**SECTION 1000**

**COMMUNITY/EDUCATIONAL AGENCY RELATIONS**

Approved November 11, 2008 Reviewed June 15, 2020 Revised June 15, 2020

**Reviewed & Adopted June 15, 2020**

**1000 – COMMUNITY/EDUCATIONAL AGENCY RELATIONS**

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**District Annual Report**

The superintendent or designee shall annually prepare a written report informing the public of the following areas of district characteristics and student achievement results:

* Student demographics, including enrollment by grade and site, number of students receiving free or reduced meals and number of special education students.
* District financial information including levy, total budget, valuation per pupil, per pupil costs and local, state and federal revenue.
* Student’s academic performance including results of standardized tests, average g.p.a for elementary and secondary students, graduation rates and dropout rates.
* Faculty experience and education data.
* Transportation and facilities summary data.
* Average class size information by site.
* Graduation requirements and survey results of recent graduating classes.
* Parent-Teacher conference attendance rates.
* Course-offering information

The annual report shall be communicated to the public by October 1st in the Red Cloud Chief.

Legal Reference: NDE Rule 10.005.02

NDE Rule 10.010.01

Cross Reference: 1001 Principles and Objectives for Community Relations

1004 Press, Radio and Television News Media

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**Public Examination of School District Records**

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 9:00 a.m. – 4:00 p.m. Monday through Friday, except for holidays and recesses.

Records defined by law as confidential records shall be viewed or copied upon receipt of written permission by the administration office from the person or entity whose confidential records are being requested. Lacking such permission, the superintendent will issue a written denial of the request.

Persons wishing to view the school district’s public records shall contact the central administration office and make arrangements for the viewing. The office personnel will make arrangements for viewing the records as soon as practicable, and within 4 business days if possible.

Persons wanting copies may be assessed a fee for the copies not to exceed the actual costs. If the estimated cost of the records exceeds $50.00, the office will obtain an advance deposit equal to the estimated cost. Records will not be made available in any form in which that record is not already maintained or produced. Persons making requests to use their own copying equipment must make arrangements satisfactory to the administration office.

It shall be the responsibility of the administration office to maintain accurate and current records of the school district. It shall be the responsibility of the office to respond in a timely manner to requests for viewing and receiving public information of the school district. If the office is unable to provide the requested records within 4 business days, the secretary will issue a written explanation with a revised date for completion, an estimate of cost, and allow the requester to modify or prioritize the information request.

Legal Reference: Nebraska Statutes 84-712.0 et seq.

Cross Reference: 507.01 Student Records Access

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**Press Releases, Conferences and Interviews**

News releases (except sports) are to be turned in to the office. They will be released from the principals' offices.

Public relations is one of the school's important tasks.

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**Public Complaints**

Constructive criticism of the school or its employees is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to equip the schools more effectively for the tasks they are designed to perform.

Because of the public nature of the teaching profession, school personnel are not exempt from criticism. The Board of Education places trust in its employees and desires to support their actions as far as it is possible so that they are free from unnecessary or negative criticisms and complaints.

Grievances, complaints and communications about employees shall be initiated in the following manner.

1. If a parent has a grievance, the parent should first discuss the matter with the teacher, trying to eliminate the dissatisfaction at the first level, in an effort to solve the problem informally.

2. If the problem is not resolved at this level, an appeal may be extended to the Principal. This should be a discussion of the dissatisfaction, and might well include the teacher in a three-way conference.

3. If the initiating party is not satisfied with the response of the conference at the Principal level, it can be carried on to the Superintendent. The Superintendent may require that the problem be detailed in a written statement.

4. The next level is appeal to the Board of Education. The appeal must be in writing and should be submitted to the President of the Board. No anonymous correspondence may be considered officially by the Board of Education.

5. It shall be understood by all parties involved in the grievance procedure that no reprisals of any kinds, implied or intended, shall be brought against the person or persons involved in the grievance process.

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**Parental Involvement in the Schools**

It is the policy of the district to provide full access to the parent of any student of the district to review textbooks, tests, curriculum and instructional materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district. Summary information regarding the district’s curriculum, testing, and surveys will be provided at the beginning of each school year. Requests for access to specific instructional materials should be addressed to the teacher or building principal.

Requests by parents to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall also be made to the building principal or teachers. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.

It is the policy of the district to provide as consistent an experience as possible in all classroom instruction, testing, surveys, and other school experiences. It is the policy of the district not to excuse students from classroom instruction, testing, and other school experiences unless an objection is submitted to the building principal or teacher outlining the specific experience, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

The request for the student to be excused will be reviewed by the building principal and a decision provided to the parents. While verbal objections and decisions are valid, written follow-up to verbal communications is required from the parent and the principal. If a student is excused from the requested activity no penalty will be assessed but an agreed upon alternative activity must be performed to the satisfaction of the teacher and principal.

It is the policy of the district to use only testing methods and testing instruments that are not of an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within the policy of the district to notify parents of any standardized testing that may be scheduled within the school district.

It is the policy of the district to notify parents of any survey which may be scheduled and to conduct student surveys judiciously, with full consideration of the fact that parents may find items of the survey objectionable.

(In each of the following six items, the board must describe in policy how it will accomplish the goal described.)

1. The board will involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement;

2. The board will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement in **1005.03**

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activities to improve student academic achievement and school performance;

3. The board will build schools’ and parents’ capacity for strong parental involvement;

4. The board will coordinate and integrate parental involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;

5. The board will conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low income parents, Limited English Proficient (LEP) parents, minorities, parents with disabilities and parents with low literacy) and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies; and

6. The board will involve parents in Title I activities.

The parent or guardian of a student may have access to that student’s records during normal business hours of the district according to Policy 507.01 Student Records Access.

This policy is adopted following a public hearing to receive public comments and suggestions.

Legal Reference: Neb. Statute 79-530 to 533

No Child Left Behind, Title I, Sec. 1118, P.L. 107-110

Cross Reference: 507.01 Student Records Access

606.03 Objection to Instructional Materials

611.01 Student Progress Reports

611.04 Parent Conferences

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**Visitors to School**

All visitors are required to report to the school office upon entering the building. Parents/guardians are welcome and encouraged to visit the school. All visitors must request visitation from the principal 24 hours in advance. Children may not attend school as visitors except on a short term basis and with prior permission of the principal and the classroom teacher.

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**Public Conduct on School Premises**

No person on district property will:

* Injure or threaten to injure another;
* Damage the property of another or of the district;
* Violate parking regulations;
* Drive a vehicle in an unsafe manner;
* Impede, delay or otherwise interfere with the orderly conduct of the district’s educational program or any other activity taking place on district property which has been authorized by the Board, superintendent, principal or other authorized administrator;
* Enter any portion of district premises at any time for purposes other than those which are lawful and authorized by district officials;
* Possess an unauthorized loaded or unloaded firearm or any other instrument used as a dangerous or deadly weapon as defined in law and Board policy;
* Consume, sell, give or deliver unlawful drugs including drug paraphernalia and alcoholic beverages;
* Smoke or use tobacco products in other than a designated smoking area.
* Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem badge, symbol, sign or other things which are evidence of membership or affiliation in any gang. Use speech or commit any act or omission in furtherance of the interests of any gang or gang activity. A “gang” is defined as a group that identifies itself through the use of a name, unique appearance or language including hand signs, claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity;
* Willfully violate other district rules and regulations designed to maintain public order on school property.

Spectators are permitted to attend extracurricular activities only as guests of the school district, and, accordingly as a 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 extracurricular 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 extracurricular activities to perform their duties without interference, the following provisions are in effect.

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* Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of extracurricular 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 extracurricular activities will not be tolerated.
* The use of vulgar or obscene language directed at students, officials or sponsors participating in an extracurricular activity or at other spectators will not be tolerated.

If a spectator at an extracurricular activity becomes physically or verbally abusive, uses vulgar or obscene language, 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 exclude a spectator from attending events for a short term and recommend the exclusion of the spectator at future extracurricular activities long term.

Upon recommendation of the superintendent, the board shall cause a notice of exclusion from extracurricular activities to be sent to the spectator involved. The notice shall 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 district’s order, law enforcement authorities will be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends an extracurricular activity, the spectator shall be advised that his/her attendance will result in prosecution.

Persons having no legitimate purpose or business on district property or violating or threatening to violate the above rules may be ejected from the premises and/or referred to law enforcement officials.

Cross Reference: 506 Student Activities

903.08 Vandalism

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**Distribution or Posting of Materials**

The Red Cloud Community Schools recognize the community as an extension of the classroom. Many organizations provide students and staff with humanitarian, cultural, and educational experiences of great value which should be utilized as a supplement to classroom and staff activities when appropriate.

The Board encourages community organizations and school personnel to cooperate in activities and ventures of mutual benefit, provided these activities are not of a sectarian or commercial nature and no exploitation of students or staff or interference in or disruption of the education program is involved.

All such activities should be organized and planned to supplement the educational program and promote allied humanitarian concerns of the school district or the children and youth of the community.

The building principal must approve all activities in regard to this policy.

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**Community Use of School District Buildings, Sites & Equipment**

Red Cloud Community Schools are built and maintained for the school district pupils. The facilities are available for use by members of the community when such use does not interfere with the education of the children of the district.

There shall be no charge other than that of cook and custodial expenses for youth groups outside of school to use the facilities. The youth groups must be opened to all youth of the community. Adult education may also use the facility free of charge. All other organizations may use the high school gym at a charge of $25.00 for the day. The elementary multipurpose room may be used for $25.00 for the day. The media center may be used for $15.00 for the day. Classrooms may be used for $5.00 for the day. The kitchens may be used for $25.00 for the day. Use of the kitchen may be sub-let by the renter, but the usage fee and cooks wages will be paid by the renter. There will be no charge to the alumni association for use of the facility.

For all events where the attendance is over 20, a custodian must be available. The charge for the cooks and custodians will be the time and one half rate plus 15% (to cover the social security and retirement required to be paid by the district). A cook must be in the kitchen whenever the kitchen is in use. The school district will assign the cooks and custodians.

Variance from the above rules may be made by the Superintendent of Schools. If the group or individual requesting use of the facilities would like to request a waiver of charges, they may request a hearing by the board at their next regular meeting.

The facility is not available for use by private individuals for wedding receptions, family reunions, public dances or card parties. A use agreement must be signed prior to use of the facility.

The board of education reserves the first claims to the use of school district property; therefore, the board of education establishes the following priorities for the use of school facilities:

1. School and school-sponsored activities

2. School-affiliated organizations and/or recognized educational groups

3. General community groups of non-profit nature

4. Other non-commercial groups of a community or non-community nature which charge

admission, collect contributions or charge other fees

5. Commercial enterprises

Permission to use school facilities is granted with the understanding that cancellations may be ordered by school authorities with or without due notice. Individuals or groups that have been granted permission to use school facilities must follow all local ordinances, and state or federal statutes that may apply. Fire code restrictions must always be obeyed and should any confusion

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exist involving ordinances or codes, knowledgeable authorities will be contacted.

Equipment and Materials

School equipment and materials shall not be taken from the school or school grounds without the permission of the administrator.

If equipment valued at over $100.00 is removed, a list of what has been taken and by which teacher should be on file.

This policy relates to loaning school equipment or materials to parents or patrons. A list of items loaned, date and when it is to be returned will be kept by the administrator.

Personal Use of School Property or Facilities

Red Cloud School property and facilities are for use by the public for educational purposes.

The personal use of School District property is not a benefit of employment for employees.

Administrative approval must be granted if facilities or equipment are to be used.

No use of school property by employees will be granted where monetary gain to the employee is involved unless approved by the Board of Education.

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Use of School Facilities: Student Groups and Boy Scouts

1. Equal Access to Student Groups**.** In the event any of the secondary schools (grades 7-12) have a limited open forum as defined in the Equal Access Act, such school(s) shall not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. A limited open forum for this purpose exists if the secondary school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during non-instructional time.

All such student meetings at school are subject to the following requirements:

a. the meeting must be voluntary and student-initiated;

b. there must be no sponsorship of the meeting by the school or its agents or employees;

c. employees or agents of the school are present at religious meetings only in a non-participatory capacity;

d. the meeting must not materially and substantially interfere with the orderly conduct of educational activities within the school; and

e. non-school persons may not direct, conduct, control, or regularly attend activities of the student group.

The administration shall in all respects maintain the District in compliance with the Equal Access Act.

2. Equal Access to Boy Scouts. If the District provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours, the District shall not deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America. The same principles apply to any other youth group listed in Title 36 of the United States Code as a “patriotic society.” The administration shall in all respects maintain the District in compliance with the Boys Scouts of America Equal Access Act.

The use of school facilities for student meetings and Boy Scouts as provided above shall be subject to the same provisions as other community, non-school groups and may be required to complete a community use application as and to the same extent as other non-curriculum related student groups (in the case of student meetings) and other outside youth or community groups (in the case of the Boy Scouts).

Legal Reference: 20 U.S.C. §§ 4071-4074 (Equal Access Act)

20 U.S.C. §7905 (Boy Scouts of America Equal Access Act) & 34 CFR

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**Smoke-Free Environment**

School district facilities, including school vehicles, shall be off limits for smoking. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request shall be required to extinguish their smoking material or leave the school district premises immediately. It shall be the responsibility of the administration to enforce this policy.

Legal Reference: Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat.

125 (1994).

Cross Reference: 1006.01 Community Use of School District Buildings, Sites and

Equipment

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This policy addresses employees’ use of publicly available social media networks including: personal Web sites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media. The District takes no position on employees’ decision to participate in the use of social media networks for personal use on personal time.

However, use of these media for personal use during District time is prohibited. In addition, employees must avoid posting any information or engaging in communications that violate state or federal laws or District policies

**Staff Use of Social Media by School District Employees**

The Red Cloud Community Schools support the use of technology to communicate with students for legitimate educational purposes.  However, school district employees are responsible for conducting themselves professionally, exercising appropriate judgment, and teaching and modeling high standards of behavior and civic values, regardless of location.

This applies to employees’ conduct and interactions with students and to material they post on personal web sites, blogs, and other social networking sites including, but not limited to, Facebook, MySpace, YouTube, and Twitter.  District employees are prohibited from inappropriate technological communication including but not limited to texting, online socializing or social networking (including but not limited to Facebook, Twitter, and MySpace), internet use, e-mail, blogging, or any other electronic communication that violates the law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education (“Rule 27”).

Unless an employee has a legitimate educational purpose, the following use of social media is a violation of this policy.  The following list is intended to be illustrative and does not describe every kind of prohibited behavior.

* Communicating with students about sex, personal, intimate, or similar matters.
* Joking with students about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
* Sharing sexually inappropriate material or objects with students.
* Displaying pornography.
* Making any sexual advance or engaging in any activity of a sexual or romantic nature with a student.

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* Disclosing confidential student records or information.
* Disclosing confidential personnel records or information of other school district employees, agents, or volunteers.
* Behaving in any manner that results in a disruption to the school environment or that impairs the employee’s ability to perform his or her employment duties or to be an effective employee.
* Using an employment title or including any reference to the employee’s affiliation with the school district unless the communication is school related and in compliance with the law, district policies, or Rule 27.

Nothing in this policy should be construed to (1) limit an employee’s right to speak as a citizen about matters of public concern, (2) prohibit an employee from communicating with students about non-school organizations or activities for which the employee is a coach or supervisor as long as the employee’s communication is in compliance with the non-school organization’s standards of conduct and Rule 27 or (3) regulate any communication that is unrelated to the employee’s position of employment with the school district and otherwise protected by the United States Constitution and the Nebraska Constitution.

Students, parents, and any other person should notify an administrator if they believe that a school district employee or any other person affiliated with the school district may be engaging in conduct that violates this policy.  School district employees are required to promptly notify an administrator if they become aware of any situation that may constitute a violation of this policy.

A violation of this policy will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

 References: Children’s Internet Protection Act, 47 USC § 254

FCC Order adopted August 10, 2011

                            47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003)  (E-rate restrictions)

                        Neb. Rev. Stat. § 49-14,101.01 (Political Accountability & Disclosure Act)

                      The Freedom of Information Act (FOIA)

                        5 U.S.C. § 552, As Amended by Public Law No. 104-231, 110 Stat. 3048

                          Neb. Rev. Stat. § 79-866 (Rule 27 Regulations and Standards for Professional Practices Criteria)