.00
Multipurpose Rooms	40.00	10.00
Parking Lots**	20.00	10.00
Tennis Courts:	20.00/hour	

***Parking Lot fees charged when not combined with any other fees.*

Other Fees That May Apply

- When custodial services are required, a fee of \$30 per hour will be charged.
- When a building custodian is on duty, a flat fee of \$20.00 may be charged for a custodial fee.
- A Nutrition Services employee is required to be on duty whenever kitchen facilities are used. The fee for this employee is \$30 per hour.
- Use of the Auditorium or Little Theater may require a fee of \$30 per hour for the serviced of a District technician.
- When necessary, additional fees may include such things as cleaning fees, failure to cancel charges, and replacement or repair fees for damage or theft.
- The users shall be required to remove, or reimburse the District for the removal of any materials, equipment, furnishings or rubbish left after the use of facilities.

TO REQUEST USE OF FACILITIES

1. A Facilities Request form can be found on the Linn-Mar website or obtained from the office of the Associate Superintendent.
2. A completed Facilities Request form must be submitted to the Associate Superintendent's office at least two weeks in advance of the requested date. Whenever more than one group desires the use of the same facilities, the Associate Superintendent or designee shall arrange an equitable distribution of the facilities requested.
3. School activities have first priority. When requests of non-school groups have been approved as scheduled, such approval will be withdrawn when a school event has been canceled and must be rescheduled, or an addition must be made to the schedule. Variations of this procedure will be allowed in cases of extreme emergency.
4. Receipt of application, any required deposit and certificate of insurance (when required) must be furnished before review of request and approval can be granted.
5. The District reserves the right to determine the staffing (including audio visual, nutrition services, technical, and custodial) necessary to adequately handle each event. Before approving requests, the District will estimate the staff needed and communicate this to the requestor.
6. All uses of school facilities may be subject to rental fees as determined by the Board of Education and published in a separate fee schedule. Payment should be made to Linn-Mar Community School District, Educational Services Center, 2999 North 10th Street, Marion, Iowa, 52302.
7. 72 hours notice is required if it becomes necessary to request any changes in the initial request requirements. The Associate Superintendent or designee must be notified to allow for proper notification of the staff and to change the records. The District cannot guarantee any requests changes made after this deadline.
8. Groups whose requests have been approved must give at least 72 hours notice of desire to cancel.
9. Failure to notify the Associate Superintendent's office by 2:00 p.m. of cancellation of a use of facility scheduled for any time after 5:00 p.m. of that day will render the requestor liable for payment of the rental fee.
10. The District reserves the right to reject any or all applications and the right to rescind, modify, or amend any or all rules or regulations or to make exceptions.

SCHOOL-COMMUNITY RELATIONS

Policy Title USE OF SCHOOL FACILITIES FOR PRIVATE PROFIT Code 1004.2

Under circumstances deemed appropriate and acceptable by the Board of Directors, certain school facilities may be rented and used for private profit. Guiding principles for judging acceptability will be good taste, community welfare, availability of facilities, etc.

School functions will receive priority when scheduling events.

The rules described in regulation 1004.1-R will apply to the use of school facilities.

Adopted 6/15/70 Reviewed 2/81; 6/05; 10/08 Revised 3/20/00
Related Policy: (Code Number) 1004.1; 1004.1-R1
Legal Reference: (Code of Iowa) _____

ADMINISTRATIVE REGULATIONS REGARDING
COMMUNITY USE OF SCHOOL ICN FACILITIES AND EQUIPMENT

The District's ICN facility will be available for use as specified by State code. The District will sponsor education related organizations' use of the ICN upon approval of the superintendent or designee. Sponsored ICN user's mission must be consistent with the mission of the school district. Costs associated with the use of the ICN will be passed on by the school district to the sponsored user.

Authorized users of the ICN will ensure their use of the ICN is consistent with their written mission. The ICN will not be used for profit making ventures. Authorized users may not resell time on the ICN. Entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming must follow the state scheduling requirements. It is recommended that entities that wish to use the school district's ICN classroom to originate, receive, or broadcast programming, contact the school district's ICN scheduler's office to inform them of their needs.

It is the responsibility of the entities that wish to use the school district's ICN classroom to originate, receive or broadcast programming in compliance with the law regarding authorized use of and content of the programming on the ICN. The school district assumes no responsibility or liability of entities using the ICN classroom in violation of the law, the authorized user's mission or school district policy and its supporting administrative regulations. The school district reserves the right to charge all costs, including attorney fees, that may arise to the entity for the entity's failure to comply with the law or school district policy and its supporting administrative regulations.

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

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.

USE OF SCHOOL ICN FACILITIES AND EQUIPMENT

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 may be present in the school district facility while the ICN is in use.
10. Food and drink are not permitted in the ICN room
11. First time use of the ICN will require prior training and should be organized through the school district ICN scheduler at the Associate Superintendent's office.
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 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 District reserves the right to charge all costs, including attorney's 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.

Adopted 10/6/08 Reviewed _____ Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 8D; 276; 278.1(4); 279.8; 297.9-11 (2007); 1982 Op. Att'y Gen. 561; 1940 Op. Att'y Gen. 232; 1936 Op. Att'y Gen. 196

SCHOOL-COMMUNITY RELATIONS

Policy Title GRATUITIES FOR USE OF SCHOOL FACILITIES Code 1004.5

No gratuities shall be paid to school personnel by organizations using the facilities. The cost of service personnel furnished by the school will be assessed to the party or parties engaging the use of the facilities. Such costs will be in line with the school's normal operating costs and will be administered in keeping with the general policies governing the use of school facilities.

Adopted 6/15/70 Reviewed 3/90; 3/00; 6/05; 10/08; 11/10 Revised _____

Related Policy: (Code Number) 1004.1; 1004.2

Legal Reference: (Code of Iowa) _____

SCHOOL-COMMUNITY RELATIONS

Policy Title LOAN OF SCHOOL EQUIPMENT Code 1004.6

Equipment of the school district shall not be loaned outside of the district's facilities. In the event that equipment is used by organizations within the unit buildings, appropriate school personnel shall operate or supervise the use of such equipment. Where a cost is involved, the using organization shall pay the rent and any replacement costs of school property.

Adopted 6/15/70 Reviewed 5/7/90; 3/00; 6/05; 10/08; 11/10 Revised 10/6/08

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____

SCHOOL-COMMUNITY RELATIONS

Policy Title SHARED USE OF SCHOOL EQUIPMENT Code 1004.7

To encourage efficient use of tax payer dollars, the Board of Education supports the shared use of specialized school equipment between Linn-Mar and other school districts, municipalities, and other government entities on a seasonal or occasional basis.

Details of such sharing arrangements will be described on 28E agreements between the involved entities and will be reviewed annually.

Adopted 6/6/05 Reviewed 10/08; 11/10 Revised 10/6/08

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____

SCHOOL-COMMUNITY RELATIONS

Policy Title PUBLIC CONDUCT ON SCHOOL PREMISES

Code 1005.3

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, demeaning expression, or in any way interrupts an activity, the individual may be removed from the premises by the official in charge if the disruptive individual does not leave on request. Law enforcement may be contacted for assistance. The superintendent may recommend the exclusion of the individual at future sponsored or approved activities or from school facilities.

SCHOOL-COMMUNITY RELATIONS

Policy Title PUBLIC CONDUCT ON SCHOOL PREMISES

Code 1005.3

If an individual has been notified of exclusion and thereafter tries to enter a school building or facility 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 facility or from future school sponsored or approved activities. For the purpose of this policy, facility includes all buildings, grounds and outdoor facilities which are considered district property or on which district business is conducted.

Adopted 12/6/99 Reviewed 6/05; 2/08; 10/08; 11/10 Revised 6/05; 2/4/08
Related Policy: (Code Number) 502.1
Legal Reference: (Code of Iowa) §§ 279.8; .66; 716.7 (2007)

SCHOOL-COMMUNITY RELATIONS

Policy Title FUND-RAISING,
STUDENT SOLICITATIONS

Code 1005.5

The Board forbids the use of the schools, in any manner, for the promotion of services or products by businesses or organizations operated for profit, unless authorized by the Board or the administration.

No activity shall be permitted if it demands students, teachers, and administrators to use their time to assist in promoting a campaign (financial, educational, charitable, or otherwise) unless the activity is in accord with the general policies of the Board of Directors. Guidelines to be followed are:

1. 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 shall be 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 from the superintendent or his/her designee has been obtained.
2. Participation by students in charitable activities is considered to be a desirable part of their total education. However, as a matter of basic policy, the Board authorizes the administration to determine the nature and extent of such activity during school hours.
3. All school district fund-raising projects will be governed by the Fund-Raising, Student Solicitation.

Adopted 12/16/96 Reviewed 3/00; 6/05; 7/07; 10/08 Revised 7/16/07

Related Policy: (Code Numbers) _____

Legal Reference: (Code of Iowa) _____

ADMINISTRATIVE REGULATIONS REGARDING
FUND-RAISING, STUDENT SOLICITATION

Fund-raising is a method utilized by many school organizations to fund projects/activities or to purchase equipment and supplies. Fund-raising in the Linn-Mar Community School District can be divided into three categories:

1. Consumable – Direct sales of products, raffles, magazines, or other items where the purchaser receives something in return for their money, and a portion of the proceeds goes to the fund-raising group.
2. Services – Direct sales of a service; such as a car wash, or employment to rake leaves; or sale of an advertisement where the business is receiving advertising benefits on a program, poster, T-shirt, or advertisement page. (Scoreboards or like advertisements are regulated by Policy 802.7.)
3. Direct Solicitation – The fund-raiser contacts and individual or business requesting money or merchandise for the benefit of the fund-raising goal.

Approved fund-raising projects will be placed upon a District-wide fund-raising calendar in order that activities of a similar nature are not conducted in direct conflict with each other. The Linn-Mar Booster Club has exclusive rights to sell concessions at all middle school and high school extra-curricular activities unless otherwise designated by the Booster Club. [The Linn-Mar Booster Club will have first rights to sell concessions at any non-school sponsored scheduled event open to the public.*] The Booster Club is the designated district provider of “Linn-Mar” logo clothing and other articles with the “Linn-Mar” logo.

The following regulations have been developed to help the Linn-Mar Community Schools be able to better meet the needs of worthy fund-raising projects while maintaining a concern for the community and its ability to help:

1. Plans for all fund-raising projects will be submitted to the superintendent’s designee for approval.
2. Plans to raise funds by any group/organization for more than \$5,000 will be submitted to the Board of Education for approval. (If appropriate, the superintendent or designee will meet with the School Foundation Board President to determine the applicability of the fund-raising project for the Foundation. The superintendent or designee will then recommend to the Board the disposition of the fund-raising project.)
3. The Linn-Mar School Foundation may oversee fund-raising efforts in the district that exceed \$5,000 and that have been approved by the Board of Directors.
4. A calendar of fund-raising events will be maintained in the district and will be available for any group or organization by contacting the superintendent’s designee.

The following steps are to be followed when applying for and seeking approval for a fund-raising project:

1. Fill out the Fund-Raising Project Approval Form (1005.5-E1) three weeks prior to scheduled event.
2. Submit the completed form to the District Educational Services Center.
3. If the amount to be raised is over \$5,000, the project must be submitted to the Board of Education for approval two weeks prior to the event. (If appropriate, the superintendent or designee will meet with the School Foundation Board President to determine the applicability of the project for the Foundation.)
4. When approved, either by the superintendent's designee or the Board, the fund-raising project will be placed on the district-wide fund-raising calendar.
5. The person submitting the project will be notified in writing of the approval or denial of the project.
6. Upon completion of the fund-raising project, the Fund-Raising Project Summary sheet (1005.5-E2) will be filled out and submitted to the superintendent's designee.
7. Failure to follow approval timelines and guidelines may cause sanctions for the organization's or group's future fund raising endeavors.

The following appeal process can be utilized by persons or groups seeking approval for a fund-raising project under \$5,000 that is denied by the superintendent's designee:

*from Policy 1004.1 Community Use of School District Buildings and Sites and Equipment

Fund-Raising Project Approval Form

This form must be completed and submitted to the district fund-raising coordinator (name/address listed at the right). The fund-raising project must be approved and placed on the district's fund-raising calendar prior to its beginning.

Dr. Rick Ironside
Associate Superintendent
2999 North 10th Street
Marion, IA 52302
319-447-3006

1. Sponsoring Organization: _____

2. Contact Person(s): _____

3. Project Dates: (a) Requested Beginning _____ (b) Anticipated Completion _____

4. Event Date: _____

5. Description of Project: _____

6. Purpose of Project: _____

7. Targeted Amount to be Raised: _____ (Amounts \$5,000 or above must have advance Board of Education approval.)

8. Vendor / Fund-Raising Company: _____

Fund-Raising Representative: _____

Address: _____

Phone: _____

9. Submitted by: _____

Address: _____

Phone: _____

Send this approved form to (if different than No. 9): _____

10. Building Administrator Recommends for Approval (signature): _____

FOR DISTRICT USE			
Fund-Raising Project Title: _____			
Fund-Raising Project approved by: _____		Date: _____	
Calendar Dates for the Fund-Raising Project: _____			
Fund Management by Linn-Mar Foundation:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Approved by Board (if over \$5,000): _____			

LINN-MAR COMMUNITY SCHOOL DISTRICT
Fund-Raising Project Summary

This form must be submitted to the district Fund-raising Coordinator within five (5) days after the completion of the fund-raising project.

Sponsoring Organization: _____

Building Administration Liaison: _____

Contact Person(s): _____

Project Dates: Beginning _____ Completion _____

Event Date: _____

Vendor / Fund-Raising Company: _____

Fund-Raising Representative: _____

Address: _____

Phone: _____



Sources of Income:	Sales	\$	
	Contributions	\$	
	Admission Charges	\$	
	Other (specify)	\$	
	TOTAL	A.	\$
Expenditures:	Payment for Services Rendered	\$	
	(include product costs, transportation, shipping, postage)		
	Award/Sales Incentives	\$	
	Facility Use/Labor Costs	\$	
	Other Expenses	\$	
	TOTAL	B.	\$
	NET INCOME (A - B)	\$	

Profit has been deposited in (check one):

District Activity Fund Booster Club Linn-Mar Foundation PTO Bank Account

c: Administrative Liaison, Contact Person, Booster Club (President, Fine Arts Chair, Athletic Chair, Academic Chair)

EDUCATIONAL PHILOSOPHY

Policy Title REVENUE ENHANCEMENT/GIFTS TO SCHOOLS
FACILITIES NAMING RIGHTS Code 1005.51

Purpose: The Board understands that corporate and private donors are guided by a philanthropic desire to provide resources that are not only useful but timeless in promoting the educational mission of the School District. Further, they recognize that the development of alternative sources of funding for the District's educational programs and facilities is desirable. Opportunities are available to enhance or supplement traditional sources of school District revenue through the pursuit of fundraising activities, sponsorships, partnerships, marketing activities, grants, and other similar activities. Naming rights to District facilities and/or portions or components of District facilities may also present opportunities for fundraising and revenue enhancement.

The Board also recognizes that individuals within the community may wish to contribute additional funds, books, supplies, or equipment to enhance or extend the District's programs or facilities. These revenue enhancement opportunities are subject to certain limitations and restrictions as approved by the Board and all such gifts and revenue enhancement activities must be consistent with the educational mission of the District and contemporary standards of good taste within the Linn-Mar Community School District.

It is the objective of this policy to establish parameters for the acceptance of gifts, donations, partnerships and grants and for the pursuit of revenue enhancement opportunities which may include naming rights of District facilities and other enhanced programming. These parameters align with state code which states that gifts, bequests, and donations are to be used in accordance with the terms of the gift, bequest, or donation. Therefore, a gift, bequest, or donation that is not in keeping with the district mission, philosophy or practice will not be accepted.

Guidelines: Gifts to schools and revenue derived from revenue enhancement activities, including facilities naming rights, shall be used to:

1. Enhance student education and achievement.
2. Assist in the maintenance of existing academic, activity, and athletic programs and facilities.
3. Assist in the development and funding of new academic, activity, and athletic programs and facilities.
4. Provide scholarships for students participating in academic, activity, or athletic programs who demonstrate merit or financial need.
5. Provide support through recognition for professional staff to enhance academic, activity, or athletic programs.

Adopted 7/16/07 Reviewed 10/08 Revised _____
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) Iowa Code 274.1; 274.7; 279.42; 279.8

EDUCATIONAL PHILOSOPHY

Policy Title REVENUE ENHANCEMENT/GIFTS TO SCHOOLS
FACILITIES NAMING RIGHTS Code 1005.51

Gifts to Schools

The Board has the authority to accept such gifts and donations as may be made to the District or any school within the District. The Board reserves the right to decline to accept any gift which does not contribute toward the achievement of the goals of the District or ownership of which would tend to adversely affect the District.

Any gift accepted by the District shall become the property of the District, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the District. The District shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated. In no case shall acceptance of a gift be considered to be an endorsement by the District of a commercial product, a service, a business enterprise or an institution of learning.

The District accepts monetary contributions designated for specific purposes and donations of equipment or materials if acceptable to the District. As instructional equipment becomes more complicated and diverse, it is imperative that attention be given to technical and curricular compatibility. Before supplies, books, equipment, or other items are purchased or donated, approval must be obtained from the Board or the superintendent.

Revenue Enhancement

The District will consider opportunities for revenue enhancement such as sponsorships, partnerships, grants, advertising, and fundraising. Any revenue enhancement opportunity pursued by the District must be consistent with the values and educational mission of the District. The Board has the exclusive discretion to determine whether to accept or decline any revenue enhancement opportunity. The factors to be considered by the Board include, but are not limited to:

1. The extent to which such revenue enhancement opportunity limits or restrains the District's discretion or its ability to pursue other opportunities.

EDUCATIONAL PHILOSOPHY

Policy Title REVENUE ENHANCEMENT/GIFTS TO SCHOOLS Code 1005.51
FACILITIES NAMING RIGHTS

2. The duration of the arrangement or agreement and the District's ability/discretion to terminate the arrangement/agreement
3. The extent to which the revenue enhancement opportunity imposes any obligation on the District, either presently or in the future, financial, or otherwise and whether the opportunity is subject to conditions acceptable to the District.
4. The extent to which the revenue enhancement opportunity constitutes a conflict of interest or creates the appearance of or potential for a conflict of interest.
5. The extent to which the revenue enhancement opportunity interjects advertising or commercialism into the schools or classrooms.
6. The context of the relationship of the entity providing the revenue enhancement opportunity to District business operations or patron consumerism.

The Superintendent may establish an ad hoc committee to investigate, evaluate and/or consider potential revenue enhancement opportunities, compliance with Board policy and state code, and the potential to advance the learning and engagement of students and report its findings and recommendations to the Board.

Facilities Naming Rights

The District recognizes that the naming rights of buildings and/or portions or components of buildings may present opportunities for revenue enhancement and fundraising. Special requests to name buildings or other facilities in honor of people who have contributed to the betterment of the District's academic, activity, or athletic programs or alumni who have distinguished themselves will be considered by the Board. Such requests should be made to the Superintendent.

The naming of any building or room or facility in the District must be approved by the Board of Education. Where naming rights are to be offered or implemented as a component of a fundraising drive for the construction of a new building or facility or the renovation of an existing building or facility, the Board authorizes the Superintendent to establish a committee to follow the parameters for facilities naming rights and the recognition of donations.

The Board reserves the right to decline to accept any donation conditioned on a naming right unacceptable to the District.

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Adopted 7/16/07 Reviewed 10/08 Revised _____
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) Iowa Code 274.1; 274.7; 279.42; 279.8

EDUCATIONAL PHILOSOPHY

Policy Title REVENUE ENHANCEMENT/GIFTS TO SCHOOLS
FACILITIES NAMING RIGHTS Code 1005.51

Delegation of

Responsibility: It shall be the responsibility of the administration to consult with potential donors and benefactors regarding potential gifts to the District or proposal to enhance revenue and to report these potential gifts and opportunities to the Board for approval or rejection. Consultation with potential donors may occur in collaboration with the Linn-Mar Community School District Foundation, a nonprofit 501(c)(3) organization established to support the Linn-Mar School District.

Adopted 7/16/07 Reviewed 10/08 Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Iowa Code 274.1; 274.7; 279.42; 279.8

ADMINISTRATIVE REGULATIONS REGARDING
REVENUE ENHANCEMENT/GIFTS TO SCHOOLS/FACILITIES NAMING RIGHTS

The School Board recognizes that donations and sponsorships from corporate or private sources for programs and activities related to education can provide valuable enhancement of the educational opportunities available to the students of Linn-Mar Community School District. For that reason, the Linn-Mar Board of Education may enter into sponsorship and/or partnership arrangements under certain conditions.

Definitions

Educational Partnership: An educational partnership is a mutually beneficial, cooperative relationship in which partners share values, objectives, and/or human or financial resources to enhance learning for students.

Educational Sponsorship: An educational sponsorship is an arrangement pursuant to which the sponsor provides money, price reductions, equipment, materials, services, or other benefits in exchange for recognition of its products or entity for a specified period of time.

Guidelines

Gifts, bequests, or donations will be used in accordance with the terms designated by the donor, partner, or sponsor. However, the District reserves the right not to accept a gift, bequest, or donation that does not fit with its mission philosophy or practice.

Authority

On behalf of the School Board, the superintendent will work with a committee to recommend sponsorships or partnerships which will benefit the district. The members of the committee shall include but not be limited to: two administrators, two parents, one staff member, one foundation representative and the superintendent. The conditions of the educational sponsorship or educational partnership shall be in writing and shall include the following:

1. A statement of specific benefits of the sponsorship or partnership to the district or particular school including how the sponsorship/partnership will increase students' participation in academic, activity, or athletic programs or how the students will otherwise benefit from the agreement. The statement should also address how the sponsorship/partnership would address equity and parity across the district.
2. The duration of the agreement and a statement that the Board has the right to terminate the agreement without penalty if it determines in its sole discretion that the agreement is having an adverse impact on the students' education.
3. A statement clearly defining the roles, expectations, rights, and responsibilities of all parties to the agreement. This statement shall include a statement of the limitations of the sponsor or partner to advertise in connection with the agreement and if so, the extent of such advertising.

4. A guarantee of the monetary value to be received by the District pursuant to the agreement and how the benefits arising from the agreement will be distributed.
5. A statement clearly defining whether the agreement creates any exclusive rights for the sponsor or partner and, if such rights are created, clearly defining those rights. If no exclusive rights are created, the sponsorship/partnership will not limit the discretion of the Board or its personnel in the use of sponsored or non-sponsored materials.
6. A statement that the School Board or superintendent must approve its identification as a co-sponsor in all publicity materials and retain the exclusive right to authorize the use of the District's name, logo, or other similar information.
7. A statement disclosing any relationship between the sponsor or partner, or any of its employees or major stockholders, and any student, District employee, School Board member, or the superintendent.
8. A statement that the sponsorship will comply with all applicable federal and state laws, local ordinances, School Board policies and regulations, and all pre-existing School Board contracts.
9. A statement that any participation by any student or district employee in any activity established pursuant to the agreement will be purely voluntary and that no sponsorship or partnership shall exploit any student or District employee.
10. A statement that the sponsor or partner assumes the responsibility for obtaining the consent of any student or District employee whose likeness may appear in any materials disseminated by the partner or sponsor.
11. A statement that no sponsor or partner shall be permitted to collect personal information including names, street and e-mail addresses, or telephone numbers of students or District employees because of the sponsorship or partnership.
12. A statement that any curriculum materials provided pursuant to the agreement will be held to the same standards as other curriculum materials in accordance with Board Policy.

Prohibitions

No agreement shall be entered into if the sponsorship, gift or donation involves or gives the appearance of involving any activity that could result in the following:

- Promotion of hostility or violence;
- An attack on ethnic, racial, or religious groups or any other group specified in Board policy;
- Discrimination prohibited by any law or Board policy;
- Promotion of the use of alcohol, firearms, drugs, tobacco, or weapons;
- Promotion of sexual, obscene, or pornographic activities; or
- Promotion of any image that is not in keeping with the established goals and purposes of the Board of Education and Linn-Mar Community School District.

Limitations

1. Donations of any form are to be made either to the Linn-Mar Foundation or to the Linn-Mar Community School District.
2. Staff must not individually benefit as the result of a sponsorship or partnership. The benefits of a sponsorship must go to the District to be distributed or assigned as appropriate.
3. Any sponsorship or partnership agreement must not compromise the professional standard and ethics of the staff. In the case of the District or individual schools, sponsorship/partnership agreements must not limit or direct academic debate in the classroom or influence the curriculum or other school programs.
4. Written agreements must be retained for at least seven years after the expiration of the sponsorship or partnership.
5. Written agreements must not endorse or recommend any product or service. Furthermore, neither staff nor students may be involved in marketing commercial products or services of sponsors or partners.
6. Plaques denoting the sponsorship or partnership will be displayed in an area designed to recognize contributions or donations near the entrance to the facility or another designated area and will follow guidelines on size and appearance.

SCHOOL-COMMUNITY RELATIONS

Policy Title TRANSPORTING STUDENTS IN PRIVATE VEHICLES Code 1005.6

Generally, transporting students for school purposes shall be done in a vehicle owned by the school district and driven by a school bus driver.

In case of emergency or special circumstance, students may be transported in private vehicles for school purposes. It shall be 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 or designee. Private vehicles will be used only when proof of insurance has been supplied to the superintendent or designee and when the parents of the students to be transported have given written permission to the superintendent or designee. Vehicles used for private transportation must have enough passenger restraints to accommodate the number of passengers being transported. The school district assumes no responsibility for those students who have not received the approval of the superintendent or designee 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 shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Adopted 6/13/85 Reviewed 6/90; 6/05; 10/08 Revised 3/00; 6/05; 11/10
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) §§ 279.8; 285; 321; 281 I.A.C. 43

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

FIELD TRIP/EXCURSION PERMISSION

Date: _____ Student: _____

Dear Parent/Guardian:

On _____ your student's class will be taking a field trip/excursion to _____. Students will be transported to the event in private cars/vans driven by the parents of students in your child's class. It is important to understand that the Linn-Mar Community School District's insurance carrier does not provide primary coverage for the owner, driver, or passengers during a field trip/excursion in non-school vehicles even though the activity is sponsored by the school district.

_____ I give my permission for my child to go on the field trip/excursion.

_____ I do not give my permission for my child to go on the field trip/excursion.

(Parent's/Guardian's Signature)

(Date)

I agree to provide transportation in my vehicle for a school field trip/excursion. I understand that the Linn-Mar Community School District's insurance carrier does not provide primary insurance coverage for private vehicles and that my insurance coverage will be liable in the event of an accident.

(Driver's Signature)

(Date)