
SECTION 3

COMMUNITY RELATIONS

Any questions direct to the Superintendent (918) 647-7700

COMMUNITY RELATIONS INDEX

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NOTIFICATION OF BOARD OF EDUCATION MEETINGS

The Board of Education shall announce whenever practicable through the newspapers and such other means as may seem appropriate, the date, time and place of all Regular and Special Meetings and the major topics to be discussed. At least 24 hours prior to Regular Meetings, excluding Saturdays, Sundays, and legal holidays in Oklahoma, there shall be displayed in prominent public view at the Office of the Superintendent, a public notice and agenda of the meeting.

Regular Meetings of the Board of Education shall be held on the second Monday of each month or upon such day as may be fixed by the board. Special Meetings or Emergency Meetings may be held from time to time as circumstances demand.

The public, including school employees, shall be encouraged to attend Regular Meetings of the Board of Education.

Revised: June 8, 1987

USE OF STUDENTS

The use of letters and bulletins carried by pupils to their parents can be an effective means of communicating with patrons. Care should be exercised, however, that information sent by pupils is completely accurate, carefully worded and in keeping with the philosophy and policies of the Poteau Public Schools.

Adopted: September 12, 1977

RESPONSIBILITIES OF SCHOOL EMPLOYEES

School employees can be an effective means of communicating and interpreting the schools' program to the community. To enable employees to be well informed, the superintendent shall develop procedures for ensuring a continuous and free-flowing line of communication with school employees.

School faculty members and other employees will frequently be questioned or talked with by their acquaintances in the community about school quality, activities, curriculum and events. Employees are to be advised that although it is within their right to express themselves about such matters, discretion dictates that they be sure to be accurate when reporting on school matters, that they comply with applicable confidentiality laws and that they always consider the best interests of the school and the people involved before making comments.

Adopted: September 12, 1977

RESPONSIBILITIES OF THE BOARD OF EDUCATION

The Board of Education recognizes the right of the public to information concerning its actions, policies and the details of its educational and business operations. The board encourages study, discussion and active participation by all concerned in the promotion of the best possible program of education in the community. It is the practice of the board to utilize the advice and assistance of all interested individuals and groups in addressing educational and financial issues. The board, while encouraging active participation of individuals and groups in the community, recognizes its responsibility for final decisions on all matters relating to Poteau Public Schools.

Adopted: September 12, 1977

PRODUCTION OF PUBLIC RECORDS POLICY

The Board of Education of the Poteau School District adopts this Policy Statement in connection with the ***Oklahoma Open Records Act (the "Act")***.

District's Philosophy

The school district, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. The school district strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this school district desires to exemplify to its students.

In order to achieve these goals, the Board of Education hereby states that all records of the school district, except those records designated as confidential in this Policy Statement, or, otherwise, as required by federal or state law, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the school district shall be accorded prompt access to those records.

Confidential Records Not Available for Inspection

As permitted by the Act, the school district hereby designates the following records as confidential and **not** open for public inspection:

1. Records which can be kept confidential under federal or state law.
2. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation.
3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, and employment applications submitted by persons not hired, and transcripts from institutions of higher education.

4. Bid specifications for competitive bidding prior to publication; contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract if disclosure would give an unfair advantage to competitors or bidders.
5. Personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution, except for the fact that a communication has been received and that it is or is not a complaint. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.
6. Individual student records, except for: (a) statistical information not identified with a particular student if such information is maintained in a composite form and (b) directory information as defined in the Act, if, pursuant to the ***Family Educational Rights and Privacy Act*** that information (i) has been designated by the School District as directory information and (ii) parents have been notified of and have not exercised their non-release rights.
7. Instructor lesson plans, tests, and other teaching materials.
8. Personal communications concerning individual students.
9. Personal notes and personally created materials, when made prior to taking action, making a recommendation or issuing a report. Confidentiality does not extend to departmental budget requests prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a public project.
10. The home address of any person employed or formerly employed by the school district.
11. The home telephone number of any person employed or formerly employed by the school district, where disclosure would constitute a clearly unwarranted invasion of personal privacy.

Records Custodian

The Board of Education hereby designates its superintendent's secretary or if such person is not available during regular business hours, then its designee as the person authorized to release non-confidential public records for inspection, copying or mechanical reproduction.

Fees for Records and for Search for Records

The following fees shall be charged for records reproduction and any compensable search for records:

Copies:

8 ½" x 11"	\$.25 per copy
8 ½" x 14"	\$.30 per copy
11" x 17"	\$.35 per copy

When a request for public records would clearly cause excessive disruption of the district's essential functions or is solely for commercial purpose the district will charge a reasonable fee in the amount of \$ 11.10 per hour to recover the direct cost of document search.

The district does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purpose. However, the district shall charge the news media and others the direct cost of copying electronic data.

A search fee shall not be charged when the release of documents is in the public interest, including, but not limited to, release to the news media, scholars, authors, and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

Costs associated with reproduction of public records shall be paid by, or on behalf of the requestor, at the time documents requested are to be picked up. In the event of a large records request, the district may request a deposit, to be set by the records custodian, to be made at the time of the request.

Request for Records

Requests for public records shall be made to the attention of the Superintendent of Schools or the District's Records Custodian. The request shall identify with specificity the record or records sought. Where the request for records is unclear or confusing, the Records Custodian may request that the requestor provide a more precise explanation or description of the records requested. The district shall produce records requested promptly, taking into consideration the accessibility of the record, the number and type of records requested, and the press of school district business.

An individual requesting public records, pursuant to the Act, is requested to use the District's Request Form to expedite the processing of the request.

Appeal of Denial of Records

If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right to appeal the denial to the Superintendent of Schools.

Adopted: October 9, 1989

Revised: Feb. 8, 2010

**INTERFERENCE WITH THE PEACEFUL CONDUCT OF
SCHOOL DISTRICT ACTIVITIES**

The Superintendent of Schools or anyone designated by the Superintendent or the Board of Education to maintain order in the school district shall have the authority and power to direct any person to leave school district property who is not a student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on school district property;
2. Commits an act that interferes with the peaceful conduct of activities on school district property; or
3. Enters school district property for the purpose of committing an act that may interfere with the peaceful conduct of activities on school district property.

For purposes of this policy, the term “**interferes with the peaceful conduct**” includes, but is not limited to, actions that directly interfere with any student activities, classes, study, student or faculty safety, housing or parking areas or extra-curricular activities or any lawful activity occurring on school property; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the school district; or direct interference with administration, maintenance or security of property belonging to the school district.

Any person to whom this policy applies, who fails to leave school district property as directed or returns within six (6) months thereafter, without first obtaining written permission from the Superintendent or anyone designated by the Superintendent or the Board of Education, shall be guilty of a misdemeanor.

Appeal Process

After receiving a directive to leave school district property under this policy, the person issued the directive may request reconsideration by taking the following steps:

First Level of Appeal:

The person may request review of the initial decision by letter to the superintendent. If no written request is received within five (5) calendar days of the person's receipt of written notification of the directive to leave school district property, the directive will be final and non-appealable. If the superintendent issued the initial directive to leave school district property, the person issued the directive may proceed directly to the final level of appeal.

Final Level of Appeal:

The person may request review of the superintendent's decision by letter to the Superintendent or the Clerk of the Board of Education. If no written request is received within five (5) calendar days of the person's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final and non-appealable. The person will be notified in writing of the date, time and place of the board meeting at which the decision will be reviewed. The board's decision will be final and non-appealable.

The superintendent or person who issues the directive to leave school district property will give the person to whom the directive is issued a copy of this policy within a reasonable amount of time after issuing the directive. During any appeal process, the person given the directive to leave school property must remain off school property unless the superintendent, in writing, instructs that the directive is to be stayed pending the appeal process.

Adopted: July 25, 1995

Revised: February 8, 2010

SCHOOL VISITORS

It is the policy of the Poteau Board of Education that all visitors to any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or principal of any school shall have the authority to order any person¹ out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. **This authority shall extend to the removal of any individual attending an official school activity or field trip where students are present, including an activity or field trip not on school property, when the superintendent or principal determines that a threat to the peaceful conduct of students exists.** Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy GJ-P.

**REFERENCE: 70 O.S. § 24-131
21 O.S. §§ 1375, 1376**

¹Does not include students, officers, or employees of the district.

**SCHOOL VISITORS
(GRIEVANCE/APEALS PROCESS)**

Any person who has been removed from this institution **or from a school activity or event whether held on or off the premises** shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the board of education by their receipt of a copy of this policy.

FILING A GRIEVANCE OR APPEAL

Within five (5) working days of being directed to leave premises, the individual ("complainant") may request a hearing before the board of education regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such request shall be mailed by certified mail, return receipt requested. If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant's request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator's decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for hearing before the board of education.

HEARING

The hearing shall be conducted by the board of education as follows:

1. The administration shall present each of the board members with a copy of the written summary provided to the complainant;
2. The complainant shall present each of the board members with a copy of a written response to the administration's paperwork;
3. Members of the board of education shall be afforded the opportunity to ask questions related to the summary and response;
4. The board of education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to complainant¹.

The decision of the board of education shall be final and unappealable.

¹Agenda language will need to reflect the individual's name

Adopted: August 12, 2013

CHECKING STUDENTS OUT OF SCHOOL

As a part of taking responsibility for students at school, a system of attendance taking, reporting and recording exists as a means of accounting for students. In order to have an accurate system of student accounting, students who leave school during the class day are to check out through the office when leaving and check in when returning. The exception is during lunch time at Poteau High School. Parents who come for or bring their children are asked to follow each school's practices in regard to checking students in and out.

In emergency situations, real or perceived, it is anticipated that some parents will come to school for their children. It is particularly important that in situations involving natural disaster the check out procedure be followed. Being able to account for the presence or absence of students in those situations is especially important.

Adopted: July 26, 1999

GIFTS AND DONATIONS

The school system, as a publicly supported institution, may accept gifts, grants, donations, and titles to property. However, such acceptance shall in no case be considered an endorsement by the school system of a product or business enterprise. Once a gift has been accepted by a school, it becomes permanent property of the school, and the school shall have exclusive authority over its use.

The school principal or superintendent shall be involved before the acceptance of any gift is finalized.

Adopted: September 12, 1977

COMMUNITY RESOURCE PERSONS

The school program may be enriched by the use of community resources. Individual citizens, organizations, and institutions may be invited to make presentations that are related to the school program.

Volunteers may be used in the school to carry out functions that assist teachers and other staff members to carry out their responsibilities. Among the roles volunteers may perform are carrying out clerical tasks, serving as library/media center helpers, preparing and operating visual aides, tutoring and sharing special skills. Volunteers shall be selected and assigned and will work within guidelines developed by the superintendent.

Adopted: June 8, 1987

PARENTAL INVOLVEMENT

The professional staff is encouraged to involve parents in the education of their children. In so far as is practical teachers shall involve parents in school activities and utilize them as resources in the programs of the school.

The board of education recognizes that parents and other members of the community can contribute worthy information and ideas regarding school programs. It shall be a practice to gain parental input, which may include asking parents to serve on committees, when planning curriculum and other school programs.

Revised: July 24, 1996

PARTICIPATION IN COMMUNITY LIFE

School employees shall be encouraged to become residents and citizens of the community in the fullest sense, willingly accepting the responsibilities ideally accepted by each community member.

Adopted: September 12, 1977

**USE OF EMPLOYEES OR STUDENTS OR FACILITIES
FOR ADVERTISING**

Assuming that the school belongs to the general public, which has no obligation to promote any single private interest, especially at the expense or detriment of competing groups, generally neither the facilities, the staff, nor the pupils of a school shall be employed for advertising or otherwise promoting the interests of any commercial or non-school organization. Exceptions may be approved by the superintendent or principal.

Teachers may use instructional materials bearing simple mention of the producing firm when the materials have been donated or provided at a nominal price. Care should be taken to point out biases in such material, if they exist.

Adopted: September 12, 1977

CONTESTS FOR STUDENTS

Schools are frequently requested to participate in poster, essay and other contests of a similar nature. Participation in contests is optional with the individual school. While there is no intent to refuse to cooperate with agencies sponsoring worthwhile contests, there is very definitely a desire to keep such cooperation within reasonable bounds. The primary educational aims of the schools and the needs and interests of their pupils must be a consideration at all times.

Consideration shall be given in all cases to protecting students and teachers against unreasonable added work and responsibilities.

Adopted: September 12, 1977

FUND RAISING

Generally, school resources, personnel and students shall not be used for fund raising by non-school organizations. The number of charitable organizations that seek to raise funds through the school has become too great to grant their requests without disrupting the instructional program and exploiting the students.

The Board of Education shall approve fund raising activities by student groups. No fund raisers shall be carried out by student activity groups until such approval has been given by the board or unless due to some unique circumstance of timing, the Superintendent grants permission.

Fund raisers at school by non-school organizations other than sanctioned parent organizations and booster clubs are discouraged and shall be carried out only after approval of the superintendent.

Revised: July 26, 1999

Revised: February 8, 2010

LENDING EQUIPMENT

In general, school equipment (A.V., athletic, tools, computers, etc.) shall be used only in the school program so that it will be properly maintained and be serviceable as long as possible. No school equipment shall be loaned to any person who wishes to remove it from school premises without permission from the principal responsible or the superintendent. The principal or superintendent may require those who request the use of school equipment to complete the application form used to request school facilities.

Adopted: August 1, 1994

Revised: February 8, 2010

USE OF BUSES

The use of school buses are limited to school activities. Exceptions are made. Activities or sports sponsored by school coaches or activity sponsors outside the school year may be considered to be school activities when they exist primarily for Poteau students. Examples are summer sports programs, music camps, and cheerleading camps.

Revised: July 21, 1998

Revised: February 8, 2010

RADIO AND T.V. BROADCASTS OF SPORTS AND ACTIVITIES

Requests will be made to do radio broadcasts and television cable casts of sporting events and occasionally of other activities. Most often the requests will be for football and basketball but may in time involve other sports and activities. It is recognized that there is a positive public relations benefit to having radio and television coverage.

Radio

The minimum charge to a local station for broadcasting football is **\$25.00** for each home game. If more than one station requests to broadcast games, bids shall be secured from each prior to the season or the event. All broadcast costs will be borne by the station. The number of people allowed on a broadcast team and the location of the broadcasters may be set by the principal.

Radio stations from the area of opposing football teams may be granted broadcast rights of a game by the principal. A payment of **\$25.00** in advance to the school is required. All broadcast costs are to be paid by the radio station.

No fee for broadcasting other events shall be charged but arrangements must be made in advance through the principal.

Television

Local television stations may delay cable cast football games for **\$35.00** a home game and basketball games for **\$25.00** a home game. There will be no charge for other events. All expenses for broadcasting will be borne by the television station. Arrangements are to be made in advance with the principal. The principal may establish the minimum size of the cable cast crew and the place of their filming.

Television stations from the area of opposing football teams may be granted cable cast rights of a game by the principal. A payment of **\$35.00** in advance to the school is required. All cable cast costs are to be paid by the television station.

Revised: August 10, 1992

PARENT ORGANIZATIONS AND BOOSTER CLUBS

State law requires each school district board of education to adopt policies providing guidelines for the sanctioning of organizations and associations exempted from complying with the provisions of law that deal with school activity funds. The guidelines, according to law, may include but not be limited to examinations of financial and performance audits.

The primary function of booster organizations and parent organizations is to assist and support the school in promoting and recognizing student activities. The organization must be managed or operated by adults rather than students. Organizations must operate within board policy and law.

Organizations have the following options regarding the management of their funds related to the Poteau Public Schools District.

- A. Funds may be deposited and expended through a Board-approved School Activity Account at their local school site. Organizations who choose to deposit their funds in a Board School Activity Account must follow the District's Policies and Procedures for School Activity Funds.
- B. Funds may be deposited and expended through an organization's local bank account and shall be exempt from regulations of the District's School Activity Fund upon being granted sanctioning status by Poteau Board of Education under the requirements of this Sanctioning Policy.

For Option "B" above organizations must maintain bank, financial, and Tax ID Number separate from the school. The organization will provide to the Superintendent or Board of Education upon request a complete set of financial records or detailed treasurer's reports. In concordance with law parent organizations and booster clubs will not place orders or purchase under the school name or use the school tax exempt status.

Organization and booster clubs will comply with district policies and will submit information described in this Policy as requested by the school administration or Board of Education.

**POTEAU PUBLIC SCHOOLS
COMMUNITY RELATIONS POLICY**

***Public Activities Involving
Staff, Students Or School Activities***

Sanctioned organizations must include at least one school faculty member as a sponsor, usually the coach or school sponsor of the activity supported.

Organizations may apply to the Board of Education for sanctioning by making their request through the superintendent. Procedures for sanctioning by the Board of Education are in the District's Procedures and Forms Manual.

To insure that its goals and operations are in compliance with district policies and practices. Information needed includes:

1. Constitution and/or by-laws and/or minutes
2. Officers and their qualifications, means of selection, term limits, and duties
3. Dues structure, if any
4. Intended use of funds generated by the organization
5. Financial information

All parent organizations and booster clubs wishing to be sanctioned shall make application to the Board of Education on an annual basis.

Adopted: July 26, 1999

Revised: February 8, 2010