

## **POLICY REFERENCE MANUAL**

### **Section 1000**

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## **PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS**

Successful education 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 school district community's understanding of participation 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:

- Inform the school district community of the school district's goals, objectives, achievements, and needs;
- Invite the input of the school district community; and,
- Encourage cooperation between the school district and the school district community.

Approved: December 10, 2012

## **DISTRICT ANNUAL REPORT**

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

- Student demographics, including enrollment by grade and site, number of students receiving free or reduced meals and number of special education students.
- District financial information including levy, total budget, valuation per pupil, per pupil costs and local, state and federal revenue.
- Student academic performance including results of standardized tests, average G.P.A. for elementary and secondary students, graduation rates and dropout rates.

The report may also include, but is not limited to:

- Transportation and facilities summary data.
- Graduation requirements and survey results of recent graduating classes.
- College credits earned by 11<sup>th</sup> and 12<sup>th</sup> grade students.
- Parent-teacher conference attendance rates.
- Course-offering information.
- Community attitudes survey information.

The annual report shall be communicated to the public by a presentation at a public meeting of the Board of Education.

Approved: December 10, 2012

Legal Reference: NDE Rule 10.004.01 A4  
NDE Rule 10.004.06 A1

Cross Reference: 1001 Principles and Objectives for Community Relations  
1004 Press, Radio and Television News Media  
1005 Public Participation in the School District

## **PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS**

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 8:00 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 copies upon receipt of written permission by the administration office from the person or entity whose confidential records are being requested. Lacking such permission, the superintendent will issue a written denial of the request.

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

Persons wanting copies may be assessed a fee for the copies not to exceed the actual costs. If the estimated cost of the records exceeds \$50.00, the secretary 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 secretary.

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. If the secretary is unable to provide the requested records within 4 business days, the secretary will issue a written explanation with a revised date for completion, and estimate of cost, and allow the requester to modify or prioritize the information request.

Approved: December 10, 2012

Legal Reference: Nebraska Statutes 84-712.0 et seq.

Cross Reference: 507.01 Student Records Access

## **MEDIA RELATIONS**

The board recognizes the value of and supports open, fair and honest communication with the news media. The board will maintain a cooperative relationship with the news media. 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 board president shall be the spokesperson for the board, and the superintendent shall be the spokesperson for 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.

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 board positions in response to inquiries from the news media about the school district.

Approved: December 10, 2012

## **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 pre-arranged 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.

Information about school activities and issues will be provided to the community in a way which will create and maintain a dignified and professionally responsible image for the district.

The procedures listed below will be followed in giving official information to the news media:

1. The board president will be the official spokesman for the board, unless this duty is delegated;
2. News releases that are of district-wide interest or that pertain to established district policy will be the responsibility of the superintendent.
3. The superintendent will establish regulations for the dissemination of news releases pertaining to the district.

When individual board members receive requests from press media representatives for information about board meetings or actions, members will refer these representatives to the board president, who is the spokesman for the board. The president may designate others to speak on behalf of the board at his/her discretion.

Press conferences will be authorized by the board president.

Nothing in this policy is intended to limit the rights of individual board members to speak their personal opinions.

Approved: December 10, 2012

### **LIVE BROADCAST OR VIDEOTAPING**

Within the limitations described below, individuals may broadcast or videotape 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 buildings and sites 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 videotaping will interfere with or disrupt the school district event.

In addition to limitations on recording or transmitting image or sound in policy 504.12 referenced below, anyone recording or transmitting any sound or image of any person (including themselves) must have the prior consent of the person or persons being recorded or whose image or sound is being transmitted. This requirement applies to all persons, including staff, students, volunteers, and community members, at district facilities or attending district sponsored events. This policy does not apply to District-sponsored athletic events or activities where the focus of the recording or transmission is on the student performances or activity. Nothing in this policy shall prohibit the recording of an Individualized Education Program meeting when necessary to implement parental rights as guaranteed by the Individuals with Disabilities Education Act or in conducting meetings to implement Section 504.

News media coverage of sports and other special events is encouraged. Radio broadcasts of events will be arranged through the superintendent's office. Videotaping of classroom activities will be allowed at the discretion of the superintendent. Parents will be notified prior to videotaping of classroom activities.

It shall be the responsibility of the superintendent to implement this policy and for handling requests for other broadcasting or videotaping activities.

Cross Reference:        504.12        Regulated Electronic Devices

Approved 8-10-20

Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## **CRISIS MANAGEMENT COMMUNICATIONS**

A school crisis may occur at any time, may take various shapes, and may hit with varying degrees of severity. The superintendent is directed to develop a School Communications Crisis Procedure to manage information more effectively and to ensure the crisis will be managed more effectively.

The procedure should include the following provisions:

1. Designation of a crisis spokesperson and description of the spokespersons duties;
2. Preparations to be taken before a crisis for dealing with the media;
3. Procedures for contacting various groups such as emergency response units, employees, parents, and the media.
4. Procedures for developing and releasing a public statement soon after the initiation of the crisis; and
5. Procedures for developing a public statement or report following the conclusion of the crisis.

Approved: December 10, 2012

Cross Reference:           905       Safety Program



## **PUBLIC COMPLAINTS**

The board recognizes that concerns regarding the operation of the school district will arise. The board further believes that constructive criticism can assist in improving the quality of the education program and in meeting individual student needs more effectively. The board also places trust in its employees and desires to support their actions in a manner which frees them from unnecessary or unwarranted criticism and complaints.

Procedures for dealing with complaints concerning programs or practices should be governed by the following principles:

- where action/investigation is desired by the complainant, or where it seems appropriate, the matter should be handled as near the source as possible;
- complaints should both be investigated and, if possible, resolved expeditiously;
- complaints should be dealt with courteously and in a constructive manner; and,
- individuals directly affected by the complaint should have an opportunity to respond.

Specific procedures for handling complaints may be established in policies. The board, consistent with its board policy-making role, will deal with complaints concerning specific schools, programs or procedures only after the usual channels have been exhausted.

Complaints regarding employees or complaints by students will follow the more specific policies 403.05 and 504.1 respectively.

When a complaint requiring attention is received by the board or a board member it will be referred to the superintendent. After all of the channels have been exhausted, the complainant may appeal to the board by requesting a place on the board agenda or during the public audience portion of the board meeting. If the complainant appeals to the board, the appeal shall be in writing, signed and explain the process followed by the complainant prior to the appeal to the board.

Approved: December 10, 2012

Cross Reference:           204.12 Public Participation at Board Meetings  
                                  403.05 Public Complaints about Employees  
                                  504.01 Student Due Process Rights  
                                  606.03 Objective to Instructional Materials

## **PARENT RELATIONS GOALS**

It is the general goal of the district to foster relationships with parents which encourage cooperation between the home and school in establishing and achieving common educational goals for students. The board believes parents should be active participants in education by demonstrating interest in and support for their school and the district, by becoming informed about their role as partners in education, and by becoming involved in the education of their children; and

While parents are individually responsible for their children, the district provides direct services of education and indirect services of child care for students during the time when they are within the supervision of school personnel. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will consult with parents regarding student progress and achievement, methods to enhance student development, and matters of correction.

Additionally, parental involvement in the schools is encouraged through regular communication with the school principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and district programs. It is assumed that the relationship described in the general goal is fostered if the district will:

- consult with and encourage parents to share in school planning, in setting objectives, and evaluating programs;
- help parents understand the education process and their role in promoting this process;
- provide for parent understanding of school operations
- provide opportunities for parents to be informed of their child's development and the criteria for its measurement; and
- help parents improve in their role as parents.

Approved: December 10, 2012

Cross Reference:       508.07 Custody and Parental Rights  
                              611.01 Student Progress Reports  
                              611.04 Parent Conferences

## **PARENTAL INVOLVEMENT IN THE SCHOOLS**

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

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

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

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

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

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

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

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

Reviewed: June 13, 2017

Legal Reference: Neb. Statute 79-530 to 533

Cross Reference: 507.01 Student Records Access; 606.03 Objection to Instructional Materials;  
611.01 Student Progress Reports; 611.04 Parent Conferences;  
1002 District Annual Report; 1005.01 Public Complaints

## **COMMUNITY RELATIONS GOALS**

The school-community relations program is a responsibility of both the Board of Education and the total school staff. Within the bounds of legal and ethical responsibilities to pupils, the school district will attempt to keep the community well informed about the operations and needs of the school district. The school district recognizes the necessity of involving citizens in the work of the schools and of two-way communications with the schools' internal and external publics

The board will work closely with school district-community groups, including, but not limited to, the booster club and parent-teacher organizations. The Board expects all district staff to demonstrate commitment to the involvement of parents and community members in education.

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

Funds raised by these groups 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 groups affiliated with the building principal's attendance center.

Approved: December 10, 2012

## **COMMUNITY INVOLVEMENT IN DECISION MAKING**

The Board endorses the concept that community participation in school affairs is essential if the school system and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It therefore intends to exert every effort to identify the community's desires and to be responsive, through its actions, to those desires.

All district citizens will be encouraged to express their ideas, concerns and judgments about the schools through such means as:

1. written suggestion(s) or proposal(s);
2. presentations at hearings;
3. responses to surveys made through interviews, written instruments or other means;
4. comments at Board meetings; and
5. service on citizens' advisory committees and school improvement teams.

The public advice will be given careful consideration. In evaluating such advice, the first concern will be for the educational program as it affects students. The Board's final decisions may depart from public advice when, in the judgment of staff and the Board, such advice is not consistent with goals adopted by the Board or with good educational practice or within available financial resources.

Approved: December 10, 2012

## **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 education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage or recognition of school district volunteers are responsibilities of the superintendent.

Approved: December 10, 2012

## VISITORS TO SCHOOL

The Board encourages parents and other district citizens to visit the school and classrooms at any time to observe the work of students, teachers and other employees. All visitors, which includes persons other than employees or students, must directly to the school office upon arrival and request authorization to visit elsewhere in the building.

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 employees 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. Visitors failing to conduct themselves accordingly may be asked to leave the premises. The board and administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. Children who wish to visit school must be accompanied by a parent or responsible adult.

It shall be the responsibility of employees to report inappropriate conduct. It shall be 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, a school district employee shall act to cease the inappropriate conduct.

The Board discourages using the school as a site for parents without custody to visit their children. The principal may deny the parent without custody the opportunity to deliver packages, gifts, messages, etc., to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian. In this paragraph, "without custody" means the parent lacks joint custody under Nebraska law.

Approved: December 10, 2012

Legal Reference: Neb. Statute 7908, 100

Cross Reference: 1004 Press, Radio and Television News Media

## **PUBLIC CONDUCT ON SCHOOL PREMISES**

No person on district property will:

- Injure or threaten to injure another;
- Damage the property of another or of the district;
- Violate parking regulations;
- Drive a vehicle in an unsafe manner;
- Impede, delay or otherwise interfere with the orderly conduct of the district's educational program or any other activity taking place on district property which has been authorized by the Board, superintendent, principal or other authorized administrator;
- Enter any portion of district premises at any time for purpose other than those which are lawful and authorized by district officials;
- Possess an unauthorized loaded or unloaded firearm or any other instrument used as a dangerous or deadly weapon as defined in law and Board policy;
- Consume, sell, give or deliver unlawful drugs including drug paraphernalia and alcoholic beverages;
- Smoke or use tobacco products in other than a designated smoking area;
- Willfully violate other district rules and regulations designed to maintain public order on school property.

Spectators are permitted to attend extracurricular activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the extracurricular activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of extracurricular activities to perform their duties without interference, the following provisions are in effect:

- Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of extracurricular activities or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interfere with the performance of students, officials or sponsors of extracurricular activities will not be tolerated.



- The use of vulgar or obscene language directed at students, officials or sponsors participating in an extracurricular activity or at other spectators will not be tolerated.

If a spectator at an extracurricular activity becomes physically or verbally abusive, uses vulgar or obscene language, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the spectator at future extracurricular activities.

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

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

Approved: December 10, 2012

Cross Reference:       506     Student Activities  
                              903.08  Vandalism  
                              1006    Use of District Facilities and Equipment

**SKATEBOARDING AND ROLLERBLADING**

In the interest of maintaining a safe injury-free environment and preventing damage to school equipment, skateboarding and rollerblading are prohibited on the sidewalks, driveways and playgrounds of the school at all times.

Approved: December 10, 2012

Cross Reference:           905     Safety Program

## DISTRIBUTION OR POSTING OF MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are noncurricular. Noncurricular materials to be distributed must be approved by the superintendent or designee and meet certain standards prior to their distribution.

Materials shall be reviewed based on legitimate educational concerns. Such concerns include: the material is or may be defamatory; the material is inappropriate based on the age, grade level and/or maturity of the reading audience; the material is poorly written, inadequately researched, biased or prejudiced; the material contains information that is not factual; the material is not free of racial, ethnic, religious or sexual bias; or the material contains advertising that violates public school laws, rules and/or policy, is deemed inappropriate for students or that the public might reasonably perceive to bear the sanction or approval of the district.

The superintendent or designee shall determine distribution procedures for noncurricular materials. Such procedures may include:

1. Distribution to each student before or after class if materials are not directly related to the instructional goals;
2. Notification to students or parents of the availability of the materials in a specified location if this procedure is deemed less disruptive to the educational process; or
3. Solicitation of school-related groups such as parent organizations to distribute materials.

The practice of distributing pamphlets, booklets, flyers, brochures and other similar materials shall be periodically reviewed to ensure that the mere volume of requests has not become an interruption to the educational process.

The facilities, the staff or the students of the district shall not be used in any manner to advertise or promote commercial, cultural, organizational or other non-school interests except that the district may:

1. Utilize films and other instructional aids furnished by private sources when the advertising content is reasonable in the judgment of the building principal;
2. Cooperate through announcements and distribution of program material with nonprofit community organizations that supplement the school program when such cooperation will not interfere with the school program;
3. Permit participation on a student option basis in essay, art, science and similar contests sponsored by outside interests when such activities parallel the curriculum and contribute to the educational program;

4. Release promotional material for non-school athletic and cultural events only through appropriate school departments;
5. Accept, but not actively solicit, limited advertising on extracurricular activity schedules and programs at the discretion of the superintendent or designee;
6. Permit other exceptions when, in the judgment of the superintendent, students of the district will benefit. The superintendent may, at his/her option, refer specific cases to the board for decision.

Signs and Banners: Signs and banners will be allowed in or upon buildings and other district facilities only with the prior written approval of the superintendent with consideration for the health, safety and welfare of staff and students.

The following guidelines shall be applied in considering requests to display signs or banners:

1. Signs and banners on sticks require special authorization;
2. Signs and banners fastened to any structure of a building or structures immediately adjacent to an open space shall not be allowed without specific prior written permission;
3. Signs and banners presenting recognizable health or safety hazards are prohibited;
4. Signs and banners representing false information shall be prohibited.
5. Signs and banners may be removed at the discretion of the administration.

Approved: December 10, 2012

Revised: January 16, 2017

Homer Community School District

## TITLE 1 PARENT AND FAMILY MEMBER ENGAGEMENT

The district commits to meeting all requirements of the No Child Left Behind Act of 2001 including Every Student Succeeds Act (ESSA) amendments as they apply to all Title 1 programs conducted within the District. For the purpose of this policy “parents and family members” means “parents and persons in a parental relation to the student.” This Policy will be distributed to all parents annually, in a language that parents can understand.

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

1. Parents and family members of all students are welcomed and encouraged to become involved with their child’s school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
2. Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
3. Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
4. Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
5. Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children’s academic achievement in a format, and when feasible, in a language the parents and family members can understand.

Approved 8-13-18      Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## **COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS, SITES AND EQUIPMENT**

School District facilities, sites and equipment will be made available to local nonprofit entities without charge. "Entities" shall include organizations, groups and individuals and their agents. Such use will be permitted only when the use does not interfere with or disrupt the education program or a school-related activity, the use is consistent with state law, and will end no later than midnight. It is within the discretion of the board to selectively allow for-profit entities to use school district facilities, sites and equipment on a fee basis. It shall be within the discretion of the superintendent to allow use of school district facilities, sites and equipment on Sundays or holidays.

Those who wish to use school district facilities, sites or equipment must apply at the superintendent's office. It shall be the responsibility of the superintendent to determine whether the school district facility or equipment requested is available and whether the application for use meets board policy and administrative regulations. It shall be the responsibility of the superintendent to provide application forms, obtain proof of insurance, and draw up the contract (when required) for use of school district facilities, sites and equipment. The superintendent shall reserve the right to refuse the use of school facilities.

A school district employee shall supervise use of school district facilities, sites and equipment by entities unless special prior arrangements are made with the superintendent. The school district employee shall not accept a fee from the entity using school district facilities and equipment. If appropriate, the school district employee will be paid by the school district.

Entities that use school district buildings or sites must leave the building or site in the same condition it was in prior to its use. Entities that use school district equipment must return the equipment in the same working condition it was in prior to its use. Inappropriate use of school district facilities, sites or equipment may result in additional fees charged to, or the inability of, the entity to use school district facilities, sites or equipment in the future.

All regulations from 1006.01R1 shall apply to use the district building sites and equipment.

Approved: November 14, 2011      Revised: December 10, 2012

Legal Reference:                      Good News Club v. Milford

Cross Reference:                      705.02    Usage Fees, Admissions and Royalties  
   904.02    Lease, Sale or Disposal of School District Buildings and Sites  
   1000     Principles and Objectives for Community Relations

## COMMUNITY USE OF SCHOOL FACILITIES

The primary function of school facilities is that of educating the children of the district, extreme care and discretion will be exercised in extending the use of these facilities beyond those that tend to promote the aims, objectives and goals of academic education. Facility use is at the sole discretion of the District. All organizations and individuals wishing to use school facilities must complete an Application for Use of School Facilities and a Building Use Contract, a Building and Premises User Release and Waiver of Liability Form and other forms when required by the Superintendent. The District has the right to deny or withdraw facility use privileges at any time.

### Priorities for Use

1. Class 1: Activities and programs of the Homer Community School District related to the instructional, educational, and athletic programs of the District.
2. Class 2: Events or activities designed to serve the youth and citizens or the community which are planned and directed by school-attached groups, or connected with a community recreation program.
3. Class 3: Use by community organizations whose primary purpose is service to youth or, through the use of school facilities, is the improvement of the general welfare of the community and where no admission fee is charged.
4. Class 4: Use by civic and service groups whose purpose thorough the use of school facilities, is to improve the general welfare of the community and where admission is charged and whose net receipts are expended for the welfare of the pupils or charitable purposes.
5. Class 5: Use by individual groups who are eligible to rent the facilities for legitimate purposes and whose net receipts are not for welfare of the pupils or charitable purposes

### General Regulations

1. Application
  - a. Any individual or group representative shall direct the request for use of the school or school grounds to the Superintendent on a form provided for that purpose. Applications must be submitted at least one week prior to the date of the requested use. (This timeline may be waved at the discretion of the Superintendent.)
  - b. Individuals or groups holding regular meetings throughout the year need file only one application at the beginning of each school year. However, special events of such groups must be preceded by separate applications prior to their being scheduled.
  - c. Extended use of any facility for religious activities must have Board of Education approval.



2. Processing Applications

- a. The Superintendent or designee will review all applications, making certain that all information has been obtained and require the prospective user to sign the completed application.
- b. The signed and completed application along with any accompanying fee is to be forwarded to the Business Manager.

3. Approval

- a. The approval for the use of one part of a building or grounds at a specific time confers no privileges for the use of any part of the facility or times of use other than those stated in the application.
- b. If access to the building is required, ~~it~~ a key, card or key fob must be checked out at the School Office for the time identified on the application. A \$50 deposit is required and will be returned upon presentation of the key at the end of the time approved. The person requesting access must be 20 years of age or older. The person checking out the key, card or key fob will be held responsible for any damage or extra custodial time involved in clean up.
- c. Violation by an approved user of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing agreements and denial of any use of the facilities in the future.
- d. All approvals are subject to immediate cancellation if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules, and regulations of the Board, the approval is subject to immediate cancellation. Upon notice by the designated school official, such activity is to cease. The Board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.
- e. Once an approval has been granted, it can be canceled by the Board of education and/or Superintendent (or designee) for cause, or when such cancellation is in the best interests of the public.
- f. An applicant or group may also cancel its agreement without penalty, provided notice of cancellation is given school authorities no less than 24 hours prior to scheduled use.

4. Liability for Damage

Any individual, group or organization using school property shall leave the Homer Community School District Board of Education, the individual members thereof, and any school officials or employees, free and without harm from any loss, damage liability, or expense that may arise during, nor be caused in any way by such use of occupancy of school property. In the event property loss is incurred as a result of the use of the facility by any outside group, the amount of damages shall be determined by the Business Manager, in consultation with the Superintendent.

5. Certificate of Insurance

The using organization in Class IV or V shall furnish the Homer Community School District, prior to the use of the facilities, evidence of a liability policy that will provide bodily injury liability coverage of not less than \$500,000 per each occurrence and \$500,000 for property damage coverage. The requirement for liability and property damage coverage may be waived by the Superintendent.

6. Fees

- a. All fees and/or rentals will be based upon the attached Basic Rental Fee Schedule.
- b. Fees are due when the rental agreement is signed.
- c. All fees and/or rentals are to be forwarded to the Business Manager.
- d. Checks or money orders are to be made payable to the Homer Community School District.

7. Equipment

- a. School equipment such as tables, chairs, musical instruments, risers, instructional equipment, etc. may not be loaned or rented for use outside the school location. Outside use of computer equipment by district employees is authorized when used to pursue a specific school project or purpose, if approved by the employee's supervisor. Use of school space does not include use of school equipment (basketballs, volleyballs, mats, etc.), unless specifically permitted.
- b. Organizations wishing to bring unusual equipment, materials, devices, and/or animals into school buildings or on school premises, must first present, in writing, proper insurance coverage with a "save harmless" clause protecting the Board of Education and District employees.

8. Other Considerations

- a. In general, this usage will be limited to buildings and grounds other than specifically equipped classrooms, libraries, storage rooms, and administrative offices to as to reduce interference with the school program and to protect school and pupils' supplies, instructional materials, and exhibits from being disturbed or destroyed.
- b. The use of the District's facilities by outside organizations should in no way restrict or limit the normal instructional program carried on during regular school hours. Further, the use of school equipment is specifically prohibited unless prior approval has been received from the principal. The hours of use by outside organizations shall normally be allowed from 4:00 P.M. to 11 P.M. on weekdays when school is in session, and on Saturdays and Sundays from 8:00 A.M. to 11 P.M. Weight Room hours are 5:00 a.m. to 10:00 p.m. Requests for use outside of these hours need prior approval from the Superintendent or designee.
- c. The Board of Education reserves the right to deny the use of the facilities to any person or organization at any time, and it is the final authority on the interpretation and

modification of the policy on public use of school facilities. In particular, the Board of Education reserves the

right to deny the privilege of continued use of facilities to any user who does not comply with all regulations.

- d. Organizations or groups which promulgate any theory or doctrine subversive to the laws of the United States or any political subdivision thereof or advocate governmental change by violence, will be denied use of all school facilities.
- e. School facilities will not normally be available for use by rental groups on the following days: New Year's Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve. Weekends and non-school days are available on a limited basis depending upon the availability of school personnel.
- f. The school facilities are not to be used for any other purpose or in any other way than its designed use, without expressed written permission.
- g. No school facilities or grounds will be used for unlawful purposes.
- h. Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder.
- i. Sponsoring organizations will conduct meetings that are not abusive of other groups or individuals by reason of race, creed, color, sex, or national origin.
- j. Any activity that may violate the canons of good morals, manners, or taste, or be injurious to the building, grounds, or equipment, will not be permitted.
- k. All use of the school building by non-school groups will be cancelled when school is closed due to inclement weather (including nights and weekends) or other emergency conditions unless specific permission is granted by the Superintendent.
- l. Each applicant must agree to assume responsibility for any legal liability for injury or damage to the person or property of the applicant or others, and for any uninsured injury or damage to school personnel or property in connection with use of school facilities, must agree to leave the Board of Education harmless in the event of any injury or damage, and must reimburse the District for any damage. In all cases, a "hold harmless" agreement must be signed.
- m. A school custodian or a representative of the Superintendent may be required to be on duty during the use of any school facility.
- n. Adequate adult supervision must be provided for each activity.
- o. The use of alcoholic beverages in the school facility or on school grounds is prohibited.
- p. Gambling is prohibited in school facilities.
- q. Smoking in the school and on school grounds is prohibited.
- r. School facilities shall not be used for parties or celebrations that are essentially private in nature, such as birthdays, anniversaries, and other similar parties.
- s. No ticket selling for any event or the sale of merchandise or food is permitted without written approval on the application.
- t. Special permission must be obtained from the principal for decorating, placing signs, installing scenery, moving furniture, etc.

Fees

Location	Class 1 Fees	Class 2 Fees	Class 3 Fees	Class 4 Fees	Class 5 Fees
Main Gym	N/A	N/A	N/A	\$50	\$100
Auxiliary Gym	N/A	N/A	N/A	\$50	\$100
Cafeteria	N/A	N/A	N/A	\$15	\$30
Cafeteria w/Kitchen	N/A	N/A	N/A	\$30	\$60
Classroom(s)	N/A	N/A	N/A	\$15	\$30
Library	N/A	N/A	N/A	\$15	\$30
Long Distance Learning Lab	N/A	N/A	N/A	\$30	\$60
Athletic Field/Track	N/A	N/A	N/A	\$50	\$100
Other	N/A	N/A	N/A	TBD	TBD

Personnel	Class 1 Fees	Class 2 Fees	Class 3 Fees	Class 4 Fees	Class 5 Fees
Supervisor	N/A	N/A	N/A	\$25 per hour	\$25 per hour
Kitchen Staff	N/A	N/A	N/A	\$25 per hour	\$25 per hour
Custodian	N/A	N/A	N/A	Overtime costs when applicable	Overtime costs when applicable
Other	N/A	N/A	N/A	TBD	TBD

**Building Access**

Deposit	Class 1 Fees	Class 2 Fees	Class 3 Fees	Class 4 Fees	Class 5 Fees
Key, Card or Key Fob Deposit	N/A	\$50	\$50	\$50	\$50

**Weight Room (Inside Access)**

Key Fee \$5.00 per Individual

### **TOBACCO-FREE ENVIRONMENT**

School district facilities and grounds, including school vehicles, shall be off limits for smoking or other uses of tobacco products. For purposes of this policy, it includes all products such as cigars, cigarettes, chewing tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request shall be required to extinguish their smoking material and may be required to leave the school district premises immediately. It shall be the responsibility of the administration to enforce this policy.

Approved: July 21, 2014      Revised: July 21, 2014

Legal Reference:      Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125 (1994).

### **EDUCATION AGENCY RELATIONS**

The Board desires that staff and students of this district benefit in every feasible way from resources provided by the colleges and universities of our area. The superintendent is to keep the board informed of opportunities for shared and cooperative services between the district and institutions of higher learning. Additionally, staff members are encouraged to seek out and use the services of college and university faculty members who are willing to serve out schools as instructional resource persons.

Approved: December 10, 2012