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## **SECTION 900**

### **SCHOOL COMMUNITY RELATIONS**

#### **901.0 GOALS OF SCHOOL COMMUNITY RELATIONS**

The Board of Trustees believes it is imperative that a school and the community in which it resides must have mutual goals that relate to the education of the students entrusted to the district's care. The school district, as a legal extension of the Idaho Legislature, has certain requirements that must be fulfilled in order to maintain its accredited status. These requirements are not negotiable with any individual or group since they are legally binding upon the district.

Within the framework established by the legislature, there are a myriad of programs and activities in which patron input would not only be welcome, but sought out on a regular basis. In order to establish and maintain an open dialogue with the community, our elected representatives, and other interested parties, the Board of Trustees sets the following objectives for the district:

- to engender public understanding of all aspects of school district operations; to provide a forum by which local patrons may influence the decisions that affect their children in the school; and to discover the idealized school system that the patrons have in mind for this community.
- to earn the respect and confidence of the taxpayers who support this school district.
- to identify those patrons who have no "direct" connection with the school district; to see their viewpoint as it affects the operations of the district; and to seek their active involvement in the activities of the school district.
- to develop a strong working relationship with the elected representatives from our community, whether on the local, state, or national level; to seek to keep them informed about the needs of the district; and to work cooperatively with them on projects of mutual interest.
- to work in every venue necessary to ensure the adequate long-term financial support of the programs and activities of this school district.

**Adopted: August 23, 2000**

**Reviewed & Adopted: July 9, 2008**

## **902.0 COMMUNICATION WITH THE PUBLIC**

It shall be the policy of School District No. 342 to communicate as effectively as possible with the public in regards to school related activities, functions, academic programs, and related problems in order to promote a well-informed citizenry.

In order to achieve this goal, the following practices shall be established:

- All news articles and interviews representing the school district, as a whole shall be cleared by and through the superintendent, or his designated representative.
- All news articles and interviews representing the school shall be cleared by and through the building secondary and elementary principals.
- Notices concerning the school will be sent home periodically to inform parents. These informative notices will be cleared by and through the superintendent.

Every effort will be made to communicate with the public regarding Board of Trustees meetings. The public at large and news reporters are invited to attend the regular Board of Trustees meetings.

**Adopted: August 10, 1987**  
**Reviewed & Adopted: July 9, 2008**

## **903.0 DISTRIBUTION OF INFORMATIONAL MATERIALS THROUGH STUDENTS**

All information relative to student activities and school related functions of the school district, or to an individual can be distributed through students.

Materials, which promote the private gain of any individual or commercial firm, or which advertise any product or private fund-raising project shall not be distributed through the school's students.

Materials, which disseminate information relative to any religious, or political group, shall not be distributed through the school's students, unless permission is received from the Office of the Superintendent.

**Adopted: August 10, 1987**  
**Reviewed & Adopted: July 9, 2008**

## **904.0 PUBLIC SOLICITATIONS - ADVERTISING IN THE SCHOOLS**

### **904.1 - Board Statement of Belief**

It is the belief of the Board of Trustees that there is too little time to properly prepare students for post-secondary education or the world or work. As such, the Board believes that the schools in this district are to be protected from intrusions on instructional time by announcements, posters, bulletins, and communications of any kind from individuals and organizations not directly connected with the schools.

**Adopted: August 23, 2000**  
**Reviewed & Adopted: July 9, 2008**

### **904.2 - Using Students to Solicit Money**

The Board believes that students should not be used as fundraisers for organizations that have no internal relationship to the schools. Realizing that there are times when a particular class, organization, or building may have a need to raise funds for an approved project, the building principal may seek approval from the superintendent for approval of the fundraising. Fundraising projects from any one school should be confined to the attendance area of that school. In no instance will students be encouraged or permitted to pursue fundraising by door-to-door solicitation.

**Adopted: August 23, 2000**  
**Reviewed & Adopted: July 9, 2008**

### **904.3 - Soliciting Students and Employees**

It is the belief of the Board of Trustees that solicitation of students or employees during normal school hours is a violation of the trust placed in schools by patrons who support schools for the sake of education not commercial gain. Principals and other employees who receive solicitations during the normal school hours should refer such matters to the superintendent.

As a general rule, materials which promote commercial or profit making organizations or businesses will not be distributed in the schools. The school staff and pupils shall not be used in any manner for the promotion of interests of a commercial nature.

Projects which are profit making, but which also serve to provide funds for groups such as PTA/PTO and other parent and/or student groups may be allowed at the discretion of the building principal.

Requests to distribute surveys, questionnaires, or other requests for information by any outside agency must have the approval of the superintendent, who will make a judgment based on the merit of the information being sought.

**Adopted: August 23, 2000**  
**Reviewed & Adopted: July 9, 2008**

#### **904.4 - Advertising and Product Sales in the Schools**

In certain limited locations, local vendors may be allowed to advertise and sell their products based upon a satisfactory agreement being established between the school district and the business. Information on such programs may be obtained from the superintendent.

Such advertising and product sales are subject to certain restrictions as approved by the Board in keeping with the contemporary standards of good taste. Such advertising will seek to model and promote positive values for the students of the District through proactive educational messages and not just traditional advertising of a product. Preferred advertising includes messages that encourage student achievement and the establishment of high standards of personal conduct.

All sponsorship contracts will allow the District to terminate the contract at least on an annual basis if it is determined that it will have an adverse impact on implementation of curriculum or the educational experience of students.

Advertising will not be allowed in classrooms, and corporate-sponsored curriculum materials are subject to the requirements of Board policy.

The following restrictions will be in place when allowing advertising and product sales. The advertising or the products will not:

1. Promote hostility, disorder or violence
2. Attack ethnic, racial or religious groups
3. Discriminate, demean, harass or ridicule any person or group of persons on the basis of gender
4. Be libelous
5. Inhibit the functioning of the school and/or District
6. Promote, favor or oppose the candidacy of any candidate for election, adoption of any bond/budget issues or any public question submitted at any general, county, municipal or school election
7. Be obscene or pornographic as defined by prevailing community standards throughout the District

8. Promote the use of drugs, alcohol, tobacco, firearms or certain products that create community concerns
9. Promote any religious or political organization
10. Use any District or school logo without prior approval

**Adopted: August 23, 2000**  
**Reviewed & Adopted: July 9, 2008**

## **905.0 PUBLIC RIGHT TO KNOW**

### **905.1 - Idaho Public Records Law**

Idaho law states:

“Every person has a right to examine and take a copy of any public record and there is a presumption that all public records in Idaho are open at all reasonable times for inspection except as otherwise expressly provided by statute.”

#### **Idaho Code Section 9-338**

The School District will make its records available for inspection and copying during regular business hours. The School District, as the custodian of the public records, is charged to prevent any damage to records under its care. As such, the District may, at its sole discretion, assign an employee to oversee anyone who is viewing district records.

A “Public record “includes any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form or characteristics.

A "Writing" includes, but is not limited to, handwriting, typewriting, printing, photocopying, photographing and every means of recording, including letters, words, pictures, sounds or symbols or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents.

Public records of a school district do not include the personal notes and memoranda of staff that remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.

**Adopted: August 23, 2000**  
**Reviewed & Adopted: July 9, 2008**

## **905.2 - Records Exempt from Public Inspection**

The Public Records Law identifies records that are exempt from public disclosure. They fall into three general categories:

1. confidential information of a personal nature e.g. home addresses and home phone numbers; financial and non-financial membership records; information contained in income or other tax returns; information obtained as part of an inquiry into an individual's fitness to receive a license or certificate; records of hospital care, psychiatric care, counseling, or medical records.
2. financial and business information e.g. records related to the appraisal of real property prior to their purchase, sale, or lease by the District; any estimate prepared by the School District that details costs of a public project prior to opening bids or awarding construction contracts.
3. records dealing with protected public interests e.g. test questions, scoring keys and other data used to administer an academic examination before the test is given, if the exam is to be used again; all personnel records of a current or former employee other than the employee's employment history, classification, pay grade and step, longevity, gross salary and salary history, status, and workplace.

**Idaho Code Section 3-340**

**Adopted: August 23, 2000**  
**Reviewed & Adopted: July 9, 2008**

## **905.3 - Patron Access to Public Records**

Any patron who wishes to examine any public record of the district must request such access by contacting the district office. The School District will either grant or deny a request to examine or copy public records within three working days. If the request is granted, the School District shall make every effort to supply the requested documents within ten (10) days. If there is no response within ten (10) days, the request is considered denied. When the School District denies access to a record in whole or in part, the superintendent will notify the individual requesting access in writing stating the reasons for the denial.

The District shall either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of the request for examination or copying. If it is determined by the District that a longer period of time is needed to locate or retrieve the public records, the District shall so notify in writing the person requesting to examine or copy the records and shall provide the public records to the person no later than ten (10) working days following the person's request. If the District fails to respond, the request shall be deemed to be denied within ten (10)

working days following the request. If the District denies the person's request for examination or copying the public records or denies in part and grants in part the person's request for examination and copying of the public records, the person legally responsible for administering the District or the District's designee shall notify the person in writing of the denial or partial denial of the request for the public record. The notice of denial or partial denial shall state that the attorney for the District has reviewed the request or shall state that the District has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. The notice of denial or partial denial also shall indicate the statutory authority for the denial and indicate clearly the person's right to appeal the denial or partial denial and the time periods for doing so. If a record is requested in electronic format and the record cannot be converted to another electronic format within ten (10) working days, the District shall notify the person requesting the records of the same and provide the records to such person at a time mutually agreed upon giving consideration to any limitations that may exist regarding electronic conversion.

If the record requested for inspection and/or copying contains both information exempted from disclosure and non-exempt information, the District shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.

The coordinator is authorized to seek an injunction to prevent the disclosure of records otherwise suitable for disclosure when it is determined that there is reasonable cause to believe that the disclosure would not be in the public interest and would substantially or irreparably damage any person or would substantially or irreparably damage vital governmental functions.

Unless a person requesting the public record can demonstrate an inability to pay or that the public's interest or understanding of the operation or activities of the school district or its records would suffer by the assessment or collection of any fee, the District will charge 10¢ per page. The custodian may require advance payment of the cost of copying. Further the District reserves the right to establish fees to recover the actual labor cost associated with the locating and copying of documents or records if the request is for more than one hundred (100) pages of paper records; or the request includes records from which nonpublic information must be deleted; or the actual labor associated with locating and copying documents for a request exceeds two (2) person hours.

If a record is requested electronically, a copy of a computer disc or similar record system the fee shall not exceed:

- (1) The District's cost of copying the information in that form;
- (2) The District's cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to another electronic form.



In the event an individual requests a record be provided in electronic format, the District shall provide the record in electronic format if the record is available in that format. A request for public records may be conducted by electronic mail.

Finally, the school district reserves the right to charge a uniform fee that does not exceed the School Districts direct cost of copying information for providing a duplicate of a computer tape, computer disc, microfilm or similar or analogous record system containing public record information.

**Idaho Code Section 9-339**

**Adopted: August 23, 2000**  
**Reviewed & Adopted: July 9, 2008**

## **906.0 PATRON COMPLAINTS**

### **906.1 - Board Statement of Belief**

The Board of Trustees recognizes that concerns and disagreements will arise from time to time between those employed by the School District and district patrons. The Board believes that such concerns and disagreements are best handled when those with the most direct information about the situation have a chance to mutually resolve the problem first.

**Adopted: August 23, 2000**  
**Reviewed & Adopted: July 9, 2008**

### **906.2 - Guidelines for Dispute Resolution**

- The following guidelines are to be implemented whenever a concern or disagreement arises within the School District:
- Issues concerning an individual student should first be addressed to the teacher or other person who has direct knowledge of the situation.
- If there is no resolution at the first level, or there is an issue concerning an individual teacher or the school, the person should contact the building principal.
- If there is no resolution at the second level, or the issue is district wide in nature, the person should contact the superintendent or his/her designee.
- If there is no resolution at the third level, or the issue involves a member of the Board of Trustees, the issue may be brought before the Board by contacting the Board Chairman or his/her designee.

**Adopted: August 23, 2000**  
**Reviewed & Adopted: July 9, 2008**

### **906.3 - Complaints about School District Employees**

If the complaint is against a particular teacher or other district employee, the complaint must be submitted in writing to that person's immediate supervisor. Written complaints concerning school district employees will be made available to the employee for his/her response. If no satisfactory resolution to the complaint is reached within 15 days, the complainant may request that the matter be referred to the next higher administrative level. In no instance will the Board of Trustees entertain complaints about school district employees when the Board is meeting in Open Session. The Board considers it incumbent upon all school district employees to entertain questions and concerns as they arise from district parents and patrons, and to seek a harmonious resolution to problems at the lowest possible administrative level.

**Adopted: August 23, 2000**  
**Reviewed & Adopted: July 9, 2008**

## **907.0 COMMUNITY USE OF SCHOOL FACILITIES**

### **907.1 - Board Statement of Belief**

The primary purpose for the school buildings is the education of the students who enroll in this school district. When buildings are not being used for their designated educational purpose, they may be used for adult education, civic or social purposes, and such other purposes that promote the welfare of the community. The latter use would include using school facilities as registration and polling places for voters. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of the facility shall pay fees and costs. The Superintendent shall develop procedures to manage community use of school facilities, which shall be reviewed and approved by the Board. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

Authorization for use of school facilities shall not be considered an endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

The administration shall approve and schedule the various uses of the school facilities. A master calendar will be kept in the office for scheduling dates to avoid conflicts during the school year. Requests for use of the school facilities must be submitted in advance of the event to the Superintendent's office.

Proper protection, safety and care of school property shall be primary considerations in the use of school facilities. All facility use shall comply with state and local fire, health,

safety and police regulations. All individuals using school facilities shall comply with the policies of this Board.

An open forum exists in this school district, and non-curriculum related school groups may request to meet on school grounds during non-instructional time. No group will be discriminated against on the basis on religious, political, philosophical, or other content of their views expressed during their meetings.

**I.C. § 33-602  
Equal Access Act of 1984**

**Adopted: August 23, 2000  
Reviewed & Adopted: July 9, 2008**

### **907.2 - Fees for Use of School Facilities**

A fee schedule that will assist the school district in paying for heat, lights, and general expenses of opening the building will be established will be charged to all groups who use the facilities. Additional fees may be charged for custodial costs involved with the event. Permission to use school facilities must be sought from the superintendent or his/her designee.

The Board will review this fee schedule annually. Fees may be waived by the Superintendent or designee in consideration of services rendered by public institutions or nonprofit organizations in direct support of public school students or staff.

Fees will be invoiced and the sponsoring organization whose name appears on the application shall be held responsible for any and all damages to school property and equipment.

**Adopted: August 23, 2000  
Reviewed & Adopted: July 9, 2008**

### **907.3 – Facility Use Applications**

Applications requesting use of the school facility must be presented to the building Principal at least ten (10) days in advance of the time desired and must be signed by a qualified representative of the organization desiring to use the building.

When considering facility use applications, the following should be taken into consideration:

- a. The activity should not interfere with the schedule of normal activities of the school or district.
- b. The content of the activity should be reasonably appropriate in a school setting.

The renting of school facilities will ordinarily be on a first-come-first-serve basis for eligible organizations, except that school-related activities shall have priority.

**Reviewed & Adopted: July 9, 2008**

#### **907.4 – Right of Refusal**

The use of the school premises will be denied when, in the opinion of the Superintendent or the Board, such use may be construed to be solely for commercial purposes, there is probability of damage or injury to school property, or the activity is deemed to be improper to hold in school buildings.

**Reviewed & Adopted: July 9, 2008**

#### **907.5 - Insurance Coverage:**

The Board may require facility users to carry a commercial general liability insurance policy with a minimum limit per occurrence of \$1,000,000. A Certificate of Insurance for the policy, naming the Culdesac Joint School District as an additional insured, may also be required along with the facility use request. The Board reserves the right to require increased insurance coverage on any event.

**Reviewed & Adopted: July 9, 2008**

#### **907.6 - School Equipment:**

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator. No District equipment shall be removed from the premises for use by non-district personnel unless otherwise provided for in policy.

**Reviewed & Adopted: July 9, 2008**

## **908.0 PARTICIPATION BY SCHOOL GROUPS IN PUBLIC EVENTS**

School groups may with the permission of the principals, participate in local public events which fall into the following categories, provided participation is not harmful to the students' normal educational routine:

- Events sponsored by the school. Educational events, in which the school serves as host, shall have priority in scheduling events.
- Community functions organized in the interest of the school, such as those of the Parent-Teacher-Student Association.
- Non-commercial civic occasions of the community, city, state, or national interests of sufficient breadth to enlist general community support.
- Events that are primarily patriotic in nature, such as Veteran's Day.
- Charity/benefit activities provided such activity has been specifically approved in advance by the principals.
- Programs that are sponsored by established, non-sectarian, character building agencies.
- Programs sponsored jointly by the school district and some other agency.
- Programs on television or radio where they are of a public service nature, or provide the school district an opportunity to communicate with the general public.

School groups may, with the permission of the principals, participate in activities outside of the local area where one or more organizations of the school are participants in a regularly scheduled event or contest.

School groups may not participate in events that fall into any of the following categories:

- Events that are for the purpose of private gain or for the advertising of any commercial project or product. A school name, the names of school sponsored groups, or school equipment shall not be exploited in commercial events.
- Events that are for the furtherance of any politically partisan interest. In questionable cases, the matter should be referred to the Board of Trustees.
- Events that are for the furtherance of any sectarian group. Church appearances of musical groups are allowed only on a concert basis.
- Events that cause an undue amount of interference with the regular school program, or that cause an excessive amount of absence due to rehearsal or preparation time.
- Events (other than school sponsored) that necessitate special construction of floats or other equipment requiring school materials and the time of students and school employees.
- Cocktail parties, "stag parties", or any situation unsuitable for student participation.

- School sponsored musical organizations in competition with professional musicians off school property.

**Adopted: August 10, 1987**  
**Reviewed & Adopted: July 9, 2008**

## **908.1 - Public and Political Activities Involving Staff and Students**

### **1. Staff:**

The Board recognizes its individual employees' rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may seek an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

- No person may attempt to coerce, command or require a public employee to support or oppose any political committee, the nomination or election of any person to public office, or the passage of a ballot issue.
- No district employee may solicit support for, or opposition to, any political committee, the nomination or election of any person to public office, or the passage of a ballot issue while on the job or at his place of employment. However, nothing in this section is intended to restrict the right of a District employee to express his personal political views.
- No District employee may use public facilities, equipment, including, but not limited to, telephones, fax machines, copy machines, computers, e-mail, etc., or supplies, including, but not limited to, paper clips, staples, pens, pencils, paper, envelopes, tape, etc., that are purchased with public funds for election or political campaigns, private or charitable organizations or foundations or ballot issues.
- No district employee may work on election, political campaigns, ballot issues or issues dealing with private or charitable organizations or foundations during the time that they are also working for the school district.

### **2. Students:**

- Students, a part of their education, shall be encouraged to become interested and involved in community affairs and projects as individual citizens of the community.
- Students shall be taught the political structure of the American political system and the purpose of political parties. They shall be encouraged to take an interest in political affairs and parties as individual citizens.
- Students shall be encouraged to support the political party and candidates of their choice as individual citizens.

- Students shall not be organized on a school basis for political purposes other than those related to their own school elections.
- Student groups organized for the benefit of conducting campaigns in school elections shall not be related to formal political parties in name or activity.
- School groups shall secure permission from the building principals before participating in non-school community, or service club activities or programs.

**5 USC 7321, et seq. Hatch Act  
Idaho Constitution Article III, Section 1  
Idaho Attorney General Opinion No. 95-07**

**Adopted: August 10, 1987  
Reviewed & Adopted: July 9, 2008**

## **908.2 - Patron Visits to the School**

While the District encourages visits by Board members, parents and citizens to District buildings, all visitors are required to report to the administration or principal's office upon entering any District building.

All building administrators shall ensure that prominent notices are posted at each entrance requiring that all visitors must first report to the administrative office. This includes all parents, board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the district, salespersons, representatives of the news media, former students, and any other visitors.

Visitors, individuals, or groups shall by way of courtesy and necessity observe the following:

- All visitors will check-in at the main office and sign the appropriate log book upon entering the building.
- Groups shall make advanced arrangements with and secure approval of the building principals.
- All Teachers-Parent visits shall be arranged by the principal or the teacher involved.
- Patrons or parents will talk to the respective classroom teacher before interrupting a class.
- Persons wishing to give awards or recognize achievement to students in a classroom will explain the same to the teacher and receive permission to interrupt the class, before talking to the students.

**Adopted: August 10, 1987  
Reviewed & Adopted: July 9, 2008**