

SECTION K

SCHOOL-COMMUNITY RELATIONS

NEPN Code	Title of Policy	Next Review Scheduled
KA	<u>School & Community Relations Goals</u>	FY2022
KB	<u>Public Relations Program</u>	FY2022
KBA	<u>Public's Right to Know</u>	FY2022
KBAA	<u>Public Records</u>	FY2022
KBAA-R	<u>Public Records (Regulation)</u>	FY2022
KBC	<u>News Media Relations</u>	FY2022
KBCA	<u>News Releases</u>	FY2022
KDG	<u>Public Conduct on School Property</u>	FY2022
KH	<u>Public Gifts to Schools</u>	FY2022
KI	<u>Public Solicitations and Advertising in the Schools</u>	FY2022
KIA	<u>Distribution and Posting of Promotional Materials</u>	FY2022
KK	<u>Visitors to the Schools</u>	FY2022
KL	<u>Complaints from the Public</u>	FY2022
KLB	<u>Public Complaints about the Curriculum or Instructional</u>	FY2022
KLD	<u>Public Complaints About School Personnel</u>	FY2022
KMA	<u>Relations with Parents Organizations</u>	FY2022
KMI	<u>Relations with Political Organizations (Public Funds)</u>	FY2022
KN	<u>Relations with Governmental Authorities</u>	FY2022
All Staff	All Staff need to be made aware of policy each year	
Approve Each year	Board should approve all policies in this color each year	
Green	Students and parents need to be made aware of policy each	

Arlington School District 38-1	NEPN Code: KA
School Board Policy Reference Manual	

SCHOOL & COMMUNITY RELATIONS GOALS

The Board believes that responsible management of the school district requires current laws, standards, attitudes, and philosophies of education be presented to the community on a continuing basis. The Board also recognizes that as elected representatives of the people it must consider the needs and desires of the community in establishing educational policy. In order to meet both of these aims, it is essential that effective two-way communication be maintained with the community.

The basis for an effective community relations program is to be found in the following statements of Board attitudes:

1. The community will be encouraged to participate and actively assist in the future planning of the school district.
2. All avenues of communication available will be used.
3. Special attention will be given to effective internal communication among the Board, administration, the staff, and students, to assure the full understanding of existing programs and to elicit reports and recommendations on those in effect, as well as those which should be considered.

The Board is devoted to the development and maintenance of a comprehensive year-round community relations program to assure a full appreciation of the educational program and the problems of the district, and to provide for the broadest participation of all—Board, staff and community—in seeking the solution to problems and in promoting the continuing improvement of the education available to the residents of the community.

Legal References:

Adopted: FY2012

Last Review: FY2017

Next Review Scheduled For: FY2022

Arlington School District 38-1	NEPN Code: KB
School Board Policy Reference Manual	

PUBLIC RELATIONS PROGRAM

The purpose of the school-community relations program is to establish and maintain a program that informs the public of and involves them in the goals and services of the district's public schools.

Toward this end, the Board shall provide parents or guardians and other district residents opportunities for information and orientation regarding local school procedures, and will utilize, insofar as practical, all appropriate means and media to achieve the following objectives:

1. To explain the programs, achievements and needs of the schools to:
 - a) parents;
 - b) township officials and other community leaders;
 - c) local business and industry;
 - d) community organizations;
 - e) special interest groups;
 - f) the community as a whole;
 - g) State and Federal agencies.

2. To determine:
 - a) what residents expect from their schools;
 - b) what residents think about the accomplishments of their schools;
 - c) what residents would like to know about their schools that they don't now know;
 - d) which particular areas of the school program, policies, or operations need further clarification or explanation.

3. To keep staff members fully informed of:
 - a) district policies and procedures;
 - b) system-wide activities;
 - c) their own responsibilities;
 - d) their rights within district policy and under school law;
 - e) practices and procedures to follow at parent meetings or conferences to establish cordial relationships and trust on the part of their pupils' and parents.

4. To operate, insofar as required, in public session, as speedily and efficiently as circumstances permit, and with public participation.

5. To recognize pupils:

- a) as a "public" entitled to both be heard and to be provided with reasons for policies and practices which relate to them;
 - b) as "ambassadors" from the school system to the community, whose attitudes will affect community opinion of the schools.
6. To inform teaching staff personnel that community opinion depends upon the daily life of the school, and that they should seek the following objectives as opportunity permits in their respective fields of services:
- a) acquaint citizens with the work of the schools;
 - b) give courteous and thoughtful consideration to all inquiries and suggestions and carefully investigate all complaints;
 - c) make parents feel welcome in the school office and in the classroom;
 - d) cooperate with the parent and other community groups;
 - e) maintain pupil relations so as to enlist the cooperation of the home;
 - f) observe inter-staff relations conducive to high morale that merits the respect of pupils and citizens.

Legal References:

Adopted: FY2012

Last Review: FY2017

Next Review Scheduled For: FY2022

Arlington School District 38-1	NEPN Code: KBA
School Board Policy Reference Manual	

PUBLIC'S RIGHT TO KNOW

The Board is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The Board supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely, and expeditiously.

The official minutes of the Board, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released by the Superintendent or other persons responsible for the custody of confidential files for inspection by the public or unauthorized persons. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent).

Each building administrator is authorized to use all means available to keep parents and others in the particular school's community informed about the school's program and activities.

Legal References: SDCL 13-8-43

Cross References: BDDG, Minutes

GBL, Personnel Records

JO, Student Records

Adopted: FY2012

Last Review: FY2017

Next Review Scheduled For: FY2022

Arlington School District 38-1	NEPN Code: KBAA
School Board Policy Reference Manual	

PUBLIC RECORDS

The School District believes in operating in an open, transparent manner and will make district records available for public inspection, provided the release of the record(s) does not conflict with state or federal law.

The Board hereby designates the Superintendent as the District's public records officer. The public records officer will be responsible for allowing inspection of records upon public request, and for maintaining confidentiality of those records not open to the public. The public records officer will also establish fees that may be charged for the retrieval and copying public records. The current rate for copying records requested in this manner will be set at \$.20 per page. No fee may be charged for the electronic transfer of any minutes of open meeting actions that were recorded in the last three years.

Failure to provide records may result in a civil or criminal penalty.

Legal References: SDCL 1-27;

10 U.S.C. §503 as amended by the National Defense Authorization Act for Fiscal year 2002 (P.L. 107-107);

20 U.S.C. §7908 (§9528 of the ESEA) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110).

Adopted: 2012

Last Reviewed FY2020

Next Review Scheduled For: FY2021 (YEARLY)

Arlington School District 38-1	NEPN Code: KBAA-R
School Board Policy Reference Manual	

**PUBLIC RECORDS
(Regulation)**

The Business Manager will act as the public records officer for handling routine record requests. Public records are available for viewing during the school’s normal business hours. The cost of copying public records will be \$.20 per page. No fee may be charged for the electronic transfer of any minutes of open meeting actions that were recorded in the last three years. A log will be maintained of all requests, and the disposition. [Whether the request may be made by phone, e-mail, or letter is the choice of the superintendent making the regulation]

If a request is refused, it may be submitted in writing, and if refusal is maintained, a written confirmation will be submitted.

Certain records are exempt from public access including: student information and personnel information other than routine directory information, employee salaries and public employee contracts.

Denial may also be based on the cost of retrieval, and form requested. If staff time is required, the district may charge an hourly fee to compensate for this time.

It is the desire of the administration to fully comply with the letter and spirit of the district’s policy and South Dakota Law. While there may be disagreements over the availability of records, the district will make every attempt to settle disputes amicably and factually through the processes established by state and federal law.

Legal References:

Adopted: FY2013

Last reviewed FY2020

Next Review Scheduled For: FY2021 (YEARLY)

Arlington School District 38-1	NEPN Code: KBC
School Board Policy Reference Manual	

NEWS MEDIA RELATIONS

The Superintendent or designee will coordinate all activities relating to the publication of information concerning the schools or the appearance of news releases relating to school personnel or activities.

In addition to the use of the official newspaper as required by state law for specific announcements, the public schools will use all media available, both public and private, and the school media to keep the public informed as fully as possible on school matters.

The Board welcomes the active participation of newspapers, magazines, radio, television, and other mass communication media in promoting the cause of good education in our district and state.

Any suggestions and advice from representatives of the local media informing the district how best to facilitate the flow of information to them, by the Board and personnel of the school district will be welcomed.

Newscasts, spot announcements, sports and media coverage of other school activities and programs must be presented in the public interest. Identification of the schools with the promotion of any commercial or political enterprise will not be permitted.

Legal References:

Adopted: FY2012

Last Review: FY2017

Next Review Scheduled For: FY2022

Arlington School District 38-1	NEPN Code: KBCA
School Board Policy Reference Manual	

NEWS RELEASES

The Superintendent or his designee will be the press liaison for coordinating the release of information concerning the school district and the actions of the Board. The Board president will be the official spokesman for the Board, except as this duty is delegated to the Superintendent or his designee.

The Superintendent or his designee will work in cooperation with the administrative staff, and the school principals. He will assure that each school in the district has equitable news media coverage.

While it is impossible to know how news releases will be treated by the press, every possible effort should be made to obtain coverage of school activities and personnel, which will create and maintain a dignified and professionally responsible image for the school system.

Legal References:

Adopted: FY2012

Last Review: FY2017

Next Review Scheduled For: FY2022

Arlington School District 38-1	NEPN Code: KDG
School Board Policy Reference Manual	

PUBLIC CONDUCT ON SCHOOL PROPERTY

Although the Board welcomes the use of its facilities for public events, and public visitations to the schools, the Board expects all visitors to abide by acceptable rules of conduct. To maintain public order on school property, the Board prohibits the following conduct or acts on school property by students, teachers, staff members, licensees or invitees:

1. The willful physical injury of any person or the threat to use force which would result in such injury.
2. The harassment or coercion of any person;
3. The willful damage to, or destruction of, property;
4. The willful disruption of the orderly conduct of classes or of any other school program or activity;
5. The entry of any school building or upon any portion of the school premises unless such entry is made in connection with official business with the district or to attend an activity or function authorized thereby;
6. The willful interference with the lawful and authorized activities of others;
7. The possession, consumption, or exchange of alcoholic beverages, unauthorized drugs, or narcotics on school property;
8. The possession or use of a knife, razor, ice pick, explosives, loaded cane, sword cane, machete, pistol, rifle, shot gun, pellet gun, air gun, or any other object that reasonably can be considered a weapon, on property of the school district;
9. The violation of any federal or state statute, local ordinance, or Board policy;
10. The refusal or failure of any person to comply with a lawful order or direction of an official of the school district in the performance of his or her duties;
11. The distribution or posting of any written material, pamphlets, or posters without the prior written approval of the Superintendent.

ENFORCEMENT AND PENALTIES

Any violation of the above shall be reported immediately to the building principal. The principal will investigate the case thoroughly and make a written report to the Superintendent.

Penalties that may be imposed by the Principal and/or the Superintendent include:

1. A reprimand;
2. An order by violators to leave school property immediately;
3. A call to police and a specified charge made under the penal code.

OTHER PENALTIES

The penalties mentioned above are not considered to be inclusive or to preclude in any way the prosecution and conviction of any person for the violation of any federal or state law or local ordinance and the imposition of a fine or penalty provided for therein.

Legal References:

Adopted: FY2013

Last Review: FY2017

Next Review Scheduled For: FY2022

Arlington School District 38-1	NEPN Code: KH
School Board Policy Reference Manual	

PUBLIC GIFTS TO SCHOOLS

Gifts, grants, bequests, or other devises to the schools or any school department may be accepted by action of the Board and will become district property. All gifts will be accepted in the name of the school district, but may be designated for use in a particular school or department. All items must be of legitimate use in the school program.

All staff will be strongly discouraged from the acceptance of donated paints, pesticides, herbicides, and other hazardous materials. Any donated material should be carefully evaluated in terms of potential benefit and cost associated with hazardous assessment and waste disposal.

Gifts will not be accepted if there is excessive cost of maintenance or installation. Where installation is required, the gift will be installed under the supervision of district personnel.

The Board is under no obligation to replace the gift if it is destroyed or becomes worn out.

The Board welcomes gifts of books and other materials to school libraries provided they meet the same standards of selection as those applied to the purchase of library materials. School libraries may dispose of gifts at their discretion (for example, if the book is out-ofdate or in poor physical condition).

The Board directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

Legal References: SDCL 13-14-5

Cross References: IIAC, Library Materials Selection and Adoption

Adopted: FY2012

Last Review: FY2017

Next Review Scheduled For: FY2022

Arlington School District 38-1	NEPN Code: KI
School Board Policy Reference Manual	

PUBLIC SOLICITATIONS AND ADVERTISING IN THE SCHOOLS

SOLICITING

No person will sell or offer for sale within school buildings or on school property any articles or services, or solicit contributions, except those approved by the Superintendent or the Board. This policy does not prohibit any school fund-raising activity authorized by the Board and the school administration.

Salespeople are prohibited from talking to teachers at any time during the school day. Salespeople representing educational companies may be granted this opportunity by making arrangements through the principal's office, at a time that will not interfere with the classroom work of the teacher.

The school directory or lists of pupils and staff will not be made available to any outside person or agency.

ADVERTISING

No notices or advertisements by or in behalf of persons not officially connected with the schools will be distributed in any school building except by permission of the

Superintendent or Board. All notices, even by school personnel, will be cleared by the building principal and, in case of doubt, by the Superintendent.

CHARITY FUND-RAISING

The administration may select a special fund or charity project which is considered important. Approval for such a project must be secured from the Superintendent.

This policy should not be construed as preventing a teacher from using instructional or informational materials even though the materials might include reference to a brand, a product, or a service.

Legal References:

Adopted: FY2012

Last Review: FY2017

Next Review Scheduled For: FY2022

Arlington School District 38-1	NEPN Code: KIA
School Board Policy Reference Manual	

DISTRIBUTION AND POSTING OF PROMOTIONAL MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

It is the responsibility of the Superintendent, in conjunction with the building principals, to draft administrative regulations regarding this policy.

Legal Reference: U.S. Const. Amend. I;
 Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988);
 Bethel School District v. Fraser, 478 U.S. 675 (1986);
 New Jersey v. T.L.O., 469 U.S. 325 (1985);
 Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969);
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)

Adopted: FY2012

Last Review: FY2017

Next Review Scheduled For: FY2022

Arlington School District 38-1	NEPN Code: KK
School Board Policy Reference Manual	

VISITORS TO THE SCHOOLS

The Board and staff of the school district, welcome members of the community, and other interested persons to visit the district schools. School improvements often come from suggestions originating in such visits.

The Superintendent will encourage visitors to observe our schools; provide for appropriate hospitality for visitors; channel expressions of approval as well as constructive criticism to the Board; ensure that such visits will enhance the effect of the educational program.

All visitors must report to the school office and receive the principal's permission to be on the school grounds. Any person on school property who has not registered with the school office will be requested to report to the principal's office for permission to remain. Any request to be on school property for any purpose deemed by the school principal or his assistant to be disruptive of the educational process will be denied permission to remain.

If a visitor refuses to leave the school grounds, creates any disturbance, or attempts to disrupt the educational process, the principal is directed to request aid from the local law enforcement agency.

Legal References:

Adopted: FY2012

Last Review: FY2017

Next Review Scheduled For: FY2022

Arlington School District 38-1	NEPN Code: KL
School Board Policy Reference Manual	

COMPLAINTS FROM THE PUBLIC

The School District welcomes constructive comments that help to improve the quality of our educational program or to equip the district to do their tasks more effectively.

The Board believes that official complaints relating to the school district, its policies, personnel, programs or instructional materials are best handled and resolved as close to the origin as possible. District staff will receive complaints courteously and respond properly to individuals who formally bring complaints to the district.

To ensure efficient and thorough management of complaints, the superintendent shall develop regulations consistent with this policy. The regulations may include, but are not limited to:

1. Procedures to channel complaints personnel best positioned to resolve the issue;
2. Procedures to formally accept, acknowledge and respond to complaints;
3. Procedures to elevate unresolved complaints to higher levels of authority within the district;

Complaints about district staff will be given respectful attention. If the complaint warrants an investigation, due process rights will be maintained.

If a complaint, excluding those concerning Board actions or Board operations, is made directly to the school board or to an individual school board member, the individual making the complaint will be advised to issue the complaint to the district using the district's complaint procedures.

After receiving the full attention and diligence of the staff, unresolved complaints may be appealed to the School Board, provided the appeal occurs within seven calendar days of the superintendent's final ruling. The superintendent shall present the appeal in accordance with relevant district policies. The Board will consider the appeal at the next regular board meeting and act on the matter according to its best judgment.

Legal References: SDCL 13-46-1

Adopted: FY2012

Last Review: FY2017

Next Review Scheduled For: FY2022

Arlington School District 38-1	NEPN Code: KLB
School Board Policy Reference Manual	

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

The Board reserves to itself the final responsibility for all instructional materials used and curricula taught in the district schools. The Board recognizes that without a free and vigorous exchange of ideas, learning and teaching cannot take place effectively.

The Board also recognizes that district residents have a right to express concern about the educational programs of their schools. When citizens have concerns about particular courses or instructional materials, these concerns should be stated in writing, carefully considered, and accorded the courtesy of a prompt reply by school personnel. All such replies will be based on the instructional goals of the district, upon course objectives, and upon the criteria for selection of instructional materials.

Staff members will attempt to accommodate serious religious or moral objections to particular instructional materials by providing alternate materials whenever possible. However, attempts by parents or students to control what others read and study will be subject to careful scrutiny and question by school employees and the Board.

Complaints against instructional materials will be considered a most serious matter and will be processed in a very deliberate manner. Therefore, the following procedures are to be followed, step-by-step. Complaints that reach Step 3 will be reported to the Board.

1. The material in question should first be discussed with the teacher or librarian who will report the results of this meeting to the principal. If satisfaction is not reached, the complainant may continue with Step 2.
2. The principal will meet to discuss the material with the complainant and the teacher or librarian. The results of the meeting will be reported to the Superintendent. If satisfaction is not gained, the complainant will be requested to complete the form, "Request for Reconsideration of Instructional Materials," before proceeding to Step 3.
3. The Superintendent will appoint a review committee.

The committee members will be requested to read or view the material and respond to the complainants' answers to the questions on the form, "Request for Reconsideration of Instructional Materials." The recommendation of the committee will be sent to the complainant by the Superintendent. If the complainant is not satisfied, he/she may continue with Step 4.

4. The Superintendent will meet with the complainant to resolve the problem. If an impasse has developed, the matter is to be directed to the Board in Step 5.

5. The complainant will appear before the Board as the final step in the request for reconsideration of instructional materials.

Legal References:

Adopted: FY2012

Last Review: FY2017

Next Review Scheduled For: FY2022

Arlington School District 38-1	NEPN Code: KLD
School Board Policy Reference Manual	

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

Constructive criticism of the schools is welcomed by the School District when it is motivated by a sincere desire to improve the quality of the education program and to help the school personnel in performing their tasks more effectively.

The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and will be given every opportunity for explanation, comment, and presentation of the facts as he or she sees them.

In cases of discipline or other school matters relating to their children, parents will first discuss the matter with the teacher. If, for some reason, they are not satisfied, they may further discuss that matter with the following persons in the following order: the principal of the building, then the Superintendent or the Superintendent's designee. If the

Superintendent is unable to satisfy the parents, he or she will report the case to the Board for consideration and action. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level. The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the complaint and the action desired.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Board for the purposes of further study and a decision by this body. Generally, all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumor shall be discounted, as well as emotional feelings except those directly related to the facts of the situation.

The Board will render its decision which the Superintendent will implement. The decision of the Board may be appealed.

Legal References: SDCL 13-32-6; SDCL 13 46

Adopted: FY2012

Last Review: FY2017

Next Review Scheduled For: FY2021

Arlington School District 38-1	NEPN Code: KMA
School Board Policy Reference Manual	

RELATIONS WITH PARENTS ORGANIZATIONS

The Board is aware of the constructive role, which the parent-teacher groups can play in the school system. The effective leadership provided by these organizations is valuable to the improvement of educational programs and community support of the schools. The Board will offer these groups its full cooperation, and urges parents, teachers, and administrators to become enthusiastic participants.

The parent-teacher association (PTA) may be of service to the schools in each area of the district by fostering community undertakings, encouraging social activities, working for needed legislation, discovering and reporting facts which lead to community or school improvements, studying school problems, supporting school projects, and cooperating with other community agencies.

Each school may set up its own form of parent-teacher association. Before official recognition, their organizational plan and rules of operation must be approved by the Board. The association membership may then form its own committees, plan its own programs, study projects, and other activities in line with Board policies. Resolutions of a school's parent-teacher association will be accepted by the Board for processing and consideration when such resolutions have been adopted by a majority of the members present at an official meeting.

Legal References:

Cross References: ABA (KC), Community and Parent Involvement in Decision Making

Adopted: FY2012

Last Review: FY2017

Next Review Scheduled For: FY2022

Arlington School District 38-1	NEPN Code: KMI
School Board Policy Reference Manual	

**RELATIONS WITH POLITICAL ORGANIZATIONS
(PUBLIC FUNDS)**

School district funds, whether derived from local, state, or federal sources, cannot be used for partisan political purposes.

Legal References: Hatch Act (5 U.S.C. 1501-1508 and Intergovernmental Personnel Act of 1970, as amended by Title VI of Civil Service Reform Act

Public Law 95-454 Section 4728);

Davis-Bacon Act;

SDCL 12-25-2

Adopted: FY2012

Last Review: FY2017

Next Review Scheduled For: FY2022

Arlington School District 38-1	NEPN Code: KN
School Board Policy Reference Manual	

RELATIONS WITH GOVERNMENTAL AUTHORITIES

The schools serve the children, the parents, and all the residents of the school district, and it is to their interest to relate the functions of the Board to other agencies concerned with the security, safety, health, and well being of the citizenry.

Therefore, the Board directs its administrative staff to inform the elected and appointed officials of the local and county governmental units of the desire to plan cooperatively for the improvement of services to residents.

The Board and its administrative officers welcome all who seek to serve the residents of the area and to participate with them in the planning and execution of such projects as will be mutually beneficial.

Legal References: SDCL 5-4-1 through 5-4-9

Adopted: FY2012

Last Review: FY2017

Next Review Scheduled For: FY2022