

School - Community Relations

Series 1000

Policy Title: STATEMENT OF GUIDING PRINCIPLES

Code No. 1000

It shall be the policy of the Board of Directors to keep the community informed of the objectives, achievements, needs, and conditions of the school system. The Superintendent of Schools shall be responsible for initiating and administrating a continuous program of communication within the community. He/She shall utilize needed school personnel and all media available in discharging this responsibility.

Date of Adoption:

July 1, 1985

Reviewed/Revised:

September 3, 1991

November 6, 1995

February 7, 2005

February 1, 2010

May 16, 2016

School - Community Relations

Series 1000

Policy Title: BOARD - COMMUNITY RELATIONS

Code No. 1001.1

It shall be the expressed policy of the Board of Directors to actively cooperate with official area community agencies and organizations concerned with the welfare of students. All efforts of this school system should be directed toward maintaining an open communication between the schools and the public. Community support for the program of the schools can be established through a public that understands and is active in school affairs.

Date of Adoption:

July 1, 1985

Reviewed/Revised:

September 3, 1991

November 6, 1995

February 7, 2005

February 1, 2010

May 16, 2016

School - Community Relations

Series 1000

Policy Title: DUPLICATED OR PRINTED MATERIALS **Code No. 1001.2**

Duplicated or printed materials related to or explaining various phases of the school program will be made available for staff and public use as deemed advisable by the Superintendent of Schools. Decisions concerning such publication may be delegated to staff assistants appointed by the Superintendent of Schools.

Rules of good taste, scholarship, social media and general acceptability should apply to all such publications.

Date of Adoption:

July 1, 1985

Reviewed/Revised:

September 3, 1991

November 6, 1995

February 7, 2005

February 1, 2010

May 16, 2016

School - Community Relations

Series 1000

Policy Title: AD HOC COMMITTEES

Code No. 1002.2

Whenever the board deems it necessary, the board may appoint a committee of composed of citizens, staff or students to assist the board. Committees formed by the board shall be and ad hoc committees

An ad hoc committee is formed by board resolution, which shall outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other than that specifically stated in the board resolution. The committee shall automatically disunite or unlink upon the delivery of its final recommendation to the board or upon completion of the duties outlined in the board resolution. The board will receive the report of the committee for consideration. The board retains the authority to make a final decision on the issue. The committee will be subject to the open meetings law if the committee is established by statute or if the committee makes policy recommendations and is established by or approved by the board.

The method for selection of committee members shall be stated in the board resolution. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community and shall consider the various viewpoints on the issue. The board may disunite a board member and the superintendent to serve on an ad hoc committee. The committee will select its own chairperson, unless the board designates otherwise.

NOTE: As a result of a change in the open meetings law, most, if not all, board committees will be subject to the open meetings law just as the board is. The only difference between the two bodies is that committees are not required to publish their minutes. That is only a requirement specifically for school boards, not a requirement of the open meeting law.

Legal Reference: Iowa Code 21; 279.8; 280.12(2) (1995), 281 I.A.C. 12.3(3), .3(8); .5(8).

Date of Adoption:

December 4, 1995

Reviewed & Revised:

February 7, 2005

February 1, 2010

May 16, 2016

School - Community Relations

Series 1000

Policy Title: AD HOC COMMITTEE RESPONSIBILITIES Code No. 1002.2A

Ad Hoc Committee Purpose and Function

The specific purpose of each ad hoc committee varies. Generally, the primary function of an ad hoc committee is to give specific advice and suggestions. The advice and suggestions should focus on the purpose and duties stated in the board resolution establishing the committee. It is the board's role to take action based on information received from the ad hoc committee and other sources. Ad hoc committees may be subject to the open meetings law.

Role of an Ad Hoc Committee Member

The primary role of an ad hoc committee member is to be a productive, positive member of the committee. In doing so, it is important to listen to and respect the opinions of other. When the ad hoc committee makes a recommendation to the board, it is important for the ad hoc committee members to support the majority decision of the ad hoc committee. An ad hoc committee will function best when its members work within the committee framework and bring items of business to the ad hoc committee.

Ad Hoc Committee Membership

Ad hoc committee members may be appointed by the board. The board may request input from individuals or organizations, or it may seek volunteers to serve. Only the board or superintendent has the authority to appoint members to an ad hoc committee. Board must follow the legal limitations or requirements regarding the membership of an ad hoc committee.

Date of Adoption:

December 4, 1995

Reviewed & Revised:

February 7, 2005

February 1, 2010

May 16, 2016

School - Community Relations

Series 1000

Policy Title: COMMUNICATION & RECOMMENDATIONS Code No. 1002.3

The chairperson of the Citizens' Advisory Committees shall convene meetings of the membership and proceed with the work to be done. The chairperson shall maintain liaison with the Superintendent of Schools and shall be responsible for the preparation of a final report to be presented to the Board of Directors. The committee working through the directives of the chairperson shall have at their disposal such reasonable information and resources as is necessary for the successful completion of their work.

The final report to the Board of Directors should contain the findings of the committee and, where appropriate, make suggestions or recommendations for consideration of the Board.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

August 5, 1996

February 7, 2005

February 1, 2010

May 16, 2016

School - Community Relations

Series 1000

Policy Title: PARENT-TEACHER ASSOCIATIONS

Code No. 1002.4

Parent-Teacher associations may be established in the school district. The building administrator for each attendance unit shall serve as the liaison officer representing the school system.

Each attendance unit organization may be a member of a system-wide Parent-Teacher council whose purpose shall be to coordinate the efforts of the individual units toward common goals.

Membership and rules governing attendance unit organizations shall be determined by each individual unit.

Activities of individual units, when related to school purposes, shall be evaluated by the administrator assigned to that attendance unit.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

August 5, 1996

February 7, 2005

February 1, 2010

May 16, 2016

School - Community Relations

Series 1000

Policy Title: PARTICIPATION IN COMMUNITY LIFE

Code No. 1003.1

It shall be the policy of the Board of Directors to encourage personnel of the school district to participate in community activities. Such participation should include not only active membership in local organizations, but should encourage active roles in community issues and political parties.

It shall be the policy of the Board of Directors to prohibit exertion of pressure on staff members to affiliate with organizations or to participate in activities deemed unacceptable to the individual staff member. Freedom of choice shall be the prerogative of the staff members, but it is assumed that participation in any activity will be in keeping with the overall goals and objectives of our educational program.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

August 5, 1996

February 7, 2005

February 1, 2010

May 16, 2016

School - Community Relations

Series 1000

Policy Title: GIFTS TO UNIT PERSONNEL

Code No. 1003.2

The Board of Directors prohibits staff members and employees of the school district from receiving gifts from students or parents.

The acceptance of a token of appreciation will be determined solely by the Board of Education.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

October 7, 1996

February 7, 2005

February 1, 2010

May 16, 2016

School - Community Relations

Series 1000

Policy Title: COMPLAINTS CONCERNING SCHOOL PERSONNEL Code No. 1003.3

Whenever a citizen is aggrieved at the action of any employee, such citizen may give information to the employee's immediate supervisor. In the event that the matter is not satisfactorily resolved, the appeal process will follow this order:

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

The Board of Directors shall strongly encourage that this chain of appeal be followed.

No appeal will be heard by the Board of Directors and no charges against the employees will be investigated or acted upon by the Board unless reduced to writing, signed by the party bringing the same, and presented to the Board through the Superintendent of Schools.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

October 7, 1996

February 7, 2005

February 1, 2010

May 16, 2016

School - Community Relations

Series 1000

Policy Title: CITIZEN ASSISTANCE TO SCHOOL PERSONNEL

Code No. 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 use of outside personnel and resources will be under regulations approved by the Superintendent of Schools.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

October 7, 1996

February 7, 2005

February 1, 2010

May 16, 2016

School - Community Relations

Series 1000

**Policy Title: ACTIVITY PASSES FOR SENIOR CITIZENS,
RETIRED EMPLOYEES, AND OTHERS**

Code No. 1003.5

The Board of Directors supports distribution of free passes to the following categories of individuals:

1. Senior citizens may qualify under the following conditions:
 - A. The senior citizen must verify he/she is 65 years of age or older.
 - B. The senior citizen must live within the Colfax-Mingo Community School District.
 - C. The senior citizen pass is a permanent pass and does not need to be renewed.
2. Students and adults who are working in some capacity directly related to a specific event will be given a pass to attend that event on the specific date on which they are working.
3. School district employees and spouses will be given a pass to attend all events excluding those sponsored by a state association.
4. School Board members during their term of office and those who have served a minimum of three years who are no longer on the Board will be given a pass.

Date of Adoption:

April 17, 2000

Reviewed/Revised:

October 21, 2002

February 7, 2005

February 1, 2010

May 16, 2016

School - Community Relations

Series 1000

Policy Title: PUBLIC CONDUCT ON SCHOOL PREMISES Code No. 1003.6

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators are permitted to attend school sponsored or approved activities only as guests of the school district, and, accordingly as condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators 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 without fear of interference, and to permit the sponsors and officials of sponsored or approved activities to perform their duties without interference, the following provisions are in effect:

- Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of sponsored or approved activities or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials or sponsors of sponsored or approved activities will not be tolerated.

The use of vulgar, obscene or demeaning expression directed at students, officials, or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the Superintendent may recommend the exclusion of the spectator at future sponsored or approved activities.

Upon recommendation of the Superintendent, the Board will cause a notice of exclusion from sponsored or approved activities to be sent to the spectator involved. The notice will advise the spectator of the school district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the school official or district's order, law enforcement authorities may be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends a sponsored or approved activity, the spectator will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from future school sponsored or approved activities.

--page 2 - Code No. 1003.6 PUBLIC CONDUCT ON SCHOOL PREMISES

NOTE: This policy reflects the Iowa trespass law and outlines a school district's authority to enforce the law.

Date of Adoption:

August 4, 1997

Reviewed & Revised:

February 7, 2005

February 1, 2010

May 16, 2016

School - Community Relations

Series 1000

Policy Title: Use of School Facilities

Code No. 1004.1

All local civic, religious, fraternal, patriotic and community welfare organizations, including any group interested in promoting cultural, educational or recreational activities, are eligible to use school facilities and other school properties, providing the activities conducted, or to be conducted, are in the public interest as determined by the Superintendent, or as provided by law.

Groups interested in using school facilities shall make arrangements through the principal of the school. The group using the facility must have at least one adult present, and be supervised by an adequate number of adult sponsors, during the entire time the facilities is being used.

A custodian or school employee must be on duty at the time the facility is used by non-school organizations. This requirement may be waived by the principal.

A fee may be charged for use of facilities or for required custodial support.

The CMCS D Athletic Booster Club, the CMCS D Music Booster Club, Education Foundation and the PTA have use of school facilities and equipment without charge.

The following regulations are to be followed when using school facilities:

1. School activities have a priority for use of school facilities.
2. Use of the facility cannot interfere with school activities.
3. Facilities will be scheduled on a first-come first-served basis.
4. Smoking on school grounds or in school vehicles is prohibited.
5. Possession or use of alcoholic beverages or illegal drugs is prohibited.
6. The property is to be returned to the same condition found.
7. Security of buildings is of paramount concern. All doors are to be locked unless it is absolutely necessary to be unlocked. All doors are to be locked upon completion of use of the facility.
8. All lights are to be turned off and equipment put away at the end of the activity.
9. All events will end by 11:00 p.m. unless waived by administration.
10. The gym floor is to be swept and facilities left cleaned.
11. In the event the fire alarm sounds, all occupants will leave the facility until cleared to return by a school district official.
12. Use of the facilities shall be limited to patrons/groups of the Colfax-Mingo Community School District.
13. Rental and other charges are to be paid in advance.
14. Damages and/or cleaning costs will be assessed to the sponsors of the event.

15. When appropriate, a key is checked out from the Superintendent or Principal to an adult sponsor, who shall not lend it to any other person. Such sponsor shall open and close the facilities; be the first person to arrive and the last person to leave; and assure all lights are turned off and equipment returned at its appropriate location. The key shall be returned on the next business day.
16. Balls, of any type, are not allowed in the Community Room of the elementary school.
17. Kitchens are not available for use.
18. The activity is confined to the area designated, and no school equipment or supplies are to be used unless approved in advance.
19. Small children are to be supervised at all times and are not allowed beyond the immediate area of the facility being used.

Fee Schedule

Use of facility fees will not be charged to the following groups: local civic, religious, fraternal, patriotic, and community welfare organizations, including any groups such as Girl/Brownie Scouts and Explorer/Boy/Cub Scouts. These groups may be charged for custodial services. Fees will be charged to individuals using facilities for personal use. Fees may also be charged to non-school groups charging admission or participation fees.

Custodians	Contracted hourly rate
Deposit	\$50.00
Gymnasiums	\$50.00
Community Room	\$50.00
Classroom	\$25.00
Jr/Sr High Cafeteria	\$50.00
Media Centers	\$25.00

Fees apply to the first three hours of rental. A fee of up to \$10 per hour may be charged for each hour of use thereafter.

Additional fees may be charged if chair set-up, P.A. systems, piano, etc. are to be used extensively.

All payment of fees are to be made to the Colfax-Mingo Community School District.

Computer labs may not be used without computer instructors from the school, AEA, or DMACC.

--page 3 - Code No. 1004.1 Use of School Facilities

The Superintendent may refuse rental to any organization, if within his/her judgment, rental is not in the best interest of the school district. The Superintendent may also waive all or part of the rental fee.

Legal References: Iowa Code Sections 281(4); 297.9; 297.11
Attorney General Rulings: 1940, p. 232; 196, p. 196

Adopted:
July 1, 1985

Reviewed & Revised:
November 15, 1993
October 7, 1996
September 20, 1999
February 7, 2005
February 1, 2010
May 16, 2016

School – Community Relations

Series 1000

Policy Title: LOAN OF SCHOOL EQUIPMENT

Code No. 1004.3

Equipment of the school district shall not be loaned outside of the district. In the event that equipment is used by an organization 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 cost.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

February 21, 2000

February 7, 2005

February 1, 2010

May 16, 2016

School – Community Relations

Series 1000

Policy Title: PUBLIC PERFORMANCES BY STUDENTS

Code No. 1005.1

The Board of Directors recognizes that worthy and appropriate educational values accrue from student participation in civic and community affairs. As such, the Board encourages the use of students for public performances when such performances contribute to the educational processes and objectives of the school, and when it does not unduly interfere with the student program. Such performances shall be approved by the immediate administrator involved.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

June 30, 1997

February 7, 2005

February 1, 2010

May 16, 2016

School – Community Relations

Series 1000

Policy Title: CONTESTS FOR STUDENTS

Code No. 1005.2

The following policy of the board of Directors shall govern student participation in local, state, and national contests:

Participation:

Participation shall be limited to those contest and activities that are educationally sound, worthy, and timely. It should be stimulating for the student and school, a desirable activity for both, and should supplement and not interfere with the regular program. No contestant shall be excluded on the basis of race, religion, creed, color, sex, age, socio-economic status, marital status, national origin, sexual orientation, gender identity or physical disability in its educational programs.

Approval

The building principals shall review and approve or reject all application for participation. The application shall contain information about the nature of the contest, the purpose, the number of students involved, the time required, the means of financing the event, and other pertinent information.

Transportation

Appropriate school funds may be used to assume the costs of the transportation where students represent the school, but in other events the students shall pay their own transportation costs.

Date of Adoption:

July 1, 1985

Reviewed & Revised:

September 3, 1991

June 30, 1997

February 7, 2005

February 1, 2010

May 16, 2016

School – Community Relations

Series 1000

Policy Title: SALES PROMOTIONS

Code No. 1005.3

Prior approval must be given by the Superintendent for any fund raising project by staff or student body to raise money for their activity or organization.

Local organizations such as Music Boosters, P.T.A, Colfax-Mingo Foundation, Dollars for Scholars, Athletic Boosters, or any other organization must notify consumers that their product or item is sold by their organization, not the school. If students are involved in selling, the organization must get the approval of the Superintendent. The Dollars for Scholars and FFA fruit sales have standing approval of the Superintendent.

Date of Adoption:

December 21, 1987

Reviewed & Revised:

September 3, 1994

August 4, 1997

April 6, 1998

February 7, 2005

February 1, 2010

December 16, 2013

May 16, 2016

**Colfax-Mingo Community School District
Class/Club/Organization Fundraiser Request Form**

Request Submitted by: _____

A. Class, Organization, or Club requesting permission to hold a Fundraiser:

B. Describe the Fundraiser that the Club or Organization would like to conduct:

C. For what purpose will the funds generated by the Fundraiser be used?

D. When will the Fundraiser be held (time of year), and what will be the duration of the Fundraiser? _____

E. Has the Fundraiser been approved by the building principal? Yes _____ No _____

Signature of Building Principal

Date

F. Date request was submitted to the Board of Education: _____

Request Approved _____

Request Denied _____

Superintendent's Signature

Date

School – Community Relations

Series 1000

Policy Title: ADVERTISING AND PROMOTIONS

Code No. 1005.4

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

Date of Adoption:

February 1, 2010

May 16, 2016

School – Community Relations

Series 1000

Policy Title: VISITORS TO BUILDINGS AND SITES

Code No. 1005.5

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, which include persons other than employees or students, must notify the principal upon arrival of their presence in the facility.

The Colfax-Mingo District Elementary and Jr/Sr High School building doors are locked and secured during the school day. All persons need to be cleared through the security system before entering either building. After allowed entry to the building, all visitors are required to stop at the building offices. All visitors are required to sign in upon arrival and sign out when exiting the building. At sign-in, visitors will be given a visitor's identification tag that is clearly visible that they are visitors of the building. When signing out and exiting the building, all identification tags are to be returned to the offices.

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

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

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

Date of Adoption:

February 1, 2010
May 16, 2016

Legal Reference:Iowa Code §§ 279.8; 716.7 (2009).

School – Community Relations

Series 1000

Policy Title: DISTRIBUTION OF MATERIALS

Code No. 1005.6

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

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

Date of Adoption:

February 1, 2010

May 16, 2016

Legal Reference: U.S. Const. amend. I.
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel School District v. Fraser, 478 U.S. 675 (1986).
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987).
Iowa Code §§ 279.8; 280.22 (2009).

School – Community Relations
Series 1000

**Policy Title: RESTRICTIONS REGARDING PERSONS REQUIRED
TO REGISTER ON THE SEX OFFENDER REGISTRY Code No. 1006**

Any person required to register as a sex offender under Iowa law who has been convicted of a sex offense against a minor, or any person required to register as a sex offender in another jurisdiction for an offense involving a minor, shall not do any of the following:

- a. Be present upon the property of a Colfax-Mingo public elementary or secondary school or child care facility.
- b. Loiter within three hundred feet of the boundary of a Colfax-Mingo elementary or secondary school or child care facility.
- c. Be present on or in any vehicle owned, leased, or contracted by a Colfax-Mingo elementary or secondary school when the vehicle is in use to transport students to or from a school or school-related activities.

A sex offender who has been convicted of a sex offense against a minor who is the parent or legal guardian of a Colfax-Mingo student shall not be in violation of this policy solely during the period of time reasonably necessary to transport the offender's own student to or from a Colfax-Mingo facility.

A sex offender who has been convicted of a sex offense against a minor who is legally entitled to vote shall not be in violation of this policy solely for the period of time reasonably necessary to exercise the right to vote in a public election if the polling location of the offender is located in a Colfax-Mingo facility.

A sex offender who has been convicted of a sex offense against a minor shall not operate, manage, be employed by, or act as a contractor or volunteer at a Colfax-Mingo elementary or secondary school or child care facility.

This policy shall not apply to resident students of school age. Separate policies or procedures will be applied to these persons.

Date of Adoption:

June 11, 2014

May 16, 2016