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1000 SERIES

Policy Title: Statement of Guiding Principles for Community Relations

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 systems. The superintendent of schools shall be responsible for initiating and administering a continuous program of communication within the community. The superintendent shall make use of appropriate school personnel and all available media in discharging this responsibility.

Community support for the program can best be established through a public that understands and is active in school affairs. Therefore, it is the expressed policy of the Board of Directors to cooperate actively with community agencies and organizations that are concerned with the welfare of young people. All efforts of this school system should be directed toward maintaining open communications among the schools, the public, and public agencies.

February 9, 2016

August 9, 2010

March 13, 2006

Approved: May 1997

Reviewed: May 1997

Revised: May 1997

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Board - Community Relations Code No. 1002

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 open communications between the school system 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.

February 9, 2016

August 9, 2010

March 13, 2006

Approved: June 1989

Reviewed: May 1997

Revised: May 1997

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Releases about Internal School Matters Code No. 1004

It is the policy of the Board to have news releases prepared about internal matters of the school(s), and to disseminate such releases to news media in the area.

The Superintendent of Schools shall be responsible for clearance of all news releases that originate in the schools.

Public information that is not personal or confidential should be made available to all news media upon their request. In order to establish and maintain a cooperative atmosphere in our public relations program, close ties should be kept with persons representing the various news media.

RELEASES ABOUT BOARD MATTERS

It shall be the policy of the Board to have news releases prepared about Board matters and to disseminate them to news media in the area.

Copies of agendas for regular Board meetings shall be supplied to news media that have filed a request for notice, at the same time they are made available to Board members or at least 24 hours before the meeting.

The Board president, superintendent of schools, or delegated staff should be available to media representatives to answer any questions that may arise concerning Board matters.

February 9, 2016

August 9, 2010

March 13, 2006

Approved: June 1989

Reviewed: May 1997

Revised: May 1997

Legal Reference: Iowa Code Section 21.4; 22.7 Court Cases: Widmer V. Reitzler 1982 N.W. 2d 177; Dobrobnny v. Reinhardt 173 N.W. 2d 837, Attorney Gen. Rulings O.A.G. April 10, 1979 (Miller)

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Examination of School District Public Records Code No. 1006

Public records of the school district may be viewed by the public during the regular business hours of the administration office of the school district. These hours are 8:00 AM to 4:00 PM, Monday through Friday, except for holidays.

Persons wishing to review the school district's public records shall contact the board secretary and make arrangements for the viewing. The board secretary will make arrangements for anyone to view the records as soon as practicable, depending on the nature of the request.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of data may be assessed a fee for the time of the school district employee to compile such data.

Records defined by law as confidential records shall only be viewed or copied upon receipt of written permission by the board secretary from the person or entity whose confidential records are being requested.

The board secretary shall be the custodian of school district and board records. It shall be the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public records of the school district.

February 9, 2016

August 9, 2010

March 13, 2006

Approved: June 1989

Reviewed: May 1997

Revised: May 1997

Legal Reference: Iowa Code SS21.4, 22. (1989) 281 Iowa Admin. Code 12.3(1) (new standards) 1980 Op. Att'y Gen. 88. 1972 Op. Att'y Gen. 158. 1974 Op. Att'y Gen. 430. 1968 Op. Att'y Gen. 518, 656.

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Participation in Community Life Code No. 1008

It shall be the policy of the Board of Directors to encourage personnel of the school district to participate in community activities.

The Board of Directors specifically prohibits exertion of pressure on staff members to affiliate with organizations or to participate in activities that are unacceptable to the staff member as an individual. Freedom of choice shall be protected, but the Board does assume that participation in any activity will be in keeping with the overall goals and objectives of our educational program.

February 9, 2016

August 9, 2010

March 13, 2006

Approved: June 1989

Reviewed: April 1997

Revised: June 1989

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Citizen's Concerns Code No. 1010

The Board recognized that situations may arise in the operations of the system which are of concern to parents or the public. The Board believes strongly that all concerns should be resolved at the lowest possible level of decision making by the individuals closest to the concern. The concerns are best dealt with through communication with appropriate staff members and officers of the system, such as the faculty, the principals, the central office, and the Board.

The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning individual student, a teacher, or other employee should first be addressed to the teacher or employee, unless the concern is of performance or personal nature.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the building principal, or employee's immediate supervisor.
3. Unsettled matters from (2) above or problems and questions concerning the school systems should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Directors. No appeal will be heard by the Board of Directors and no charges against the employee(s) will be investigated or acted upon by the Board through the Superintendent of Schools. The concern may be brought up at a Board meeting by following the procedures to have an item placed on the agenda or may be brought up as an item of information during the open forum portion of the agenda, time permitting.
5. If a citizen has a complaint against the Superintendent of Schools, the citizen may come directly to the Board of Directors.

The Board considers it the obligation of the employees of the district to entertain the questions of parents or the public.

February 9, 2016

August 9, 2010

March 13, 2006

Approved: April 1991

Reviewed: Jan. 1997

Revised: April 1997

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Citizen Assistance to School Personnel Code No. 1012

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.

February 9, 2016

August 9, 2010

March 13, 2006

Approved: June 1989

Reviewed: Jan. 1997

Revised: April 1997

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Use of School Equipment Code No. 1014

Equipment of the school district shall not be loaned outside of the district. In the event that equipment is used by organizations within the unit building, appropriate school personnel shall operate or supervise the use of such equipment. Where a cost is involved, the using organization shall pay the cost.

Any exceptions to the above must be cleared through the superintendent's office.

February 9, 2016

August 9, 2010

March 13, 2006

Approved: June 1989

Reviewed: Jan. 1997

Revised: April 1994

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Public Performance Code No. 1016

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.

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

February 9, 2016

August 9, 2010

March 13, 2006

Approved: June 1989

Reviewed: Jan. 1997

Revised: April 1994

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____