

## PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

Successful educational programs require the support of the school district community. The board addresses the importance of the role of the school district community in the school district in this series of the policy manual. The board recognizes this support is dependent on the community understanding and participating in the efforts, goals, problems and programs of the school district.

In this section, the board sets out its policies defining its relationship with the school district community. In striving to obtain the support of the school district community, the board will:

- Provide access to school district records;
- Inform the community of the school district's goals, objectives, achievements, and needs;
- Invite the advice and counsel of the community; and
- Encourage cooperation and participation between the school district and the community.

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## 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 administrative offices of the school district. These hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

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

Persons may request copies of public records by telephone or in writing, including electronically. The school district may require pre-payment of the costs prior to copy and mailing.

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. Printing of materials for the public at the expense of the school district will only occur when the event is sponsored by the school district.

Pursuant to Iowa law, the board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

- Security procedures
- Emergency preparedness procedures
- Evacuation procedures
- Security codes and passwords

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

Legal Reference: Iowa Code §§21.4, 22; 291.6 (2005).  
1980 Op. Att'y Gen. 88.  
1972 Op. Att'y Gen. 158  
1968 Op. Att'y Gen. 656

Cross Reference: 218 Board of Directors Records  
401.6 General Personnel Records  
506 Student Records  
708 Care, Maintenance, and Disposal of School District Records  
709 Data Management  
711.4 School Food Service Records and Reports

**Revised 10-11-05**

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## SCHOOL BOARD AND COMMUNITY RELATIONS

The board recognizes the need for a communications program to provide effective two-way communications between the school district and the community. The school district's communications program shall strive to meet the following goals.

- To keep the citizens and school district personnel informed through a regular flow of information about the school district and its programs;
- To encourage and organize the interchange of ideas between the school district and the community by developing and implementing techniques for community involvement in the school district and for school district involvement in the community; and
- To assess public knowledge, attitudes and concerns on a regular basis.

It shall be the responsibility of the superintendent to establish and maintain an on-going communications program with school district personnel and the community. The superintendent shall make a recommendation to the board annually for changes in the communications program.

Legal Reference: Iowa Code §§22, 279.8 (1993).

Cross Reference: 217 Board of Directors Relationships  
302 Administration Relationships  
402 General personnel and Outside Relationships  
904 Public Participation in the School District

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## NEWS MEDIA RELATIONS

The board recognizes the value of and supports open, fair and honest communications with the news media. The board will maintain a cooperative relationship with the news media in the school district community. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The superintendent shall be the spokesperson for the board and the school district.

Members of the news media seeking information about the school district shall direct their inquiries to the superintendent. The superintendent shall accurately and objectively provide the facts and the consensus of the board in response to inquiries from the news media about the school district.

It shall be the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Legal Reference: Iowa Code §§21.4, 22, 279.8 (1993).

Cross reference: 708 Care, Maintenance, and Disposal of school District Records  
709 Data Management  
901 Public Communications

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## NEWS CONFERENCES AND INTERVIEWS

The superintendent, on behalf of the board and the school district, may hold a news conference or respond to a request for an interview with the news media. The superintendent shall respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district.

News conferences and interviews planned or prearranged for school district activities shall include the board and the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It shall be within the discretion of the superintendent to determine whether a news conference or interview shall be held to provide an immediate response to an issue.

It shall be the responsibility of the superintendent to keep the board apprised of news conferences and interviews.

Legal Reference: Iowa Code §§21.4, 22, 279.8 (1993).

Cross Reference: 901 Public Communications

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

NEWS RELEASES

The superintendent shall determine when a news release about internal school district and board matters will be made. In making this determination, the superintendent shall strive to keep the media and the school district community accurately and objectively informed. Further, the superintendent shall strive to create and maintain a positive image for the school district.

News releases will be prepared and disseminated to news media in the school district community. Questions about news releases shall be made to the superintendent only.

It shall be the responsibility of the superintendent to approve news releases originating within the school district prior to their release.

Legal Reference: Dobrovlny v. Reinhardt, 173 N.W.2d 837 (1970).  
Widmer V. Reitzler, 182 N.W.2d 177 (1970).  
Iowa Code §§21.4, 22.7 (1993).  
1980 Op. Att'y Gen. 73

Cross Reference: 902 Press, Radio and Television News Media

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## STUDENTS AND THE NEWS MEDIA

Generally, students may not be interviewed during the school day by news media. The students, while on the school district grounds, shall refer interview requests and information requests from the news media to the administrative office in their building.

It shall be within the discretion of the principal, after consulting with the superintendent, to allow or disallow the news media to interview and to receive information from the student while the student is under the control of the school district. The principal may also contact the student's parents.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §279.8 (1993).

Cross Reference: 502.11 Interrogations of Students by Outside Agencies  
901 Public Communications

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

SCHOOL DISTRICT PERSONNEL AND THE NEWS MEDIA

School district personnel shall refer interview requests and information requests from the news media to the superintendent's office. School district personnel may be interviewed or provide information about school district matters after receiving permission from the superintendent.

It shall be within the discretion of the superintendent to allow news media to interview and to receive information from school district personnel.

It shall be the responsibility of the superintendent to develop guidelines for assisting school district personnel in upholding this policy.

Legal Reference: Iowa Code §279.8 (1993).

Cross Reference: 901 Public Communications

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

LIVE BROADCAST OR VIDEO TAPE OF SCHOOL DISTRICT EVENTS

Students, for an educational purpose, or news media may video tape public school district events, including open board meetings, as long as it does not interfere with or disrupt the school district event and it does not create an undue burden in adapting the facilities to accommodate the request.

It shall be within the discretion of the superintendent to determine whether the request is unduly burdensome and whether the broadcast or taping will interfere with or disrupt the school district event.

It shall be the responsibility of the superintendent to develop administrative regulations outlining the procedures for making the request and the rules for operation if the request is granted.

Legal Reference: Iowa Code §§21.4, 22,279.8 (1993).

Cross Reference: 901.2 Board of Directors and Community Relations  
902.1 News Media Relations

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## DUPLICATED OR PRINTED MATERIALS

Members of the school district community seeking information from the school district shall make such requests to the superintendent. Information available for public disbursement including, but not limited to, printed materials designed for informing the public, shall be distributed free of charge.

Individuals requesting other information to be duplicated or copied may be charged a fee for the time of the school district to perform the task and the cost of the copy. Such requests shall be answered within a reasonable period of time.

Printing of materials for the public, at the expense of the school district, shall only occur when the event is sponsored by the school district.

Legal Reference: Iowa Code §279.8 (1993).

Cross Reference: 901.1 Public Examinations of School District Records  
709 Data Management

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## PUBLIC CONDUCT ON SCHOOL PREMISES

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals 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 in the education program or activities without fear of interference or disruption and to permit the activity sponsors, employees and school officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct of spectators directed at participants, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way impedes the performance of an activity, the individual may be removed from the event by the individual in charge of the event.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## PUBLIC CONDUCT ON SCHOOL PREMISES

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

Legal Reference: Iowa Code §§279.8; 716.7 (2007).

Cross Reference: 205 Board Member Liability  
504 Student Activities  
802.6 Vandalism  
903 Public Participation

**APPROVED 1-11-05**

**Revised 11-10-08**

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

SCHOOL – COMMUNITY ASSOCIATIONS

The board values the participation and the support of school district – community associations, including, but not limited to, the booster club and the Parent-Teacher Organization, which strive for the betterment of the school district and its educational program. The board will work closely with these associations.

Prior to any purchase of, or fund-raising for, the purchase of goods or services for the school district, the association shall confer with the superintendent to assist the association in purchasing goods or services to meet the school district's needs.

Funds raised by these associations for the school district may be kept as part of the accounts of the school district.

It shall be the responsibility of the building principal to be the liaison with the school district – community associations affiliated with the building principal's attendance center.

Legal Reference: Iowa Code §§279.8, 291.13 (1993).

Cross Reference: 904 Public Participation in the School District

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## COMMUNITY RESOURCE PERSONS AND VOLUNTEERS

The board recognizes the valuable resource it has in the members of the school district community. When possible and in concert with the educational program, members of the school district community shall be asked to make presentations to the students or to assist school district personnel in duties other than teaching. The school district shall officially recognize the contributions made by volunteers on an annual basis.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of school volunteers is the responsibility of the superintendent.

Legal Reference: Iowa Code §§279.8, 280.3, .14 491.5, 496A(7), 497.33, 498.35, 504, 504A.4(^14), .101, 613, 613A (1993).

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## VISITORS TO SCHOOL DISTRICT FACILITIES

The board welcomes the interest of parents and other members of the school district community, and invites them to visit the school facilities. Visitors, which include persons other than school district personnel or students, must notify the principal of their presence in the facility upon arrival.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other school district personnel shall not take time from their duties to discuss matters with visitors.

Visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events or acting as a representative of the school district. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It shall be the responsibility of school district personnel to report inappropriate conduct and the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, the school district employee shall act to cease the inappropriate conduct.

Legal Reference: Iowa Code §279.8 (1993).

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## SENIOR CITIZEN ACTIVITY PASSES

Free passes to school sponsored activities will be available to senior citizens (60 years of age or older).

Passes will be available at the superintendent's office.

Legal Reference: Iowa Code §273.1, 279.8 (1993).

Cross Reference: 901.2 Board of Directors and Community Relations

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Generally, transportation of students for school purposes shall be done in a transportation vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It shall be within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent. Private vehicles will be used only when proof of insurance has been supplied to the superintendent and when the parents of the students to be transported have given written permission to the superintendent. The school district assumes no responsibility for those students who have not received the approval of the superintendent and who ride in private vehicles for school purposes.

This policy statement applies to transportation of students for school purposes in addition to the regular bus route transporting students to and from their designated attendance center. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§279.8, 285, 321 (1993).  
281 Iowa Admin. Code 43.

Cross Reference: 401.11 Transporting of Students by General personnel  
712 Transportation

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

ADVERTISING AND PROMOTION

The use of students, the school district name, or its facilities for advertising and promoting products and/or services of entities and organizations operating for a profit shall be disallowed. Nonprofit entities and organizations may be allowed to use students, the school district name, or its facilities if the purpose is educationally related and prior approval has been obtained from the building principal. It shall be the responsibility of the board to make this determination.

Legal Reference: Iowa Code §§279.8, 280.14 (1993).

Cross Reference: 402.3 Solicitations from Outside  
504.6 Student Fund-Raising  
905 Community Activities Involving Students

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

The facilities and equipment of the school district will be made available for a fee to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities. Such use will be permitted only when the use does not interfere with or disrupt the educational program or school-related activity, the use is consistent with state law, and will end no later than midnight. The board reserves the right to deny use of the facilities and the equipment to any group.

Organizations, individuals, and other entities who wish to use the school district property must apply for such use at the activities office. It shall be the responsibility of the activities office personnel to determine whether the school district facility requested is available and whether the application for use meets board policy and administrative regulations. It shall be the responsibility of the activities office personnel to provide application forms, obtain proof of insurance, and draw up the contract for use of school district property.

Activities in the school district facilities, whether school-sponsored or not, shall be supervised by an employee of the school district unless special arrangements are made with the superintendent. The employee shall not accept a fee from the nonprofit user; rather if appropriate, the school district employee will be paid by the school district.

The board may allow groups to use the facilities without charge. While such groups may use the facilities without charge, they may be required to pay a custodial fee.

It shall be the responsibility of the superintendent to develop a fee schedule for the board's approval and to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§276, 278.1(4), 288, 279.8-.11, 279.9-11 (1993).  
1982 Op. Att'y Gen. 561.  
1940 Op. Att'y Gen. 232.  
1936 Op. Att'y Gen. 196.

Cross Reference: 608 Adult Education  
609 Community Education  
906.2 Community Use of School District Facilities & Equipment for Private Profit

**Revised 11-10-08**

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT FOR PRIVATE  
PROFIT

The facilities of the school district may be made available for a fee to local for-profit entities. Such use will be permitted only when it does not interfere with or disrupt the educational program or school-related activity, and it is approved by the board. The board reserves the right to deny use of the facilities to any group.

There shall be a written contract and proof of insurance coverage on file with the activities office prior to the scheduled event. A member of the school district personnel must be present at the event.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§276, 278.1(4), 288, 297.9-.11 (1993).  
1982 Op. Att'y Gen. 561.  
1940 Op. Att'y Gen. 232.  
1936 Op. Att'y Gen. 196.

Cross Reference: 608 Adult Education  
609 Community Education  
906.1 Community Use of School District Facilities & Equipment

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Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

SUNDAY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT

Generally, the school district facilities will not be used for student activities on Sundays. It shall be within the discretion of the superintendent to allow student activities on Sundays.

The facilities may be used by the community with the approval of the board and in compliance with board policy.

Legal Reference: Iowa Code §297.9-.11 (1993).

Cross Reference: 906.1 Community Use of School District Facilities & Equipment

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

## SMOKING ON SCHOOL DISTRICT PREMISES

Tobacco use is prohibited by students, faculty (certified and non-certified), staff and visitors on school property, in school vehicles (school-owned, rented or leased) and at all school sponsored and non-school sponsored functions on or away from school property.

Student tobacco possession, use, distribution or sale of tobacco, including any smoking device, is strictly prohibited.

Tobacco advertising (signs/posters) is prohibited in school buildings, at school functions and in school publications.

This policy will be communicated as follows:

- This tobacco policy will be printed in student and employee handbooks and posted in appropriate student and employee work areas.
- Parents/guardians shall be sent notification in writing of this tobacco policy in an appropriate mailing at the beginning of the school year.
- Signs will be posted in a manner and location that adequately notifies all students, faculty, staff and visitors about the tobacco-free school policy.
- Notification of the school district tobacco-free policy will be announced at all school-sponsored events.

Persons violating this policy shall be asked to refrain from smoking or using smokeless tobacco products. Visitors failing to abide by this request shall be required to leave the school district premises immediately. School district personnel failing to abide by the request may be subject to disciplinary action.

It shall be the responsibility of school personnel to enforce this policy.

Legal Reference: Iowa Code §§98A, 279.9, 297 (1993).

Cross Reference: 403.5 General Personnel Smoking and Nonsmoking Work Areas  
502.9 Smoking – Drinking – Drugs

**Revised 05-09-2006**

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

OTHER INTERDISTRICT RELATIONS

The board shall work with other local government units, colleges and universities, technical schools, business and industry, private schools, educational associations, local community organizations and associations to provide additional education opportunities for the students in the school district.

It shall be the responsibility of the superintendent to bring opportunities for cooperation to the attention of the board.

Legal Reference: Iowa Code §279.7 (1993).

Cross Reference: 217 School Board Relationships  
302 Administration Relationships  
402 General Personnel and Outside Relations

Approved \_\_\_\_\_ Reviewed 11-10-08 Revised \_\_\_\_\_

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS