

SCHOOL-COMMUNITY RELATIONS

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STATEMENT OF GUIDING PRINCIPLES

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 shall be responsible for initiating and administering a continuous program of communication within the community. He/She shall utilize needed school personnel and all media available in discharging this responsibility.

Approved: January 14, 1991
Reviewed: July 9, 2012

Reviewed: August 12, 2002
Reviewed: July 10, 2017

Reviewed: May 11, 2009

BOARD-COMMUNITY RELATIONS

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 communications between the schools and the public. Community support for the program of the schools can best be established through a public that understands and is active in school affairs.

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RELEASES TO NEWS MEDIA - INTERNAL UNIT NEWS

It shall be the policy of the Board to have news releases prepared on internal matters of the school and to disseminate such releases to all news media in the area.

The Superintendent, or a designee, shall be responsible for clearance of all news releases originating from a school source.

Information not of a personal or confidential nature should be made available to all news media upon request. In order to establish and maintain a cooperative effort in our public relations program, close ties should be kept with personnel representing the various news media.

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Reviewed: July 10, 2017

Reviewed: May 11, 2009

RELEASES TO NEWS MEDIA - BOARD MATTERS

It shall be the policy of the Board to have news releases prepared upon Board matters and to disseminate such releases to all news media in the area.

The Superintendent, or his/her designee, should make himself/herself available to personnel representing the various news media when questions arise concerning Board matters.

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Reviewed: July 9, 2012

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Reviewed: July 10, 2017

Reviewed: May 11, 2009

DUPLICATED OR PRINTED MATERIALS

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. Decisions concerning such publications may be delegated by the Superintendent.

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

Approved: January 14, 1991
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Reviewed: May 11, 2009

BOARD PROCEEDINGS

Agendas for official Board meetings shall be submitted to Board members (and news media if requested) in advance of regularly scheduled meetings. Information necessary for the consideration of items on the agenda shall also be made available whenever possible.

All official proceedings of the Board of Directors shall be made a matter of public record and shall be open for inspection by the public. The minutes of regularly scheduled Board meetings shall be a matter of public record and shall be furnished to each member of the Board of Directors.

Approved: January 14, 1991
Reviewed: July 9, 2012

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EXAMINATION OF SCHOOL DISTRICT RECORDS

This policy is adopted to implement the provisions of Iowa Code Chapter 22 ("Examination of Public Records") and to inform the public of its rights with respect to the examination of the public records of the School District.

The Board hereby designates the Superintendent as the lawful custodian of the public records of the School District. As used in this policy, the term, "public records" includes all records, documents, tapes, or other information, stored or preserved in any medium, belonging to the School District.

Every person shall have the right to examine and copy public records of the School District and to publish or otherwise disseminate public records or the information contained in them. The right to copy public records of the School District includes the right to make photostatic copies of the records while they are in the possession of the Superintendent. The right to examine and copy public records may be exercised during the regular office hours maintained by the School District and shall be exercised subject to the supervision of the Superintendent, or his/her designee. The Superintendent is hereby authorized to charge a fee for supervision of copying of public records and is further authorized to charge a fee for the cost of copying public records.

All written communications to the Board or to the School District shall be considered public records unless they are "confidential records" as defined by Iowa Code Section 22.7 or are required to be kept confidential by other state or federal law. If written communications are not required to be kept confidential by Iowa Code Section 22.7 or other state or federal law, they shall be available to the public for examination and copying regardless of a request on the part of the person making the communication that the communication be kept confidential or not be disclosed.

All petitions are public records and do not fall within Iowa Code Section 22.7 (18) as there are alternative methods of communication which individuals may use to communicate with the Board and to the School District.

Approved: December 12, 1988

Reviewed: August 12, 2002

Reviewed: May 11, 2009

Reviewed: July 9, 2012

Reviewed: July 10, 2017

CITIZENS-ADVISORY COMMITTEES
ORGANIZATIONS AND DISSOLUTION

The Board of Directors may, from time to time, appoint Citizen's Advisory Committees to study matters pertaining to the educational problems of the School District. Such committees shall deal with specific problems identified and recognized by school officials.

Such problems may be recommended for study by staff members or groups, interested lay people, and/or community organizations generally related to the schools.

The functions of Citizen's Advisory Committees shall be fulfilled upon making a final report to the Board of Directors.

Approved: January 14, 1991
Reviewed: July 9, 2012

Reviewed: August 12, 2002
Reviewed: July 10, 2017

Reviewed: May 11, 2009

CITIZENS ADVISORY COMMITTEES

MEMBERSHIP AND APPOINTMENT

Final selection of Citizens Advisory Committees shall be made by the Board of Directors as a whole. Membership should be limited to individuals who are willing to devote time and attention to the matter under consideration. As a matter of basic policy such committees shall be representative of the community as a whole.

Committee representation should cut across as many segments of the community population as possible.

The chairperson of the committee shall be appointed by the Board of Directors.

Travel expenses of committee members shall be paid by the District.

Approved: January 14, 1991
Reviewed: July 9, 2012

Reviewed: August 12, 2002
Reviewed: July 10, 2017

Reviewed: May 11, 2009

CITIZENS ADVISORY COMMITTEES
COMMUNICATION AND RECOMMENDATIONS

The chairperson of the Citizen's Advisory Committees shall convene meetings of the membership and proceed with the work to be done. The chairperson shall maintain liaison with the Superintendent 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 its disposal such reasonable information and resources as is necessary for the successful completion of its work.

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

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Reviewed: July 9, 2012

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Reviewed: July 10, 2017

Reviewed: May 11, 2009

PARTICIPATION IN COMMUNITY LIFE

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 active membership in local organizations, as well as 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 members. Freedom of choice shall be the prerogative of the staff member, but it is assumed that participation in any activity will be in keeping with the overall goals and objectives of the educational program.

Approved: January 14, 1991
Reviewed: July 9, 2012

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Reviewed: July 10, 2017

Reviewed: May 11, 2009

GIFTS TO UNIT PERSONNEL

The Board of Directors discourages staff members and employees of the School District from receiving gifts from students or parents.

The acceptance of a token of appreciation is not to be considered in violation of this policy.

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Reviewed: July 9, 2012

Reviewed: August 12, 2002
Reviewed: July 10, 2017

Reviewed: May 11, 2009

PUBLIC COMPLAINTS ABOUT EMPLOYEES

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action however, the following should be completed:

- (a) Matters should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for licensed employees and the superintendent for classified employees.
- (c) Unsettled matters regarding licensed employees from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern regarding an employee, the individual may notify the board president in writing, who may bring it to the attention of the entire board, or the item may be placed on the board agenda of a regularly scheduled board meeting in accordance with board policy 204.11.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only do so if they are in writing, signed, and the complainant has complied with this policy.

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Reviewed: July 9, 2012

Reviewed: August 12, 2002
Revised: July 10, 2017

Reviewed: May 2009

Code No. 1003.4

CITIZEN ASSISTANCE TO SCHOOL PERSONNEL

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 or talents to contribute to the educational program.

The use of outside personnel and resources will be under regulations approved by the Superintendent.

Approved: January 14, 1991
Reviewed: July 9, 2012

Reviewed: August 12, 2002
Reviewed: July 10, 2017

Reviewed: May 11, 2009

PARENT-TEACHER ASSOCIATION

A parent-teacher association may be established in the School District.

Membership and rules governing attendance unit organizations shall be determined by the organization.

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

Approved: January 14, 1991
Reviewed: July 9, 2012

Reviewed: August 12, 2002
Reviewed: July 10, 2017

Reviewed: May 11, 2009

USE OF WEST LYON FACILITIES

Prior approval for use of West Lyon facilities will be made through the Office of the Superintendent.

Users will be placed into one of the following categories:

- A. Businesses or Individuals
 - 1. District
 - 2. Non-District
 - 3. Function of Meeting
 - a) Community Information
 - b) Revenue Generating
 - c) Private Use
- B. Non-Profit Organizations
- C. School Personnel
- D. Non-School-Related Activities For Youth Of West Lyon Taxpayers

Users will be billed on the following fee scale:

| | Little Gym | Big Gym | Kitchen | All Three | Classrooms & Other Rooms |
|--|------------|----------|---------|-----------|--------------------------|
| <u>District Business or Individual</u> | | | | | |
| Community Information | \$25.00 | \$25.00 | \$12.50 | \$50.00 | \$6.25 |
| Revenue Generating | \$50.00 | \$50.00 | \$25.00 | \$100.00 | \$12.50 |
| Private Use | \$25.00 | \$25.00 | \$12.50 | \$50.00 | \$6.25 |
| <u>Non-District Business or Individual</u> | | | | | |
| Community Information | \$50.00 | \$50.00 | \$25.00 | \$100.00 | \$12.50 |
| Revenue Generating | \$100.00 | \$100.00 | \$50.00 | \$200.00 | \$25.00 |
| Private Use | \$100.00 | \$100.00 | \$50.00 | \$200.00 | \$25.00 |
| <u>Non-Profit Organizations</u> | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| <u>School Personnel</u> | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| <u>Non-School Related Youth Activities</u> | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

All users will be billed for increased custodial time, cleaning, and damages if/when appropriate.

All users of the facilities will comply with the following restrictions. Violators may have their use privileges suspended.

A. Smoking is prohibited by state law and board policy in any part of the building. This restriction applies to all school property for those under the age of 18 or West Lyon students.

B. There shall be no alcoholic beverages brought to or consumed on any part of the school district's property.

C. A designated individual(s) will be present for the entire duration of the activity. It's that person's responsibility to ensure that all equipment is returned to its original location(s), the areas are cleaned, lights turned off, restrooms checked and lights turned off and doors/windows secured. **Any damage should be reported to the Office of the Superintendent on the next school day.** This individual(s) will be documented at the time of approval by the Office of Superintendent.

School district activities, maintenance schedules, etc. will take priority over facility use by any of the above mentioned individuals, groups, or organizations.

Approved: August 8, 1988
Reviewed: July 9, 2012

Reviewed: May 11, 2009
Reviewed: July 10, 2017

Revised: August 12, 2002

WEST LYON COMMUNITY SCHOOLS

APPROVAL FORM FOR USE OF WEST LYON FACILITIES

Date: _____

Name of Organization/Individual: _____

Designated Person(s): _____

Phone #(s): _____

Area(s) To Be Used: _____

Equipment Needs: _____

Key Needed: _____

Expectations:

All users of the facilities will comply with the following restrictions. Violators may have their use privileges suspended.

A. Smoking is prohibited by state law and board policy in any part of the building. This restriction applies to all school property for those under the age of 18 or West Lyon students.

B. There shall be no alcoholic beverages brought to or consumed on any part of the school district's property.

A designated individual will be present for the entire duration of the activity. It's that person's responsibility to ensure that all equipment is returned to its original location(s), the areas are cleaned, lights turned off, restrooms checked and lights turned off and doors/windows secured. **Any damage should be reported to the Office of the Superintendent on the next school day.**

Statement Of Responsibility:

I understand that I am responsible for the facilities, equipment and keys (if provided) for use of West Lyon facilities by the above mentioned organization/individual, and will reimburse the district for any fees or charges assessed by the district. (Board policy 1004.1 was discussed with me regarding any fees, potential charges, and expectations for use of the facilities.)

Signature: _____

School Official: _____

ICN ROOM USE REGULATIONS

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

The ICN Aide is responsible for coordinating ICN classroom use. Requests for use of the ICN classroom by employees for educational programs shall be filed with the ICN Aide.

It shall be the responsibility of the entity using the ICN classroom to comply with the requirements of the law and school district policy and its supporting administrative regulations.

1. The ICN is a limited access network and sponsored or authorized users cannot use the system for profit making ventures.
2. The use must be consistent with the mission of the sponsored or authorized user.
3. Users cannot resell time on the ICN.
4. Sponsored and authorized users are responsible for compliance with the Americans with Disabilities Act and the 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 building or equipment are off limits to the authorized users without prior approval of the administration.
6. The charge for use of the ICN classroom is \$12.50 per hour, to cover administrative, custodial, and miscellaneous costs.
7. The ICN will be available from 7:00 A.M. to 10:30 P.M. on Monday through Friday and from 8:00 A.M. to 4:00 P.M. on Saturday. Other times for use of the ICN classroom may be arranged with the administration.
8. The sponsored or authorized user is responsible for all site and site use charges.
9. Unless other arrangements are made with the administration, a district employee will be present in the school facility while the ICN is in use.
10. Food and drink are prohibited in the ICN classroom.
11. Damage to the room and/or equipment will be the responsibility of the user. Such expense is not part of the \$12.50 per hour user fee (6. above).
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 attorneys' fees, that may arise mrelated to the sponsored or authorized user's failure to comply with the law, board policy and administrative regulations.

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Reviewed: July 9, 2012

Reviewed: August 12, 2002
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Reviewed: May 11, 2009

LOAN OF SCHOOL EQUIPMENT

Equipment of the School District shall not be loaned without the express permission of the Superintendent or his/her designated representative.

In the event that equipment is to be used by an organization within the school building, provisions must be made for the proper operation and supervision of such equipment. Where cost is involved, the using organization shall reimburse the District.

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Reviewed: May 11, 2009

PUBLIC PERFORMANCES BY STUDENTS

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 educational program.

- 1) All such performances shall be approved by the immediate administrator.
- 2) The extended use of one particular group should be discourage.
- 3) Extensive travel by a particular group should be discouraged.
- 4) Student groups below the senior high level should engage in only limited activity.

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Reviewed: May 11, 2009

CONTESTS FOR STUDENTS

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

1) Participation

Participation shall be limited to those contests 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 because of race, color, creed, or payment of an entry fee.

2. Approval

The Superintendent and the appropriate administrative staff members shall review and approve or reject all applications for participation in contests in the area, state, region, nation, or of an international nature. 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.

3. Transportation

Appropriate school funds may be used to assume the costs of transportation where students represent the school in competition or other worthy activities.

Approved: January 14, 1991
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Reviewed: May 11, 2009

SALES PROMOTIONS PROHIBITED

Educational facilities, teachers and students shall not be used in any manner for the promotions or sale of services or products of agencies or organizations operating for profit. The Board of Directors specifically forbids such activities as the following:

- 1) Distribution by students of pamphlets urging students, parents and others to purchase services or products sold for profit.
- 2) The sale by students or teachers of products and/or services, except in relation to production by students as part of the program.
- 3) Similar activities which would involve teachers and students, and which would interfere with the normal time and activities of the school.

Specifically exempted from the provisions of this policy shall be a student insurance program and certain fund raising sales activities of the music, athletic or other class programs.

Where the Board of Directors and the Superintendent believe that the educational gain outweighs any promotional purpose, prior approval can be given by the Board to an activity.

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MONEY RAISING ACTIVITIES IN THE SCHOOLS

No activity requiring students and teachers to assist in promoting campaigns (financial, educational, charitable, or otherwise), which demands the time of students, teacher, or administrators, shall be permitted, except as hereinafter provided, unless the same shall be in accord with the general policies of the Board of Directors.

No agent or person, or persons, shall be permitted to solicit any student or teacher for any purpose, or distribute circulars, handbills, cards, or advertisements of any kind, make announcements of any nature, or take up contributions in any school building or premises, for any purposes whatsoever, except by approval from the Superintendent.

Participation by students in charity activities is considered to be a desirable part of their total education. However, as a matter of basic policy, the Board of Directors will authorize the administration to determine the nature and extent of such activity.

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PARTICIPATION IN FUND DRIVES

No community fund drives by school sponsored organizations are allowed without prior approval of the administration.

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Reviewed: August 12, 2002
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VISITORS TO THE SCHOOL

The Board welcomes the active interest of parents and citizens in their public schools, and invites the community to visit at any time. However, since school is a place of work and learning, certain limits must be set to visits. The Principal is responsible for all persons in the building and on the grounds. For these reasons, the following guidelines applies to visitors in the school:

- 1) Everyone who is not a regular staff member or student shall be termed a "visitor".
- 2) Any visitor in the school must report to the Office of the Principal upon arrival; failure to do so may lead to legal charges.
- 3) Parents or citizens who wish to observe a classroom while school is in session are urged to arrange such visits in advance with the teacher, so that class disruption may be kept to a minimum.
- 4) Teachers are expected not to take class time to discuss individual matters with outside visitors.

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Reviewed: July 10, 2017

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