

COMMUNITY RELATIONS

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COMMUNITY RELATIONS

Communication with the Public

1100

It is the desire of the board that channels of communication be kept open at all times between the school system and the people of the school district. The board will continuously attempt to create and maintain schools that reflect the public's wishes, and will keep the people informed of the affairs of the school system.

COMMUNITY RELATIONS

School-Sponsored Publications

1110

The superintendent and the staff are encouraged to use all available school-sponsored media of communication, such as publications, radio and TV, to keep the goals, program, achievements and needs of the schools before the public.

The superintendent may delegate authority to communicate regarding the schools to the administrative staff as he/she sees fit. But the ultimate responsibility for their performance is to the superintendent.

It is the board's belief and faith that citizens who are adequately informed will be more positive about the school system.

The administration is responsible for all informational services to and from the public, except for such matters as the board may from time to time wish to deal with publicly itself. The superintendent or board president will act as spokesperson for the district unless the board chooses otherwise.

Materials for distribution must carry the approval of the superintendent. Copies of such materials shall be given to board members.

The principal of each school is responsible for routine school announcements to parents such as those concerning closing of school, meetings, fund drives, lunch tickets, etc. The principal will keep a file copy for all such releases for needed future references.

Legal Reference:

- 79-805 Board of Education, when held; publication of claims and summary of proceedings; exceptions
- 84-712 Public records; free examination ; memorandum and abstracts
- 84-1408 Declaration of intent; meetings open to public
- 84-1412 Meetings of public body; aright of public to attend; minutes recorded; rules and regulations regarding conduct; opportunity to be heard

COMMUNITY RELATIONS

School Directory

1111

The school's directory will be distributed only to those governmental agencies and other school-related parties which have been authorized by the superintendent.

Under no circumstances will it be distributed for political or commercial use.

A copy of the directory will always be available in the superintendent's office for review by authorized persons.

COMMUNITY RELATIONS

Advertising

1112

Neither the facilities, the staff, nor the children of the schools shall be employed in any manner for advertising or otherwise promoting the interest of any commercial, political, or other non-school agency, individual or organization, except that

1. the schools may cooperate in furthering the work of any non-profit community-wide social service agency; provided that such cooperation does not restrict or impair the educational program of the schools.
2. the schools may use films or other educational materials bearing only simple mention of the producing firm and provided that such materials can be justified on the basis of their actual educational values.
3. The superintendent may, at his/her discretion, announce or authorize to be announced, any lecture, community activity, or film of particular educational merit.
4. The schools may, upon approval of the board, cooperate with any agency in promoting activities in the general public interest, and which promote the education or other best interests of the pupil.

COMMUNITY RELATIONS

Other Media: Communication from Outside the Schools

1113

Students and faculty of the schools are to be protected from intrusions on their time during the school day by announcements, posters, bulletins and communications from individuals and organizations not directly connected with the schools. Posters, if allowed, must be placed in a spot designated by the principal.

The superintendent of schools and the principals are urged to interpret this policy so that, in their judgement, the best interests of the students will be served. In case of differences of opinion, the decisions of the superintendent of schools will be final.

COMMUNITY RELATIONS

News Media at Board Meetings

1114

Representatives of the media are urged to attend all meetings of the board. Meeting announcements, agendas, summaries of the minutes for each meeting, and other related supporting documents may be furnished media representatives.

The president of the board, the superintendent, administrators, and others as may be necessary, will be available for interview by media representatives.

In its dealing with the media, the school system will be frank and open, recognizing the privilege of the media to publish newsworthy information.

COMMUNITY RELATIONS

School News Releases

1115

The superintendent, or designee, will be the press liaison person for coordinating the release of information concerning the school system and actions of the board. The principal of each school, or designee, will be responsible for maintaining liaison with information media for the dissemination of information relating to the principal's school.

The use of all information media for keeping the public continuously informed concerning schools, cost, curriculum, changes, expansion, special events, and other items of public interest is encouraged.

COMMUNITY RELATIONS

Use of Students

1116

All requests from groups or individuals to distribute materials to people in the community by students will be referred to the office of the superintendent to determine whether the requests comply with overall school purpose and policy.

COMMUNITY RELATIONS

Governing Board Meetings

1120

It is the policy of the board to announce in advance through the newspapers and such other means as may appear appropriate, the date, time, and place of all regular and special meetings on the major topics to be discussed.

All meetings of the board, with the exception of executive sessions called in accordance with applicable statutes, shall be open to the public.

COMMUNITY RELATIONS

Responsibilities of School Personnel

1130

The professional status of teachers imposes a serious responsibility for exercising professional restraint when discussing school matters with non-school acquaintances. Teachers represent the school system to the average citizen twenty-four hours a day, 365 days a year. Their casual opinion is accepted as factual information when expressed to the otherwise uninformed layperson. The board wishes teachers to be well informed concerning the educational philosophy, goals, policies, and regulations for the school system and be familiar with and understand the educational program and answer questions of non-school personnel in a straightforward and informative manner.

COMMUNITY RELATIONS

Responsibilities of the Governing Board

1140

Members of the board, individually and collectively, recognize and welcome their responsibilities for listening to comments and suggestions from the residents of the school district.

Board members individually will refer compliments, suggestions and constructive criticism about operational matters directly to the superintendent of schools for appropriate consideration and action. Specific complainants should be encouraged to use the "Complaint Procedure Form" provided by the District to assure adequate response and follow-up. Comments affecting policy will be routed through regular channels to the board meeting agenda for consideration by the board as a whole.

Unless so authorized by the board, no board member individually will speak for, or in the name of, the total board.

COMMUNITY RELATIONS

Public Participation at Board Meetings

1170

The function of meetings of the Chadron Board of Education is to conduct the business of the Chadron Public School District, as distinguished from providing an open citizen's forum. In accord with its policy confirming the right and desirability of the public to express its point of view to the board, delegations or individuals are welcome at regular meetings, subject to the following regulations designed to expedite deliberations and provide for full consideration of problems and questions:

1. Visitors to board meetings shall conduct themselves in a dignified manner. Displays of emotion, applause, or other verbal or physical demonstrations of support or opposition to a topic or a person who is speaking are unacceptable.
2. Persons addressing the Board on an item on the agenda will be called on during the public comment section of the agenda or when that respective item is discussed. Persons addressing the Board on an item not on the agenda will be given the opportunity to do so under the public comment section only. No more than a total of ten minutes will be allowed for public discussion of an item not on the agenda. Pursuant to the Open Meetings Act, the board will not take any action on matters that are not on the agenda.
3. To speak to an item on the agenda:
 - a. Stand during the visitors recognition;
 - b. State your name;
 - c. State the agenda item to which you wish to speak - your name will be placed under that subject on the agenda and you will be called upon when that subject comes up for discussion, or you may speak on that item during the public comment section;
 - d. Should a person arrive late and wish to speak to an agenda item yet to be considered, the person's name, and agenda item must be made available to the chairperson through a principal or the superintendent.
4. A time limit of five minutes per speaker will be allowed. Not more than a total of twenty minutes will be allowed for public discussion of an agenda item. These time limits may be extended by a consensus of the members present.
5. At a public meeting of the board, no person shall orally initiate charges or complaints against individual employees of the district or challenge instructional materials used in the district. All such charges, complaints, or challenges shall be presented through the appropriate district complaint process. Complaints involving the reputation of any person connected with the district will not be heard by the Board while sitting in public session.
6. Any written or printed materials to be circulated for a meeting of the board of education must be submitted to the superintendent three working days prior to the board meeting. This material will be transmitted to the members of the board for their consideration.

Legal Reference: 84-1408 to 84-1414 -- Public Meetings Act

COMMUNITY RELATIONS

Reporting Performance

1180

Because Chadron Public Schools exist to educate the youth of the community so that they make their place as productive citizens, it is appropriate that parents and patrons of the district periodically be provided information about student and school performance. Not only do the residents of the district furnish much of the financial support for the operation of the schools' they also have great interest in being assured that future generations are properly educated to enhance their personal development, to contribute to the culture of the community, and to be productive members of society. Reporting of student and school performance will provide this assurance and should enhance public support for the schools.

The superintendent will annually prepare and distribute to the board and general public a written report which describes the school's success in meeting local goals. The report will include a summary of results of the following assessments or studies.

1. A standardized norm-referenced assessment instrument given at specified grade levels;
2. Criterion referenced assessment in reading, writing, mathematics, science, and social studies;
3. Follow-up of high school graduates at least once every three years (see accompanying sheet);
4. Learning climate assessment, to be completed in conjunction with local district self-study;
5. District financial information;
6. District demographic information.

All test scores will be kept confidential and no identification of individual students will be made.

Reference: Rule 10, NDE; 92 N.A.C. 10-004.02E1/10-004.02E7.

COMMUNITY RELATIONS

Follow-Up Studies of Graduates

1190

In compliance with the Nebraska Department of Education accreditation requirements, it shall be the policy of the Chadron Public Schools to conduct a follow-up study of its high school graduates at least once every three years. This study shall seek to discern the strengths and weaknesses of the high school curriculum and programs from the viewpoint of graduates as to how well they were prepared for post-secondary education.

The results of such studies shall be published in the Annual Report of the District.

COMMUNITY RELATIONS

Participation by the Public

1200

The Board of Education shall carefully evaluate and consider the advice it receives from individuals and community groups interested in the schools, especially those individuals and committees appointed to advise it regarding selected problems. It shall use its own best judgment in arriving at a decision. The responsibility for decision making concerning policy development and revision lies exclusive with the board of education.

COMMUNITY RELATIONS

Parental Involvement and Communications

1205

The Board of Education recognizes the importance of open and clear communications with its stakeholders, and the importance of providing means for public involvement in the operations and directions of the school district. It is with that spirit that the following standards shall apply to Chadron Public Schools.

1. As provided by federal law, parents may access all records pertaining to their children who are under the age of 18. For children who are over the age of 18, access may be with the agreement of the student.

Parents shall be provided copies of all records at a fee of twenty-five cents per sheet. Such copies shall be made available within seven working days.

2. Parents may check out for a period of 14 days copies of textbooks used in the curriculum of Chadron Public Schools. Such copies shall be made available within seven working days.
3. Parents may review curriculum documents, media materials, and other such materials during regular working hours. Written notice, in writing, shall include the reasons for such request. Advance notice of five days shall be provided in all such instances. Board of Education Policy 1312.2 shall govern complaints relative to appropriateness of instructional materials.
4. Parents are invited to attend classes, assemblies, and other instructional activities. As a courtesy to faculty and others involved in the educational process, prior notification of the visit is requested.

Parents may attend general class counseling sessions upon prior notification of the building principal and school counselor. Upon mutual agreement with the building and school counselor, parents may attend individual counseling sessions that involve their child. Parents may request, and such requests shall be granted, that their child be excluded from individual and/or general class counseling sessions.

Upon written request submitted to the Superintendent of Schools, children shall be excused from specific instructional sessions which the parent or guardian finds as objectionable. The request shall include the reason or reasons the parent or guardian finds the material to be objectionable.

5. This policy shall be reviewed each year by the Board of Education. The Parent Advisory Board shall review the initial policy prior to approval by the Board of Education in May of 1995.

The policy shall be reviewed at a public hearing conducted prior to the meeting of the Board of Education during which this policy is scheduled for approval on second reading.

6. The Board of Education shall review and consider for approval all standardized, norm-referenced, and district developed test. Parents may request that the Board of Education exempt their child from the regularly established assessment program. Such request shall be submitted in writing to the Superintendent of Schools no later than the first Monday of any given month for the request to be considered by the Board at its regularly scheduled monthly meeting. No changes or revisions to the assessment program shall be made without prior approval of the Board of Education.

COMMUNITY RELATIONS

School-Community Associations

1210

The board looks upon school-community associations as integral parts of the school community that can aid substantially in promoting a finer educational program.

Among the many services, which such associations can offer, the board especially endorses any assistance which they can give in developing and maintaining a voluntary aid program in our schools.

The board encourages active support of and cooperation with school-community associations by teachers and other employee associations.

COMMUNITY RELATIONS

Citizens' Advisory Committees: For the Board

1221

Advisory committees may be appointed when there is a definite function to be performed, and this function should be indicated to the committee in writing when it is appointed.

Advisory committees should be appointed primarily as fact-finding groups and to advise the board.

Advisory committees should not be appointed to advise on matters requiring decision by the board unless adequate time is available for a thorough study by the committee.

The board shall seek the advice of the superintendent before establishing or dissolving any advisory committee.

Specific topics for study or well-defined areas of activity shall be assigned in writing to each committee immediately following its appointment.

Upon completing its assignment, each committee either shall be given new problems or shall be dissolved promptly. No committee shall be allowed to continue for prolonged periods without a definite assignment.

Each committee shall be instructed as to

1. the length of time each member is being asked to serve.
2. the service the board wishes it to render.
3. the resources the board intends to provide to help it complete its job.
4. the approximate dates on which the board wishes it to submit reports.
5. the time and place of the first meeting.
6. the board policies governing citizens' committees to help clarify relationships from the beginning.
7. its relationships with the board as a whole, with individual board members, with the superintendent, and with the other members of the professional staff.
8. the approximate date on which the board wishes to dissolve the committee.

The board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

Publicity

The board shall see that the public is made aware of the services rendered by such committees of citizens as it may appoint and shall see that the public is informed of all major conclusions and recommendations made by such committees. All public announcements concerning the organization, membership, operation, recommendations and dissolution of such committees shall be made at such a time and in such a manner as the board may choose.

Prospective Members and Appointments

The superintendent shall maintain a list of lay citizens and staff members who have served on advisory committees, who are currently serving, who have expressed a willingness to serve, and who have been or appropriately might be recommended for such service.

When committee members are needed, the superintendent shall submit names of qualified persons, giving preference to those who have not previously served. The board may appoint members from this list or from any other source it deems appropriate.

All appointments of citizens to advisory committees for the board shall be made by the board.

All appointments of staff members to citizens' advisory committees for the board shall be made by the superintendent with the approval of the board.

Board members shall not be official members of advisory committees, but may visit sessions of the committees ex officio.

If staff members are appointed to any citizens' advisory committee for the board, they shall constitute a minority of any such committee.

The chairman of an advisory committee should be appointed from among the lay members.

Liaison Personnel

The board shall appoint one of its members to provide liaison with each of its committees. A board member serving in such capacity shall meet or communicate with the committee as he or she deems appropriate.

Each member of the board shall be available upon request to attend meetings of any citizens' committees and each member shall be encouraged to attend meetings of various committees at his or her convenience.

The superintendent or designee shall serve as a channel of communication between the office and all board committees. The person serving in this capacity shall meet or communicate with committees and committee assistants as he or she deems proper, keeping informed as to activities, providing for the use of resources, and advising in the preparation of reports. He or she shall report his or her own and all committee activities directly to the superintendent.

Resources

Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the school system. Each committee shall be particularly encouraged to draw upon the talents of other local residents and to recommend to the board the official appointment of any such additional members, as the committee desires.

The superintendent may appoint a member of the professional staff to assist each committee in carrying out the work assigned to it by the board. Such committee assistants shall be responsible to the superintendent.

Expenditure of district funds by any advisory committee shall be made only upon prior approval of the superintendent.

Communication

Correspondence: Correspondence between the board and its committees shall ordinarily be conducted by the secretary with the advice of the chair. The secretary shall make arrangements for the transmission of any communication from a committee to the board at its next meeting.

COMMUNITY RELATIONS

Citizens' Advisory Committees: For the Staff

1222

The school staff is encouraged to locate and contact people in many areas of interest as classroom resource persons.

Letters or other contacts requesting any voluntary assistance from such a person must be cleared through the office of the school concerned.

Files concerning such individuals should be built up in each school to aid in their future use. An evaluation of the effectiveness of each contribution should be entered upon each contributor's card each time he or she appears.

A letter of appreciation should always be sent to those members of the community who contribute to the program of the school.

The principal may be asked from time to time to provide the superintendent with a summary of the extent and effect of the use of such volunteers.

COMMUNITY RELATIONS

Visitors/ Outsiders

1250

The board and staff of the school district welcome members of the community and other interested persons to visit the schools.

The superintendent is authorized to establish such regulations as will

1. encourage visitors to observe the schools.
2. provide for appropriate hospitality for visitors.
3. channel expressions of approval as well as constructive criticism to the board.
4. insure that such visits will enhance the effect of the educational program rather than hinder it.

Under ordinary circumstances, the teacher being visited by a parent should continue with the regular classroom work. It is desirable that parent-teacher conferences be held before or after school in order that normal progress of classroom instruction will not be disrupted.

Contacts during school hours with non-school individuals and agencies for materials, services or programs may be made only with the approval of the principal.

For the protection of everyone, teachers and students are asked to see that all visitors are courteously directed to the office. For the same reason, all agents, etc., should have a permit from the administration office before approaching any person within the building.

Employees in school buildings shall report to the principal immediately any person loitering or near the school grounds. The principal shall notify the appropriate law enforcement agency by telephone immediately upon receiving the report, and he or she shall notify the superintendent.

Legal Reference: 79-443 District board; schools; supervision and control
79-1272 to
79-1273 Teachers; solicitation by agents

COMMUNITY RELATIONS

Loitering or Causing Disturbance

1251

Any person who is not a member of the school staff or student body and who loiters on or about any school building or grounds without written permission or who causes disturbances or is engaged in disorderly conduct may be prosecuted according to law.

Community Relations

Service Animals

1260

Individuals with a disability shall be permitted to use a service animal on school premises as and to the extent provided by law.

1. Definition of Service Animal

A service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals are not service animals for the purposes of this definition, though miniature horses are in certain circumstances entitled to similar treatment.

The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks that a service dog may perform to meet this definition include:

- Navigation: assisting individuals who are blind or have low vision with navigation and other tasks,
- Alerting: alerting individuals who are deaf or hard of hearing to the presence of people or sounds,
- Protection: providing non-violent protection or rescue work,
- Pulling: pulling a wheelchair,
- Seizure: assisting an individual during a seizure,
- Allergens: alerting individuals to the presence of allergens,
- Retrieving: retrieving items such as medicine or the telephone,
- Physical support: providing physical support and assistance with balance and stability to individuals with mobility disabilities, and
- Interrupting behaviors: helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Work or tasks that are excluded from meeting the definition are:

- Guard dogs: the crime deterrent effects of an animal's presence and
- Companion dogs: the provision of emotional support, well-being, comfort, or companionship.

2. Permit Presence of Service Animals

An individual with a disability shall be permitted to be accompanied by his or her service animal in all areas where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go. A bona fide trainer of a service animal also has the right to be accompanied by such animal in training. The individual may not be required to pay an extra fee for the service animal to attend events for which a fee is charged.

Service animals may be excluded from school premises if:

- a. The service animal is out of control and the service animal's handler does not take effective action to control it;
- b. The service animal is not housebroken; or
- c. The presence of the service animal poses a direct threat to the health or safety of others. To determine whether a "direct threat" exists, an "individualized assessment" is to be made to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

3. Control of the Service Animal.

The service animal must be under the control of its handler. In most cases, the dog must have a harness, leash, or other tether. The service animal does not need to be on a leash, however, if the handler is unable because of a disability to use a leash. A leash is also not required if it would interfere with the service animal's safe, effective performance of work or tasks. If either of the leash exceptions applies the service animal must be under the handler's control via voice control, signals, or other effective means.

4. Responsibility for Care or Supervision.

The school district is not responsible for the care or supervision of the service animal. The individual with the service animal shall be liable for any damage done to the premises or facilities or to any person by such animal.

5. Inquiries.

When addressing a service animal matter, staff shall not ask about the nature or extent of the person's disability.

Staff may not ask questions about the dog's qualifications as a service animal when it is readily apparent that the dog is trained to do work or perform tasks for an individual with a disability. Examples include where the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability.

Where it is not readily apparent that the dog qualifies as a service animal, staff may ask if the dog's presence is required because of a disability and what work or task the dog has been trained to perform. Staff may not require documentation, such as proof that the dog has been certified, trained, or licensed as a service animal.

Legal Reference: Americans with Disabilities Act of 1990 (ADA), 28 CFR §28.104 and §35.136; Section 504 of the Rehabilitation Act of 1973 (Section 504); and Neb. Rev. Stat. §§20-126.01 and 20-127

COMMUNITY RELATIONS

Public Activities Involving Students, Staff, and Facilities

1300

The Equal Access Act requires that school boards permit students or student-initiated groups to conduct non-school-curriculum-related meetings during non-instructional time on school premises if the school board allows such students or student-initiated groups to meet. Lunch time during the school year is considered non-instructional time for students.

The following regulations will be adhered to in the Chadron Public School District:

1. Attendance is voluntary.
2. The group is student initiated.
3. The group is not sponsored by the school itself, by teachers, by other school employees, or by the government. This means that such employees cannot promote, lead or participate in a meeting. However, a teacher or other school employee can be assigned to a group for "custodial purposes".
4. The group is not disruptive. i.e. it "does not materially and substantially interfere with the orderly conduct of educational activities within the school."
5. Persons from the community may not "direct, conduct, control, or regularly attend activities of student groups."

COMMUNITY RELATIONS

Participation in Community Life

1311

Members of the staff shall be encouraged to take an active part in the affairs of the Chadron Public Schools and in the community. The school and community should not be considered separate and apart, but as working as a unified whole in the educational process. The teacher, or the degree to which the teacher is known and accepted as a citizen in the community, has a direct relationship with this degree of understanding and goodwill flowing from the community to the schools.

Dual role of the teacher/citizen. The Board recognizes that teachers and other employees of the school district have a dual role in their relations with the public, which complicates decisions from time to time concerning responsibility. Teachers, especially, may have to decide between their responsibilities as professionals employed by the school system on the one hand, or as members of the community on the other when differences of opinions arise concerning goals or operations of the school.

The Board believes that the first amendment rights of teachers and other employees must be protected. The Board also believes it is the professional responsibility of each employee to refrain from unfair and unwarranted criticisms of the school and the Board of Education.

COMMUNITY RELATIONS

Complaints Concerning the Schools and Instructional Materials

1312

It shall be the policy of Chadron Public Schools to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school.

It shall further be the policy of the District in the event any parent has a complaint or objection to any such materials to make such provision for personal conferences with the parent and appropriate school personnel to discuss such concerns as the superintendent or his/her designee may deem appropriate. The superintendent or his/her designee shall cause to be prepared a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

It shall further be the policy of the District to upon reasonable advance request by a parent to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parent to be in attendance at such activities unless such attendance would substantially interfere with a legitimate school interest.

It shall further be the policy of the District to encourage communications from parents concerning when a parent believes it to be appropriate for his/her student to be excused from testing, classroom instruction, and other school experiences that the parent may find objectionable. The superintendent or his/her designee shall make a provision on the complaint form hereinabove referred to for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent.

It is the further 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 sound educative standards or otherwise educationally appropriate.

Prior to any school-sponsored survey which may inquire about students', or their families', values or beliefs, or lifestyle practices being administered to the students of the District, it shall be the duty of the superintendent or his/her designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which such survey exist from the school's perspective. Parents may, at their discretion, cause their student(s) to be excused from any such school-sponsored survey they find objectionable.

It shall be the policy of the District as a general matter to leave substantive decision making processes to the professional staff, administration and board of education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning parental access, involvement, and participation in all activities of the school as it related to the students of the District.

Addendum to Policy 1312

CHADRON PUBLIC SCHOOLS

Parent/Student Complaint Form

PROCEDURES and TIMELINES:

The following steps are to be followed for any problem or disagreement which may be construed as a complaint.

Step 1. If a parent/and or student has a complaint, the problem or disagreement should be submitted in writing on the form provided by the district, to the principal within fifteen (15) calendar days of the oral discussion, and should be signed by the principal.

Step 2. If the complaint is one within the power and authority of the principal to resolve, the principal shall respond to the complaint in writing within ten (10) calendar days.

Step 3. If the principal does not have the power or authority to resolve the complaint, the principal shall report it to the Superintendent within seven (7) calendar days, to be handled as here-in-after provided.

Step 4. If the complaint is not resolved by the principal in a manner satisfactory to the aggrieved party within ten (10) calendar days, the aggrieved party shall have the authority to submit the complaint in writing to the Superintendent within seven (7) calendar days. A copy of the complaint presented to the principal should be given to the Superintendent. The Superintendent should sign and date the complaint. The complaint shall be confidential. Upon receipt of such complaint, the Superintendent may forward a complaint directly to the President of the Board of Education.

Step 5. If the Superintendent fails to resolve the complaint within fifteen (15) calendar days or if the aggrieved party is dissatisfied with the determination of the Superintendent, the aggrieved party may then submit the complaint in writing to the President of the Board of Education within seven (7) calendar days.

Step 6. The Board of Education shall give the aggrieved party an opportunity to appear before the full Board in person, and/or legal counsel, with the right to present facts and witnesses. At the conclusion of such presentation to the board, the Board of Education shall, within forty-five (45) calendar days, render its determination in writing.

CHADRON PUBLIC SCHOOLS
Complaint Procedure Form

Name of Complainant _____

Home Address _____ Phone _____

Grade Level _____ Principal _____

Date Formal Complaint was Presented in Writing _____

Date Complainant Became Aware of the Facts Leading to this Complaint _____

Statement of Complaint Listing all Supporting Facts:

Identification of Attached Relevant Documents (designate number of documents included):

Allegedly Violation, Mistreatment, or Improper Application of a District Policy or Handbook Regulation:

Names of All Witnesses Having Information about the Complaint:

Statement of Information Which Witnesses Can Provide:

Resolution Complainant Seeks:

Signature of Complainant _____ Date _____

Signature Acknowledging Receipt of Complaint Date

Complaint Procedure Timelines

If Applicable, Withdrawal Date from the Process: _____

Specify Level of Withdrawal: _____

Meeting/hearing Date with Principal or Immediate Supervisor: _____

Response of Principal or Immediate Supervisor and Date:

Date Appealed to Superintendent (if applicable): _____

Meeting/hearing Date with Superintendent: _____

Response of Superintendent and Date:

Date Appealed to Board of Education (if applicable): _____

Date Board Reviewed Complaint: _____

Date Determination Issued by Board: _____

Response Due By (15 Calendar Days from date of receipt) _____

COMMUNITY RELATIONS

Complaints Concerning School Personnel

1312.1

It shall be the policy of Chadron Public Schools to respond and deal with complaints against any and all school personnel in an organized and respectful manner which protects the interests and security of students first, but also protects personnel against unfounded and unwarranted criticisms. The elimination of complaints is for the best interest of the educational system. Students and parents are encouraged to visit with teachers and/or administrative personnel about problems or disagreements that may arise, before filing a written complaint. All complaints against personnel directed to board members or other staff members will be advised to complete the process of dealing with complaints as described below.

All complaints against personnel will attempt to be dealt with at the closest level to the personnel involved first, as complainants will be advised to first attempt to reach resolution of their problem(s) with the staff member(s) involved. If no resolution is found, complainant(s) will be advised to present their concern(s) to the involved staff member's immediate supervisor (building principal), and if no satisfactory resolution is forthcoming, to present their concern(s) to the superintendent. If the issue cannot be resolved with the superintendent, the concern may be presented to the President of the Board of Education in writing on a complaint form provided by the Office of the Superintendent.

Issues of any serious nature should be presented to the immediate supervisor (building principal) in writing on a form to be supplied from the building principal's office, or from the Office of the Superintendent. This form will provide the complainant(s) opportunity to specifically state the concern they want addressed and to suggest possible resolution of the problem or concern. Upon receipt of the written complaint, the building principal will answer in writing within the time frame specified by the district's complaint form. If complainant(s) is/are not satisfied with the proposed resolution, he/she may appeal to the Superintendent, who likewise, will respond in writing within the time frame specified by the district's complaint form. If no satisfactory resolution has been reached at this point, the complainant(s) may present their concern to the President of the Board of Education in writing on a complaint form provided by the Office of the Superintendent.

Addendum to Policy 1312.1

CHADRON PUBLIC SCHOOLS

Parent/Student Complaint Form

PROCEDURES and TIMELINES:

The following steps are to be followed for any problem or disagreement which may be construed as a complaint.

- Step 1. If a parent/and or student has a complaint, the problem or disagreement should be submitted in writing on the form provided by the district, to the principal within fifteen (15) calendar days of the oral discussion, and should be signed by the principal.
- Step 2. If the complaint is one within the power and authority of the principal to resolve, the principal shall respond to the complaint in writing within ten (10) calendar days.
- Step 3. If the principal does not have the power or authority to resolve the complaint, the principal shall report it to the Superintendent within seven (7) calendar days, to be handled as here-in-after provided.
- Step 4. If the complaint is not resolved by the principal in a manner satisfactory to the aggrieved party within ten (10) calendar days, the aggrieved party shall have the authority to submit the complaint in writing to the Superintendent within seven (7) calendar days. A copy of the complaint presented to the principal should be given to the Superintendent. The Superintendent should sign and date the complaint. The complaint shall be confidential. Upon receipt of such complaint, the Superintendent may forward a complaint directly to the President of the Board of Education.
- Step 5. If the Superintendent fails to resolve the complaint within fifteen (15) calendar days or if the aggrieved party is dissatisfied with the determination of the Superintendent, the aggrieved party may then submit the complaint in writing to the President of the Board of Education within seven (7) calendar days.
- Step 6. The Board of Education shall give the aggrieved party an opportunity to appear before the full Board in person, and/or legal counsel, with the right to present facts and witnesses. At the conclusion of such presentation to the board, the Board of Education shall, within forty-five (45) calendar days, render its determination in writing.

CHADRON PUBLIC SCHOOLS
Complaint Procedure Form

Name of Complainant _____

Home Address _____ Phone _____

Grade Level _____ Principal _____

Date Formal Complaint was Presented in Writing _____

Date Complainant Became Aware of the Facts Leading to this Complaint _____

Statement of Complaint Listing all Supporting Facts:

Identification of Attached Relevant Documents (designate number of documents included):

Allegedly Violation, Mistreatment, or Improper Application of a District Policy or Handbook Regulation:

Names of All Witnesses Having Information about the Complaint:

Statement of Information Which Witnesses Can Provide:

Resolution Complainant Seeks:

Signature of Complainant _____ Date _____

Signature Acknowledging Receipt of Complaint Date

Complaint Procedure Timelines

If Applicable, Withdrawal Date from the Process: _____

Specify Level of Withdrawal: _____

Meeting/hearing Date with Principal or Immediate Supervisor: _____

Response of Principal or Immediate Supervisor and Date:

Date Appealed to Superintendent (if applicable): _____

Meeting/hearing Date with Superintendent: _____

Response of Superintendent and Date:

Date Appealed to Board of Education (if applicable): _____

Date Board Reviewed Complaint: _____

Date Determination Issued by Board: _____

Response Due By (15 Calendar Days from date of receipt) _____

COMMUNITY RELATIONS

Gifts to School Personnel

1313

No school employee is to receive any commission, expense-paid trips, or anything of value from individuals or companies on equipment, or materials required in the operation of the public schools. The operation of the schools includes the purchase of materials for the repair and maintenance of the school plant, for the conducting of student classes, for materials and supplies used in school organizations, such as clubs, senior class, and for comparable items.

Adopted: 6-13-83
Amended:

Chadron Public Schools
Chadron, Nebraska

COMMUNITY RELATIONS

Business on School Property

1314

No staff member shall communicate or distribute, or permit another person to communicate or distribute, to any school any notice relating to other than school matters without first obtaining the superintendent's permission. Unless authorized by the superintendent, he or she shall not permit the subscription or collection of money on school premises, or allow any article to be exhibited thereon for the purpose of sale or otherwise, or permit any person to enter the school for the purpose of photographing pupils, securing the names of pupils, or transacting any private business. The making of special appeals in the classroom for charitable relief shall be permitted at the discretion of the superintendent and in accordance with board policy.

COMMUNITY RELATIONS

Soliciting Funds from and by Students

1321

All Schools shall earnestly seek to educate pupils in the services performed by the humanitarian agencies, and shall encourage pupils to participate in their financial support as a social and community project, but no fund-raising drives are to be conducted by non-school agencies or for non-school activities among the school children during school time.

Pupils may engage in raising funds, under the control of the school, for certain approved pupil activities, subject to the following conditions:

1. The project has the approval of the principal of the school involved.
2. The project involved has been selected by the student body as one in which they wish to participate.

Legal Reference: 79-443 District board; schools; supervision and control

COMMUNITY RELATIONS

Public Performances by Students

1322

Participation in community celebrations, patriotic observances, or other special events by school bands, choral groups, athletic teams, or other student groups is recommended by the board as a means for establishment of better relations between the school district and the community.

The use of school groups to promote partisan politics, sectarian religious views, non-school money-raising activities, or selfish propaganda of any description is not approved.

School principals are urged to cooperate with any group or groups having promotion of the welfare of the youth of the community as their purpose, provided that youth of every race, religion, nationality, and social status benefit equally.

Authority to approve participation in events of this nature is delegated by the board to the superintendent.

COMMUNITY RELATIONS

Contests for Students

1323

The primary educational aims of the schools and the needs and interests of their pupils must be the first consideration at all times.

Criteria for Selection of Educationally Desirable Contests

1. On a national basis, the schools should confine their participation to those national contests which are currently placed on the approved list published annually by the Committee on National Contest and Activities of the National Association of Secondary School Principals.
2. On a state and local basis, the contest or activity should be
 - a. one that supplements and does not interfere with the regular school program.
 - b. one that is beneficial to youth in educational, civic, social or ethical development.
 - c. one that makes it possible for individual students to work out contributions by their own efforts and does not invite dishonest collaboration.
 - d. one whose subject is not commercial, controversial, sectarian or concerned with propaganda. It must emphasize high moral standards, good citizenship, and intellectual competence.
 - e. One from which no contestant should be excluded because of race, gender, color, creed, national origin or payment of entry fee.
 - f. One which does not place an undue burden on students, teachers, of the school, nor require frequent or lengthy absence of participants from the school.
 - g. One sponsored by an organization engaged in a creditable or acceptable enterprise regardless of kind or amount of prizes offered and must not use the contest or activity as a "front" for advertising a company name or product.

COMMUNITY RELATIONS

Advertising and Promotion

1325

The superintendent must approve any cooperative venture with any non-profit, community-wide social service agency. Such cooperation must not infringe on the school program or diminish the amount of time devoted to the school program.

COMMUNITY RELATIONS

Student Production of Goods and Services

1326

Students may produce services and materials for community organizations or groups with the permission of the superintendent only to the extent that such production furthers such students' educational development. Care must be exercised by the administration in interpreting this policy to avoid pupil exploitation.

COMMUNITY RELATIONS

Use of Facilities

1330

The Board of Education encourages the use of District facilities by school groups, non-school community groups and patrons for the District when those uses are not in conflict with the purposes and programs of the educational mission of the School District.

The Board of Education further encourages such use of District facilities for furtherance of the community interests served by the school District, and wishes to make the use of facilities accessible, within reason and prudent protection of taxpayer interests, to the residents and patrons of the District.

In pursuit of these goals, the Board of Education authorizes the Superintendent and his/her designee(s) to implement rules and regulations for use of facilities, and to require necessary use charges and fees to provide for the protection and upkeep of district facilities.

The Board of Education, in seeking to encourage the use of District facilities by non-school community groups and patrons of the District, authorizes the Superintendent and his/her designee(s) to require rentals or use charges and fees to alleviate costs of usage, maintenance and upkeep from such groups and/or individuals making application for facilities usage. Such rentals and use charges shall be developed in written form by the Superintendent and approved by the Board of Education.

The Board of Education further authorizes the Superintendent and his/her designee(s) to waive such use charges and fees after consideration of the type of organization making application for such use, and the particular use to be made of the facilities.

Activities of the Chadron Public Schools shall be considered primary, and rentals and use of District facilities must be scheduled so as not to conflict with these functions.

COMMUNITY RELATIONS

Access to District Records

1340

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. to 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 board secretary or superintendent 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 Superintendent and make arrangements for the viewing. The Superintendent will make arrangements for viewing the records as soon as practicable, and within four (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 Superintendent 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 Superintendent.

It shall be the responsibility of the Superintendent to maintain accurate and current records of the school district. It shall be the responsibility of the Superintendent to respond in a timely manner to requests for viewing and receiving public information of the school district. If the Superintendent is unable to provide the requested records within four (4) business days, the Superintendent 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.

COMMUNITY RELATIONS

Law Enforcement Agencies

1411

A cooperative effort shall be maintained between the officials of the school district, parents, and law enforcement agencies. It is paramount that the rights of the school, the home, the civil authorities, and of the individual be clearly understood and protected.

The superintendent is instructed to formulate administrative regulations which will implement this policy.

COMMUNITY RELATIONS

Interrogation Request by Non-School Officials

1411.1

The policy on interrogation is to be implemented by building administrators and/or teachers in the following situations:

1. When law enforcement officials, insurance investigators, attorneys, probation personnel or any other investigative official comes to school to contact a student
2. When a law enforcement official comes to school with a warrant for the arrest of a student
3. When a law enforcement official, insurance investigator, attorney, probation personnel or any other investigative official comes to school to review a student's record.

Should these requests be made, the following rules are to be followed:

1. No contact with students will be permitted by law enforcement officials, insurance investigators, attorneys, probation personnel or any other investigative official without parental consent or a warrant.
2. In case a warrant is produced for the arrest of a student, immediate and extensive attempts shall be made to notify the parents of the student for whom the warrant has been issued.
3. No student records shall be produced without a court subpoena or parental consent; provided that students may give consent after reaching the eighteenth birthday.
4. When a crime has been committed on school premises, pupils may be questioned in the school without parental consent. Should questioning lead to charges, parents will be contacted according to policy.

COMMUNITY RELATIONS

Fire Department

1411.2

Educational programs designed to make the youth of the schools sensitive to the need for and the practice of good safety habits will be sponsored jointly by the school district and the fire department. The school staff and administrators are urged to cooperate with personnel of the fire department in every possible way.

COMMUNITY RELATIONS

Health Department

1411.3

The public schools shall cooperate with the health department in developing procedures for the control of communicable disease in the schools. All procedures shall conform to the regulations for communicable disease control set up by the state health department.

School Clinics

A limited number of school immunization clinics may be held. The need for a school clinic is based on estimated school and community immunization levels, and shall be determined by the superintendent.

Legal Reference: 79-444.91 Board of education; governing authority; student protection; exception

COMMUNITY RELATIONS

Health and Human Services

1411.4

Pupils in apparent need of assistance, may be referred by school personnel to the proper community agency.

Legal reference: 28-710 to 28-727 Offenses involving family relations

COMMUNITY RELATIONS

Federal Agencies

1440

Funds for educational purposes made available by the federal government will be accepted by the school district so long as the conditions of their availability are in harmony with the purposes and policies of the District Vision Document and of the state statutes.

COMMUNITY RELATIONS

Relations between Area, State, Regional, and National Associations and Schools 1500

The board supports the concept of membership for this school district in associations which will enable the schools to benefit from cooperative development and supervision of the educational program.

The board, in entering into any such membership, recognizes and agrees that any administrative or legal action contemplated by the board in the name of the schools must conform to the published policies, rules and regulations of the association.

If conflict between the policies, rules and regulations of this school district and those of any association in which this district maintains membership should arise, the board reserves the right to decide in the best interest of the school district whether its policies, rules and regulations should be placed in harmony with those of the association, or the membership should be terminated.

Legal Reference: 79-4,149 Association of school boards; membership dues; payment authorized

COMMUNITY RELATIONS

Relations between Non-Public and Other Educational Organizations and the Schools

1600

The board recognizes the need and the worth of cooperative relationships with other schools, colleges, and educational organizations. It encourages members of the school staff to work with their counterparts in such organizations on educational matters within the framework established by the statutes, state regulations and board policy.

The board and its representatives will cooperate with parochial and private schools in matters of mutual benefit where not expressly prohibited by law.

The superintendent is encouraged to explore areas of mutual benefit with the administrative offices of such schools and to recommend desirable courses of action.