

Wa-Nee Community Schools
Administrative Guidelines
Series 9000
Relations

9000 - RELATIONS

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9120A - PUBLIC RELATIONS OBJECTIVES

The purpose of the school-community relations program is to establish and maintain in the public mind both respect for the school system and confidence that it is providing the best possible education for the Corporation's students in terms of intellectual, emotional, moral, social, and physical development.

To this end, parents and other Corporation residents are to be kept informed regarding Federal/State regulations and Corporation policies and guidelines.

The Superintendent shall be responsible for the Corporation's public relations program.

9120C - NEWS MEDIA RELATIONS

The Superintendent will function as the Corporation's communication representative with the news media and the principal will serve that function at the school level. In order to maintain a progressive and coordinated program of public relations for the Corporation.

The Corporation and each school's communications representative shall:

- A. be readily available to media representatives;
- B. provide media representatives upon their request with all facts that give a true picture to the best of his/her knowledge requesting, at the same time, that they not publish or broadcast any facts which are injurious to Corporation personnel or students, or which would serve no constructive purpose;
- C. keep media representatives fully informed with regard to the school system in all aspects, activities, and changes, so that any reporting will be done on the basis of a complete and valid overview;
- D. submit, suggest, or request feature stories or articles to media representatives which are of interest or importance;
- E. provide an agenda and other "background" material to media representatives who attend meetings of the Board;
- F. meet periodically with representatives of the news media to discuss Corporation progress and problems and/or review general media impressions of the School Corporation;
- G. assist various school-related groups in their relations with the news media;
- H. protect school personnel from any unnecessary demands on their time by news media representatives.

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9130 – PROCEDURES FOR INSPECTION OF INSTRUCTIONAL MATERIALS

The following procedures should be used when a member of the public makes a request to inspect instructional materials.

Form 9130 F3 should be completed and submitted to the building principal. Upon receipt of Form 9130 F3, the building principal will contact the person making the request within ten (10) business days to schedule an appointment for the person to come to the District to review and inspect the material indicated on Form 9130 F3.

If, upon inspection and review, the person would like to file a complaint about the instructional materials, the person shall follow the complaint procedures outlined in Policy 9130 and AG 9130.

9150 - SCHOOL VISITORS

In order to protect the educational program of the schools from undue disturbance, each principal shall establish rules and procedures for visitors which shall include the following:

- A. Persons wishing to visit one or more schools are to make arrangements through the school office of each school to be visited.
- B. Every visitor to a school must register at the school office. Sign-in lists showing name, time, person visiting, and time departing shall be maintained by the office. Any person who does not register with the school office is on school property illegally and should be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the building principal should request aid from the local law enforcement agency.
- C. No visitor may see a student in school unless it is with the specific approval of the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
- D. Students may not bring guests to school unless permission to do so has been granted by the principal.
- E. Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer with the principal

It is important that each parent understands that because classroom visitations can be distracting to the students, the following guidelines have been established:

- 1. Visitations are discouraged during examinations and independent study periods.
- 2. A visitation should be no longer than thirty (30) minutes or one (1) class period.
- 3. The number of visitors at any one (1) time should not exceed two (2) parents.
- 4. Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
- 5. Copies of instructional materials being used by the students or teacher may not always be immediately available during the visitation.

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6. Any comments made by individual students are to be maintained in confidence by the visitor to the activity.
7. Use of audio or visual equipment to record classroom activities must be approved by the principal and the teacher. No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor. Recording of other school activities will be in accordance with AG [9160](#) - Attendance at Public Events.
8. If the nature and instructional purpose of any activity calls for students to be segregated by gender, only visitors of the appropriate gender may observe those groups.
9. If a parent or other visitor wishes to tape record a conversation with a teacher or the principal, s/he should request permission from the teacher or principal. If the teacher or principal wishes to record a conversation with a parent or other visitor, s/he is to inform that person that the conversation is being recorded before the conversation begins.
10. Any comments or concerns are to be discussed with the teacher before or after the school day when students are not present.

Visitors are to be encouraged to meet with the principal and teacher during noninstructional hours to discuss the observation and to obtain answers to their questions. If a parent has a concern about what may be transpiring in his/her child's classroom, s/he should follow the Board's Policy [9130](#) which states that the parent is to address the matter first with the teacher and, if not rectified, to then meet with the principal.

- F. No staff member is to transact business with a visitor who has not duly registered at the school office and received authorization to be present for the purpose of conducting business.

If a disabled person should visit a school and request accommodation and s/he has not submitted the Request for Accommodation ([Form 9160A F1](#)), in advance, the principal should ask the person to allow the school adequate time to arrange for the accommodation, providing such accommodation meets the requirements of ADA.

Each principal shall post in a conspicuous place at each entrance, the rules and procedures to be followed by visitors.

9160A - ACCESSIBILITY OF CORPORATION FACILITIES

Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officer"), along with the Corporation Section 504/ADA Compliance Officer(s) ("Corporation Compliance Officer"), are responsible for making sure interested persons (e.g., applicants, participants, members of the public), including persons with impaired vision or hearing, can obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities. This mandate includes the need for communications with disabled persons that is as effective as communications with nondisabled persons. As such, the Corporation shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program or activity conducted by the School Board. The type of auxiliary aid or service necessary to enable effective communication will vary in accordance with the length and complexity of the communication involved. Factors to be considered in determining an appropriate accommodation/auxiliary aid/service include:

- A. the context in which the communication is taking place;
- B. the number of people involved; and
- C. the importance of the communication.

When an auxiliary aid and/or service is required, the Corporation will provide an opportunity for individuals with disabilities to request the auxiliary aids and/or services of their choice, and will give primary consideration to the choice expressed by the individual. The Corporation will generally honor the requestor's choice, unless it can demonstrate that another equally effective means of communication is available, or that use of the means chosen would result in a fundamental alteration of the service, program or activity, or in undue financial and/or administrative burdens. This determination will be made by a Corporation Compliance Officer after considering the resources of the Corporation, the impact on the program, service or activity, and the comparable efficacy of the various auxiliary aids and services, while giving primary consideration to the requests of the individual with disabilities. The Corporation Compliance Officer will notify, in writing, the person requesting the auxiliary aids/services of his/her determination, including the reasons for his/her conclusion.

Examples of Auxiliary Aids/Services for Individuals who are Deaf or Hard of Hearing:

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Qualified interpreters – an interpreter who is able to sign to the individual who is deaf what is being said by the hearing person and who can voice to the hearing person what is being signed by the individual who is deaf; this communication must be conveyed effectively, accurately and impartially, through the use of any necessary specialized vocabulary.

Telecommunication devices for deaf persons (TDDs).	Telephones compatible with hearing aids.
Computer-aided transcription services.	Closed caption decoders.
Written materials.	Note-takers.
Telephone handset amplifiers.	Videotext displays.
Assistive listening systems.	Exchange of written notes.

**Examples of Auxiliary Aids/Services
for Individuals with Vision Impairments**

Qualified readers.	Braille materials.
Taped texts.	Large print materials.
Audio recordings.	Assistance in locating items.

**Examples of Auxiliary Aids/Services for
Individuals with Speech Impairments**

TDDs.	Speech synthesizers.
Computer terminals.	Communication boards.

Since the Corporation communicates by telephone with applicants and beneficiaries, TDDs or equally effective telecommunication systems will be used to communicate with individuals with impaired hearing or speech.

Administrators are responsible for verifying that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities and facilities. Additionally, administrators are directed to verify that proper signage is present at all inaccessible entrances to their facilities, directing users to an accessible entrance or to a location at which they can obtain information about accessible facilities. The international symbol for accessibility should be used at each accessible entrance to a facility.

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The Corporation Compliance Officer shall verify that the following notice is made a part of each communication concerning a Corporation activity to which the public is invited:

"Upon request to the Corporation Compliance Officer the Corporation shall make reasonable accommodation for a disabled person to be able to participate in this activity." (see [Form 9160A F1](#))

With regard to accessibility of facilities, the Corporation will meet its obligations through such means as redesign of equipment, reassignment of classes or other services to accessible buildings, assignment of aides to beneficiaries, alteration of existing facilities and/or construction of new facilities, or any other method that results in making its programs and activities accessible to persons with disabilities. In choosing among available methods for meeting its obligations, the Corporation will serve persons with disabilities in the most integrated setting appropriate.

Revised 7/9/12

9160C - SECTION 504/ADA – COMPLAINT PROCEDURES RELATED TO ACCESSIBILITY OF CORPORATION FACILITIES

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

The following person(s) is/are designated as the Corporation's Section 504/ADA Compliance Officer(s) ("Corporation's Compliance Officer(s)"):

Assistant Superintendent/Director of Curriculum

1300 North Main

(574) 773-3131 (phone number)

(574) 773-5593 (facsimile number)

Building principals shall serve as Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officers").

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed in a timely manner with either the Corporation Compliance Officer or the Building Compliance Officers. The Corporation's Compliance Officer is available to assist individuals in filing a complaint.

Internal Complaint Procedure

A person who has a complaint about Corporation facilities or services may register such complaint with the Building Compliance Officer and/or Corporation Compliance Officer. Such complaints should be filed in writing within thirty (30) calendar days of the circumstances or event giving rise to the complaint. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. The written complaint must contain the following information:
 1. Name(s) of person(s) filing complaint.
 2. Whether the person(s) represents an individual or group.

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3. Whether the person(s) making the complaint has discussed the problem with the Building Compliance Officer and/or the Corporation Compliance Officer.
 4. A written summary of the complaint and a proposed solution.
- B. The Building Compliance Officer or the Corporation Compliance Officer will conduct an impartial investigation and will respond to the complaint within five (5) business days. This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint.
- C. If a satisfactory response is not received within five (5) business days, the person should forward a copy of the complaint to the Superintendent, who will respond within ten (10) business days.
- D. If a satisfactory response is not received within ten (10) business days, the person may forward a copy of the complaint to the School Board. The Board will consider the complaint and respond within forty (40) calendar days.

OCR Complaint

At any time, if a member of the public believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the Americans with Disabilities Act, as amended ("ADA"), the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661
312-730-1560
FAX: 312-730-1576
TDD: 877-521-2172
E-mail: OCR.Chicago@ed.gov

Prohibition Against Retaliation

The Board will not discriminate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under Section 504 or the ADA, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by Section 504 or the ADA.

Approved 7/9/12

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9211 - CORPORATION-SUPPORT ORGANIZATIONS

In accordance with Board policy, all Corporation-support organizations, including parent associations, booster clubs, and the like, are to abide by the following guidelines.

- A. Bylaws of the organization clearly state:
 1. the purpose of the organization which must be to benefit the students of the Corporation;
 2. the name of the organization;
 3. the procedure for the election of officers and the length of terms;
 4. provisions for student and staff involvement which are to include that a Corporation administrator or faculty member is included on the organization's advisory board and that any student or staff involvement in the conduct of the organization's activities is subject to the approval of the Superintendent.

- B. Each organization will, by no later than June 1 of each year, submit its plan for any and all fund-raising activities to include the following:
 1. the purpose of each fund-raising activity;
 2. the fund-raising procedure;
 3. the bookkeeping procedure that will be used;

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4. designation of a fiscal officer for the organization who will be responsible for the accounting of funds;
 5. an assurance that none of the proceeds from a fund-raiser are commingled with a student activity account;
 6. an agreement that none of the activities involve the use of public funds;
 7. a guarantee that funds will be used in ways that are consistent with the purpose of the organization and that at least ninety-five percent (95%) of all collected funds will be spent on student activities connected with the Corporation;
 8. agreement that any purchases made by the organization are not represented as Corporation expenditures and do not use identification numbers of the Corporation such as tax I.D. numbers, purchase order numbers, sales tax exemption forms, and the like;
 9. an assurance that for any fund-raisers which involve the sale to students of food items and/or beverages to be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans. Further, if approved, an assurance that fund-raisers which involve the sale to students of food items or beverages to be consumed on campus are conducted only from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day.
- C. Each organization agrees that any donations made to the Corporation shall be done in accordance with Board Policy [7230](#) and the accompanying guidelines.
- D. Each organization agrees to abide by the policies and guidelines established for use of Corporation facilities and grounds.

9270 - PROCEDURE FOR EDUCATING A CHILD AT HOME

The Superintendent has established the following guidelines applicable to students enrolled in a non-accredited school or home school who have legal settlement in the Corporation.

Participation in School

A student enrolled in a non-accredited school or home school who has legal settlement in the Corporation may enroll in one or more classes in the Corporation and may participate in co-curricular and extra-curricular activities provided the student is taking one or more classes in the Corporation and meets the eligibility requirements for the co-curricular or extra-curricular activity.

Assessment

The Corporation strongly recommends that the parents maintain a record of the educational program in a home school or non-accredited school, including assessment of their child's academic progress, as this information will be useful to a school corporation should the parents decide to re-enroll their child in a public school on a full-time basis. Such an assessment could include:

- A. resources and books used in the course;
- B. courses of study completed;
- C. the number of hours devoted to each course of study;
- D. a portfolio of work done;
- E. examples of tests and test scores;
- F. standardized test scores demonstrating the student's ability/achievement.

Re-Enrollment in School

If a parent/guardian wishes to have his/her child return to a Corporation school on a full-time basis, the parent/guardian must follow normal enrollment procedures described in AG [5463](#) - Admission

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of Students from Nonaccredited Schools. Also, placement in grades 1 through 8 and the awarding of credits in grades 9 through 12 will be governed by Policy [5463](#) - Credits and Placement from Nonaccredited Schools.

A parent/guardian is encouraged to present their student in advance of the proposed enrollment date in order for the placement process to be properly applied and avoid the necessity of a temporary placement.

Revised 1/05

Revised 11/12/10

Revised 11/28/16

9700 - FUNDRAISING BY CHARITABLE ORGANIZATIONS

Charitable organizations are defined as any benevolent, philanthropic, patriotic, not-for-profit or charitable group, association, corporation, or organization proposed to be such, which solicits and collects funds for charitable purposes.

The following criteria will be used in order to ensure equitable consideration of all requests by charitable organizations or groups to solicit funds on School Corporation premises. In this context, fundraising shall also include solicitation of clothing, foodstuffs, or other products.

- A. The purpose of the fundraising is to help alleviate an economic, health, cultural, educational, or social need in the school community area.
- B. The organization and/or the disbursement of funds are managed by residents of the Corporation.
- C. The funds are not used for religious or political purposes.
- D. The organization has a definite plan for the collection and distribution of funds.

The principal shall develop a procedure which each approved organization is to follow to solicit and collect funds within the building or on the premises. The procedure is to ensure that there is no disruption of the school program.

Each requesting organization shall complete an application form provided by the Corporation which shall include:

- A. the names and addresses of the organization and the persons involved;
- B. the dates and times of solicitation;
- C. where solicitation will take place;

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- D. proof that the organization is charitable;

- E. proof of compliance with the percentage limitation for administrative and solicitation expenses.

These guidelines shall apply to all fundraising activities other than approved student fundraising activities and those approved for Corporation-related organizations.

All crowdfunding activities are subject to Policy [6605](#) and any administrative guidelines adopted by the Superintendent to implement Policy [6605](#).

Revised 5/8/17

9700A - DISTRIBUTION OF MATERIALS TO STUDENTS

Procedures

Any person or organization wishing to distribute material on school property must first submit for approval a copy of the material to the principal twenty (20) days in advance of desired distribution, together with the following information:

- A. name of the person or organization
- B. date(s) and time(s) of day of intended distribution
- C. location where material will be distributed
- D. the grade(s) of students to whom the distribution is intended
- E. manner in which the material will be distributed

The principal may either approve the distribution of the material or deny it by indicating how it violates Policy [5722](#), Policy 8800, and Policy [9700](#), any of the criteria listed below, or a restriction regarding time, place, and manner. If permission to distribute the material is denied, the person or organization shall have the opportunity to make necessary revisions and/or deletions and resubmit to the Superintendent for approval.

Criteria

The distribution may be authorized if the material is:

- A. related to a current course of study offered by the school;
- B. ties in with a Corporation-sponsored activity and will be distributed only to students participating in that activity;
- C. unrelated to a Corporation activity but is related to an activity for students that is conducted by an approved outside organization and is to be distributed only to students who are participating in that activity;
- D. unrelated to any type of student activity but presents information that will be beneficial to the students receiving the material and distribution by other means is either not possible or is not feasible.

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Permission to distribute or display material does not imply agreement of its contents by either the administration of the school, the Superintendent, or the Board.

Time, Place, and Manner of Distribution

The distribution of written material shall be limited to a reasonable time, place, and manner as determined by the principal who shall ensure that:

- A. no material is distributed or displayed during a time or at a place of a school activity if it is likely to cause a substantial disruption of that activity or of other activities;
- B. no material is distributed or displayed if it blocks the safe flow of traffic within corridors and entrance ways of the school.

9700B - CRITERIA FOR COMMERCIAL MESSAGES

Any organization that seeks or is requested to provide materials or equipment to the Corporation which contains or has associated with its messages which are designed to sell a product or service must submit the request to the Superintendent before the item(s) is used by the Corporation.

The determination as to the appropriateness of the commercial message will be based on the following criteria:

- A. The message does not relate to a product which is inappropriate for or illegal to minors.
- B. The message does not relate to a product or service that would be considered educationally controversial or objectionable to a significant number of parents or other members of the Corporation's community.
- C. The message can be presented without loss of instructional time.
- D. The message consists of no more than the name of the product (service) and/or the name of the sponsoring organization.
- E. The primary intent of the sponsor is to provide the Corporation with an item that is beneficial to the Corporation rather than to provide a means for the sponsor to sell a product or service.

Signs identifying school facilities shall be free of any commercial advertising.

The administration recognizes that certain publications such as newspapers and magazines used in a classroom or media center contain advertisements. It is the responsibility of the staff member who obtains any such materials to review them so as to ensure there are no editorial matter or advertisements that promotes illegal, promiscuous, or prurient behavior or fosters any form of prejudice against any group of people.