

SECTION G
COMMUNITY RELATIONS
7000

PUBLIC INFORMATION PROGRAM

The superintendent, as a representative of the district, is given the responsibility of informing the public as to the purpose, goals, methods and progress of the educational program. Accuracy, reliability and leadership in this area will develop confidence and understanding, thereby creating better relationships between the school district and the community. All school personnel are responsible for good public relations.

Therefore, all written notices, bulletins, newsletters and matters pertaining to students are to be submitted to the principal prior to release. Matters that pertain to the district will be submitted to the superintendent of schools prior to release.

Non-school-originated material shall not be disseminated in the classroom. Notices from community organizations such as Camp Fire Girls, Boy Scouts, PTA, church youth groups, etc., that directly affect the children of the district may, in the discretion of the principal, be forwarded to parents via the students.

The policy is not intended to interfere with the responsibility of district personnel to communicate with the parents or legal guardians of a particular student. It is intended to insure that prompt, reliable and accurate information is provided to parents and patrons of this district.

NEWS MEDIA RELATIONS

The Durant Board of Education recognizes its responsibility to provide information concerning the school district to the community and seeks to establish a good working relationship with local news media.

To insure that the relationship between the school district and the media is mutually beneficial, the board, or the board's designee, shall provide information to the media concerning the programs and activities of the school district as well as matters pending before the board.

SPORTS AND SPECIAL EVENTS COVERAGE

It is the policy of the Durant Board of Education to permit news media coverage of sports and special events to include radio and video broadcast. Arrangements for such coverage and use of any school facilities shall be made in advance with the supervising school official in charge of the event (in most cases the building principal).

To insure that the community will have complete coverage of sports and special events, it is the policy of the board to request local reporting media that broadcast home events to also broadcast out of town events.

PUBLIC COMPLAINTS

The Durant Board of Education welcomes comments and suggestions for improvement from the patrons whom it serves.

Should a patron wish to complain about the action of an employee, the complaint should be directed to the individual involved. If the complaint cannot be resolved at that level, the patron is encouraged to bring the matter to the attention of the individual's immediate supervisor. If the issue is still not resolved, the patron should raise the issue next to other administrative personnel in the individual's chain of authority and ultimately to the superintendent of schools.

A parent who wishes to discuss issues concerning his or her child should make an appointment to visit with the teacher in an effort to resolve the issues. If the issues are not resolved following a parent-teacher conference, the parent should visit with the principal. If the issues are not resolved following the parent/principal conference, the parent should then schedule an appointment to visit with the superintendent.

PUBLIC RELATIONS

The Durant Board of Education believes that public relations is a vital area in the operation of our school district. The board believes that it is important to acquaint the public with the purposes and goals of the school district and the means of achieving our purposes and goals.

Therefore, the board accepts its responsibility and wishes to emphasize the responsibility of the superintendent, the principal, the faculty, and all other employees toward maintaining good public relations within the community.

The board assigns the superintendent the responsibility of organizing the public relations program and the authority to delegate others who will be responsible for any part of the program. All school personnel shall have a part in the public relations program whether or not they are specifically designated.

The School and Public Relations

1. The school shall try to bring the public into partnership in the determination of educational aims, accomplishments, and needs.
2. The people should be made to realize that the school belongs to them and is operated by them through their selected representatives and employees.
3. The board shall strive to protect the school from selfish propagandists and subversive interests.

Suggestions for the Program

1. Employees will be informed of the importance of public relations.
2. Good public relations are seldom noticed. The program should be continuous with emphasis on day-to-day activities. Some special occasions may receive special emphasis.
3. No one department or activity should receive special recognition to the exclusion of another.
4. Teachers should have pride in their profession.
5. Teachers must be loyal in the profession and to their own coworkers—never openly critical.
6. One of the best means of public relations is the job done in the individual classroom.

INDIAN TRIBAL INVOLVEMENT

The following policy relates to tribal and parental involvement in the education of children residing on Indian lands within this school district.

1. Children living on Indian land participate in school programs on an equal basis with all other children attending school in the Durant Public Schools. No teacher or program director is to exclude or limit participation in any district activity on the basis of race, color or national origin. The Durant Public Schools will review school data and comments from tribal officials and parents to assess the extent of Indian children's participation in the educational program on an equal basis. An annual statistical study will be conducted to determine the extent to which Indian children do participate on an equal basis, and modifications will be made in the educational programs, as needed, to allow equal participation of all children.
2. Pertinent program policies/plans, applications, and evaluations will be disseminated through one or more of the following ways:
 - A. Mail notices in advance to tribal leaders and send handouts home to parents of Indian children requesting their participation in meetings regarding education programs assisted with funds provided under Public Law 81-874.
 - B. Inform the Indian community of events in education programs assisted with funds provided under Public Law 81-874 through student handouts and/or the student newspaper and make greater use of newspapers serving the Durant Public Schools area.
 - C. Mail copies of an information summary sheet describing the Public Law 81-874 application and evaluations, program plans, and other information concerning education programs assisted with funds provided under Public Law 81-874 to the tribe and send copies home with children to all parents of Indian children, when these items become available, with a note stating that upon request to the superintendent/principal, copies of the original documents listed above will be provided.
3. By scheduling through the superintendent's office a place on the agenda of any open meeting of the board of education, a tribe or its designee, parent, or group of parents concerned with the educational opportunity of any student or group of students in the Durant Public Schools may:
 - A. Present views regarding applications.
 - B. Make recommendations concerning the needs of their children.

- C. Provide input into the planning and development of the educational program of the district.
- D. Present views on the education program and its operation.

In addition to the above, the Durant Public Schools will:

- A. Provide notice of any annual meetings regarding education programs assisted with funds provided under Public Law 81-874 to the Indian community and to the tribe.
 - B. Work with the tribal leaders to seek input from the Indian parents, tribe and other Indians in the community by using available forms of communication and cooperation to seek and encourage such input.
 - C. Hold all meetings involving or discussing education programs assisted with funds provided under Public Law 81-874 in the school auditorium or a classroom of sufficient size to accommodate all Indian parents who might wish to attend.
 - D. Provide ample time for discussion of education programs assisted with funds provided under Public Law 81-874.
 - E. Invite comments and suggestions from the Indian community with regard to educational programs assisted with funds provided under Public Law 81-874 by holding as many meetings with the tribe and Indian community as are necessary to ensure that the needs of the Indian community are received and considered.
 - F. LEA officials will review school data and comments from tribal officials and parents to assess the extent of Indian children's participation in the educational program on an equal basis.
4. A public hearing will be held annually at which parents of children living on Indian land and/or tribal officials may discuss the current status of school programs, desired directions for future development for board consideration, and any changes needed in the Indian policies and procedures. In addition to the above, Durant Public Schools will:
- A. Encourage staff members to elicit input regarding the general educational program from Indian parents and tribal leaders, and to submit such suggestions to the administration for consideration and evaluation.
 - B. Encourage staff members to use their best efforts in establishing a more amicable relationship with tribal leaders and parents of Indian children to elicit voluntary input.
 - C. Recommendations of the tribe will be considered and written response will be submitted.

SCHOOL VISITORS

It is the policy of the Durant 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.

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.

**POLICY REGARDING 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 classes, study, student or faculty safety, housing or parking areas or extracurricular 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:

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 nonappealable. If the superintendent issued the initial directive to leave school district property, the superintendent will appoint another administrator to review his/her decision. The decision of the superintendent or his/her designee will be final and nonappealable.

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.

To: _____
From: _____
Date: _____

Notification of Restriction from Durant School District Property

Pursuant to law and the Durant School District’s Policy Regarding Interference with the Peaceful Conduct of School District Activities, a copy of which is attached, you are hereby directed that you must leave School District property immediately and that you are barred from entering any School District property for six (6) months from this date. You are barred from School District property because you have engaged in conduct that interferes with the peaceful conduct of activities on School District property; committed an act that interferes with the peaceful conduct of activities on School District property; or entered School District property for the purpose of committing an act that may interfere with the peaceful conduct of activities on School District property. If you enter any School District property within six (6) months of this date without first obtaining written permission from the Durant Board of Education, the superintendent or his designee, you will be guilty of a misdemeanor and subject to criminal penalties.

Acknowledgement

*I, _____ understand that as of the ___
_____ day of _____, 20____, I am barred from all Durant
School District property for a period of six (6) months, and that to enter onto any such
property within that period without written authorization to do so places me at risk for arrest
and prosecution for Criminal Trespass pursuant to section 513 of the School Laws of
Oklahoma.*

*Signature of Person Barred from School District Property
(Parent or Guardian should sign if the person barred is a minor.)*

Signature and Position of Person Delivering Notification

Date

Signature of Witness to Delivery

Date

CLASSROOM VISITATION

In order to provide school children with a reasonable opportunity to study and learn, it is the policy of the Durant Board of Education to restrict classroom visitation to a minimum.

Any person who needs to visit a classroom or other school facility must obtain permission from the building principal's office. Visitors on school property without permission may be asked to leave the premises.

The building principal is directed to establish appropriate procedures to insure compliance with this policy. Such procedures will include posting notices at the entrance to each school building. The notices will require visitors to report to the principal's office before visiting any classroom or other facility.

The principal is authorized discretion in permitting visitation.

Classroom visitors will respect classroom decorum and will not interrupt the class in any way. Visitors who disrupt the classroom in any manner will be required to leave the school grounds.

POLICY AND PROCEDURES ON USE OF SCHOOL FACILITIES

I. Policy

The School District will permit use of school facilities by educational, political, literary, cultural, religious, scientific, civic or recreational community organizations provided that:

- 1) The intended use of the facility by the organization meets certain established criteria; and
- 2) When required, a previously established fee is paid by the organization.

Providing every student with the best education possible is the primary function and responsibility of the Board. Therefore, school-related functions will be given priority when it is necessary to use school facilities. However, the Board is also vitally interested in helping out-of-school activities that support and supplement the efforts of this School District.

School facilities are often useful in carrying on the activities of various non-school organizations. Since many constructive educational activities take place outside the classroom, the administration should do as much as possible to encourage and aid the commendable efforts of many parents and citizens who work with youth to attain objectives which are similar to the goals of this School District.

II. Procedures for Use of School Facilities

Application

All organizations must make application in writing on a provided application form to the superintendent's office at least ten (10) days prior to the date of the meeting requested.

If the organization's request is one with regularly occurring dates, approval may be given for the entire schedule. Should a conflict develop with a school activity, the School District reserves the right to cancel the permission granted or to require a change to a mutually satisfactory date and time.

Although application by a minor is not acceptable, this does not prohibit the use of school premises by them, provided the application is made by a competent adult who will supervise and be responsible for the group.

Permitted Use

Permission for use of school facilities belonging to this School District may be granted to educational, political, literary, cultural, religious, scientific, civic or recreational organizations for purposes and programs which:

- 1) Are beneficial to the youth of the School District and to the programs of the School District; and
- 2) Do not result in an increased monetary burden on the citizens of the School District.

Priority Use

The superintendent or his/her designee is to determine whether the proposed use of the building will conflict with scheduled school programs and is to monitor the building for signs of misuse or abuse.

Prohibited Use

School facilities will not be used for:

- 1) Meetings that promote subversive teachings and doctrines contrary to the spirit of American institutions;
- 2) Activities tending to cause unrest in the community or which reflect upon or promote discrimination against citizens of the United States because of race, color, national origin, disability, religion, gender or age;
- 3) Any activity that may be destructive or injurious to the buildings, grounds or equipment; or
- 4) Any purpose in conflict with school objectives.

Payment in Advance

All payments for the use of school facilities must be received at the office of the superintendent at least 72 hours in advance of the meeting time.

Responsibility of Applicant

The applicant and his/her organization will be held responsible for the proper use of the building, for payment for the use of school facilities, for the conduct of persons attending the meeting, and will see to it that activities are confined to the areas requested and to the hours agreed upon in the application. The applicant will indemnify the School District for any theft, loss or damage to school property over and above normal wear which might be expected from his/her use thereof, and will make prompt payment for such theft, loss or damage. An indemnity bond or a deposit may be required if circumstances warrant. It is required that users of school facilities will see that the activities are conducted at all times under competent adult supervision. The superintendent or his/her designee will be the judge of unwarranted damages to the school property.

All rooms or areas will be left in as good condition as they were found, except the usual accumulation resulting from normal building use. No applicant may sublet any part of the building area named in the application request. All applications for repetitious use of the school facilities will be renewed at the beginning of each school year and are subject to review by the superintendent.

Users of school property must assume responsibility for the safety and protection of the audience, workmen and participants to the extent required by law. The superintendent has the right to require minimum limits of public liability and property damage insurance for all groups using any school facility, and to require that there be evidence presented to the superintendent in the form of a certificate of insurance, showing Independent School District No. 72 of Bryan County, Oklahoma, as an additional named insured.

Time Limits

The superintendent of schools shall approve times for all meetings on school property.

Cancellations

Requests for cancellation of the use of school facilities must be received at least 24 hours in advance of the meeting time. Failure to do so will obligate the applicant and his/her organization to pay for all custodial and such other expenses as are incurred in opening the building for his/her use.

Cancellation of permission may be ordered whenever such action is deemed in the best interest of the School District. However, such cancellations will not be made except when unforeseen emergencies arise, and then with as much advance notice as possible. Permission may be canceled by the superintendent if conduct or infraction of regulations warrant.

Holidays

As a general rule school properties will not be available for use by outside organizations on school or national holidays. Should one or more meetings approved as a series of meetings fall on such days, such meeting dates will be automatically canceled for these days only. The superintendent may, in his/her best judgment, authorize limited exceptions to this rule for good cause shown.

Non-School Days

School facilities will be available on non-school days, such as weekends and summer months, provided proper application is made and approved by the superintendent and provided such use is not a conflict with use of the facilities by school organizations or students.

Charges

Charges made for use of school facilities are not rentals as that term is generally used, but are based on the cost of operating expenses that would not otherwise have been incurred, such as utilities, supplies, maintenance of facilities, custodial and cafeteria services, as well as clerical services necessary to process each application. Such reimbursement charges are subject to change as the superintendent may deem necessary. With prior permission of the board of education, a fee in excess of operating expenses may be charged to a facilities user if such user is using school property as a part of a profit-making operation. Such fee will be set by the board of education after recommendation of the superintendent.

Building Use Without Charge

School organizations such as student organizations, school employee groups and educational organizations, such as the OEA, school board organizations, etc., are granted building use without charge as long as such use does not conflict with regular school sessions.

No fee will be assessed against school-affiliated and youth-serving organizations for their regularly scheduled meetings, including but not limited to:

- 1) Parent-Teacher Association, booster clubs, band parents--monthly meetings (afternoon or night);
- 2) Cub Scouts--monthly pack and committee meetings (night);
- 3) Girl Scouts--weekly afternoon meetings and one monthly night meeting; and
- 4) Camp Fire Girls--weekly afternoon meetings and one monthly night meeting.

Other groups may present information to the Superintendent so that he/she can establish whether they are school-affiliated and youth-serving organizations for whom fees will be waived for periodic meetings. If there should be additional meetings of the above-mentioned or other school-affiliated and youth-serving organizations, they will be charged for custodial services and/or cafeteria employee services as required, according to the regular fee as determined by the superintendent.

Organizations that qualify for use of meeting space without charge on weekdays will be charged regular rates for meetings held on Saturdays and Sundays, for weekday meetings that extend beyond 11:00 p.m., for use of recreational facilities such as gymnasiums and for all fund-raising activity meetings.

Custodial Care

A school custodian is assigned for continuous duty during the time the group will be using the school facility. The custodian will return to open the building prior to the time set for the meeting, arrange the requested facilities and serve as the official representative of the School

District. No one except the qualified custodian will be allowed to operate or adjust equipment in the building. Upon conclusion of the meeting the custodian will clean, properly arrange the facilities and carefully inspect the premises before locking the building. For situations in which the meeting does not materialize and has not been previously canceled, the custodian will remain on duty for one hour after the requested starting time of the meeting and, if no word is received within that period indicating a later starting time, he/she will lock the building.

Custodians are instructed not to open any areas other than those required in the application. Additional space may be arranged by filing an additional application. Emergency needs may be requested by telephone.

Police Guards

Uniformed officers must be on duty when so directed by the superintendent.

Alcohol, Drugs, Tobacco and Dangerous Weapons

The use or possession of alcoholic beverages, low-point beer or controlled substances (drugs) will not be permitted on school property. Organizations using school property for any purpose are expected to comply with district policy concerning the use of tobacco. Dangerous weapons, including but not limited to firearms, are prohibited on school property.

Athletic Activities

Permission for athletic activities involving the use of school facilities by non-school groups will be granted. Such groups may not use the apparatus and other special athletic equipment belonging to the school or the weight room.

In those instances where team competition is involved, it must be clearly understood that no team sponsored by an organization other than the schools will be identified by name as representing any school in this district.

Apparatus and Equipment

Requests to use public address systems, projection equipment and screens, spotlights, stage sceneries, pianos and so forth will be included in the application. The costs of transparencies, gelatins, special scenery, and special lighting effects are to be paid by the using groups. All such equipment and properties will be operated, moved and controlled only by persons specifically designated by the principal.

As a precaution against fire, no request will be granted for the use of lighted candles or other actual flame equipment in connection with building usage.

Classroom apparatus, such as shop, science, physical education, home-making, music, business education, art laboratory, data processing equipment and athletic equipment which is regularly used for school instruction will not be available for use by non-school groups.

School equipment is not available for use off school premises unless it is beneficial to the district in carrying forward its programs.

Cafeterias

Use of cafeterias will be granted with or without use of kitchen facilities. No organization will have access to the cafeteria kitchen area unless the cafeteria manager is present and in charge, together with such additional paid help from the cafeteria manager's staff as may be required. In planning an event which will use the cafeteria kitchen equipment, the area dietitian, the cafeteria manager, and whatever number of helpers they deem necessary, must all be involved in the planning, operation and supervision of such project. Because of the food supplies and expensive equipment, and because of the rigid requirements of health and sanitation authorities, the use of cafeteria facilities must be under the direct control of the cafeteria department.

Refreshments will be served only in cafeterias, unless other areas have been approved in writing by the principal.

Swimming Pools

Swimming pools will be available to organized groups provided such use does not interfere with the needs of the school, and provided further that a lifeguard with a current Red Cross or YMCA Senior Life Saving Certificate, or a Red Cross Water Safety Instructor's Certificate, or a YMCA Leader-Examiner Certificate, or comparable certificate, be on active duty at all times.

All provisions of the Oklahoma Public Bathing Place Act and Interpretive Code, latest revision, will be observed in detail by all individuals or groups using the pool.

Parking Lots

Parking lots are provided with the use of most school buildings. If use of only a parking lot is desired, application will be made as for use of any school facility. Parking areas are not reserved exclusively for groups using school buildings. Playgrounds will not be used for parking.

Use of School Buses

School buses may be used for "summer youth activities" as approved by the State Department of Education whenever such equipment is not available from commercial firms in the area, and whenever such use is beneficial to the youth of the district, provided such youth groups are adequately supervised by adults and provided further that all costs for such operations, including any damages to equipment and usual wear and tear, are defrayed by the using group. Only legally qualified drivers may drive school buses.

Use of School Grounds and Recreational Facilities

School grounds will be made available to the general public at times when they are not being used for school purposes. The general public has a responsibility not to cause damage to the property or become a nuisance to adjoining property owners and others in the neighborhood.

The Board realizes that each case should be dealt with separately. However, the following regulations will serve as a guide:

- 1) School playgrounds may be used by organized athletic leagues when not in conflict with school programs, upon approval of application to use such facilities;
- 2) Approval of such application does not include uses of any building facilities. Application for use of restrooms may be made subject to advance payment of a standard charge;
- 3) No automobiles, motor scooters, motorbikes or other such licensed vehicles are to be driven on the playgrounds;
- 4) Baseball and other such sport activities will be permitted as long as there is no damage to neighboring or school property; and
- 5) No organized athletic leagues will be permitted on school grounds on Sundays.

Church Services

Church services by established religious groups may be scheduled in school facilities on a temporary basis due to emergency situations or to early organizational efforts of such groups to build or expand a church facility. Under no circumstances will such usage be beyond one (1) calendar year from first usage.

Concessions

Concession rights at all school facilities are reserved for this School District. These may be assigned to school organizations upon request or may be contracted by outside vendors.

Interpretation of the Policy and Procedures

The superintendent shall interpret and enforce all provisions of this policy and procedures. The superintendent's interpretation shall be final unless at least two board members direct that the issue be brought to the board of education for review.

**FACILITIES USE AND LICENSE
AGREEMENT**

THIS AGREEMENT is entered into between Independent School District No. 72 of Durant County, Oklahoma ("School District") and Bryan ("Licensee").

RECITALS:

- A. Licensee desires to use on a temporary basis certain facilities owned by the School District.
- B. The School District desires to allow Licensee to use and occupy designated portions of those facilities at specific times and for specific purposes.

WHEREFORE, in consideration of the following mutual promises, covenants and conditions and intending to be legally bound the parties agree as follows:

- 1. The School District agrees to allow Licensee to use and occupy the facilities and portions thereof described in paragraph 6 below at the times designated in said paragraph 6 below and for the specific uses described in paragraph 6.
- 2. Licensee agrees to pay the School District \$_____ as and for rentals and all required cleaning and janitorial expense involved in Licensee's use and occupancy of the facilities.
- 3. Licensee agrees to release, hold harmless and indemnify the School District, its agents and employees from any and all liability regardless of the source and regardless of the type of claim that may occur arising out of, directly or indirectly, the Licensee's occupancy and use of the below-described facilities. In addition to the foregoing release and indemnity, and not in lieu thereof, Licensee agrees to furnish School District with a certificate or certificates of insurance coverage in such amounts as the superintendent of schools requires as will insure the School District against any and all liability or actions that can arise by virtue of the Oklahoma Governmental Tort Claims Act, and naming the School District, its agents and representatives as additional parties insureds.
- 4. Licensee warrants and represents that it is authorized to sign this Agreement and by signing this Agreement binds itself, its affiliates, members, successors and assigns.
- 5. This Agreement is terminable at the will of the School District upon thirty (30) days advance notice.
- 6.
 - a. Designated building:

- b. Designated portion:
 - c. Designated use:
 - d. Designated date(s):
 - e. Designated time:
7. Licensee will take care to use all facilities and equipment of the School District in a careful and prudent manner so as to prevent any loss, defacement or damage to them. Licensee is liable to the School District for the damages, repair or replacement of any items damaged during its use of the School District's facilities.

DATED this _____ day of _____, 20_____.

"LICENSEE"

By: _____
Authorized Representative

"SCHOOL DISTRICT"

**INDEPENDENT SCHOOL DISTRICT
NO. 72 OF BRYAN COUNTY,
OKLAHOMA**

By: _____
Superintendent of Schools or Designee