

**Section 0600**

**School Community Relations**

This section includes policies related to the intent of the board to provide for and to maintain communications between and among its employees, patrons of the district, news media, other governmental and educational agencies, and the board of education.

First Approval June 11, 1984

Final Approval July 9, 1984

SCHOOL-COMMUNITY RELATIONS: SECTION 0600

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**0600**      **Statement of Guiding Principles**

The board of education affirms its intent to create and maintain a school which reflects the wishes of the citizens of the school district; to do so the board recognizes the need to keep citizens informed about the affairs of the school and the need to solicit the advice and opinions of citizens of the district. The ultimate objective of the school-community relations program is to improve the quality of education for students attending the Bancroft-Rosalie Community Schools.

First Approval June 11, 1984

Final Approval July 9, 1984

**0601**      **Duties and Responsibilities of the Board**

Members of the board, individually and collectively, recognize and welcome their responsibilities for providing information to, and receiving suggestions from, residents of the school district. Unless authorized to do so by the board, no individual board member shall speak for, or in the name of, the board.

As an elected representative, each board member shall seek to:

1. Respond to requests for information about the functioning and operations of the school district when requests for information are made by representatives of the news media or citizens of the district and when the information requested is not of a private or confidential nature.
2. Receive communications from citizens of the district or other agencies and individuals and refer both communications and persons to the superintendent.
3. Inform citizens of procedures to be followed if the citizen wishes to have the board of education consider a request or proposal, including the procedures to be followed if the citizen wishes to request a hearing before the board of education as a part of the agenda of a board meeting (0519.2).

First Approval June 11, 1984

Final Approval July 9, 1984

79-439 District board; quorum; meetings; open to public; exception.

**0601.1**                      **Meetings of the Board**

Meetings of the board of education are conducted for the purpose of acting upon the business of the school district. As an elected, representative body, the board will provide rules and regulations which encourage the receipt of communications from citizens of the district.

Citizens of the district are encouraged to attend open sessions of regular, special and adjourned meeting of the board and may be permitted to be in attendance during closed sessions of the board, when such attendance is judged to be appropriate for purposes of information to the board when a request, proposal or complaint is being considered.

The agenda of each regular meeting of the board shall provide for an item, "Public Hearing" (0152.1).

The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending its meetings and regarding their privilege to speak (0159.2).

The board is not obligated to act on any request unless the same has been submitted in writing to the superintendent or the president of the board sufficiently in advance to allow the same to have been incorporated in the agenda for the meeting (0159.2).

First Approval June 11, 1984

First Approval July 9, 1984

79-439 District board; quorum; meetings; open to public; exceptions.

84-1401 et seq. Public meetings.

**0601.2**                      **Recording of Others**

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent of the person or persons being recorded or whose image or sound is being transmitted. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

First Approval June 11, 2018

Final Approval July 9, 2018

Legal Reference: Neb. Rev. Stat. 86-290; Letter to Anonymous, 40 IDELR 70 (OSEP 2003)

**0602**

**Access to School Procedures and Materials**

The superintendent, or the superintendent's designee, shall be empowered to formulate rules governing the access of employees, students, and citizens to school procedures and materials within the parameters established by board policies and legal statutes.

First Approval June 11, 1984

Final Approval July 9, 1984

**0602.1**      **Examination, Making Memoranda, and Copying**

1. The School District, through the administration, shall provide citizens of the State of Nebraska, and all other interested persons, access to the records of the school district as required by law. Such access shall include the opportunity to examine, make memoranda and copy school district records. The school district shall not make available records of individual students or personnel except such information as allowed by law or compelled by court order.

2. School district records may be examined at the school district offices during the hours such offices are open for the ordinary transaction of business. School district offices will be open for the ordinary transaction of business (a) during the school year on such days as school is in session, and (b) during the summer months when school is not in session, Monday through Friday when an administrator is present, except legal holidays.

3. School records may be obtained in the form in which the school record is maintained or produced including, but not limited to, printouts, electronic data, disc, tapes, and photocopies. The school district will not be required to produce or generate any school district record in a new or different form or format modified from that of the original school district record. Copies of school district records may be made as follows:

a) Copies may be made by citizens or other persons using their own copying or photocopying equipment, provided that such copies shall be made on the premises of the school district offices or at a location mutually agreed to by the requester and the school district.

b) Copies may be obtained from the school district if the school district has copying equipment reasonably available, and upon payment of a fee for providing copies of such school district records. The Administration shall establish a fee schedule for the copying of school district records, provided that such fee is not to exceed the actual cost of making the copies available. Actual costs of making copies include: Paper, discs, and other hard copy materials, copier device costs (equipment lease, depreciation and maintenance), electricity and the cost of personnel. If the copies requested are estimated by the school district to cost more than fifty dollars (\$50.00), the school district may require the requester to furnish a deposit prior to fulfilling such request.

4. Upon written request for access to school district records, the school district will provide to the requester as soon as is practicable and without delay, but no more than four (4) business days after actual receipt of the request:

a) Access to or, if copying equipment is reasonably available, copies of the school district records requested;

b) A written denial of the request, or portion thereof, if there is a legal basis for such denial of access to school district records on a written form from the school district; or

c) If the entire request cannot with reasonable good faith efforts be fulfilled within four (4) business days after actual receipt of the request due to the significant difficulty or extensiveness of the request, the school district shall provide a written explanation, including the earliest practicable date for fulfilling the request, and estimate of the expected cost of any copies, and an opportunity to modify or prioritize the items within the request.

First Approval August 14, 2000  
84-712 Public Records Act

Final Approval Sept. 11, 2000



**0603**      **School Visitation**

Citizens of the districts shall be welcome to visit the school and to observe school operations or confer with school employees.

The superintendent shall have the authority to establish rules and regulations designed to promote school visitations and also to maintain conditions for the work of employees and the study of students which are healthy and non-disruptive.

There shall be no solicitation of teachers or students on personal matters on the school premises by salesmen or agents while school is in session (0301.7).

First Approval June 11, 1984      Final Approval July 9, 1984  
79-1272 Teachers; solicitation by agents prohibited; exceptions.

**0604**      **Authority to Be on School Property**

Any person, except for an employee of the school, students enrolled in the school, and a representative of a firm performing service for the school, shall be required to have permission from appropriate administrative personnel to be upon school grounds or in school buildings while school is in session. Any person seeking permission to be upon school grounds or in school buildings shall be required to go immediately to the proper school office and shall not move about the grounds or building until such permission is granted.

Any person who loiters on or about any school building or grounds or who causes disturbances may be prosecuted in accordance with statutes.

School personnel are required to inform individuals of the need to obtain permission to be in or upon school buildings and grounds and to inform appropriate administrative personnel of any loiterers or of persons causing disturbances.

First Approval June 11, 1984

Final Approval July 9, 1984

28-831 Educational institutions; obstructions and denial of privileges; penalty.

**0605**      **Prohibited Advertisements**

The superintendent or the superintendent's designee shall have the authority to approve or disapprove all advertisements in school publications and in school buildings or upon school grounds. Advertisements for alcoholic beverages, tobacco, dance halls or dance studios, lotteries, or for places that sell alcoholic beverages or for other products or services which may be injurious to students shall be prohibited.

First Approval June 11, 1984      Final Approval July 9, 1984  
79-443 District board; schools; supervision and control.

## Solicitations

### **0606**      **Solicitations**

There shall be no solicitation of funds from employees or students of the school on school premises while school is in session by salesmen or agents, except when the solicitation is a permitted activity on behalf of a school-sponsored activity (0621.3).

First Approval June 11, 1984

Final Approval July 9, 1984

79-1272 Teachers; solicitation by agents prohibited; exceptions.

**0607            Community Use of School Facilities**

School facilities are primarily intended for the District's educational and extracurricular activity programs. School facilities are, however, made available for use by outside groups to further the interests of the District and the community. Use by non-school groups is allowed pursuant to an application process and is subject to the terms and conditions set forth in this policy.

1.    Application for Use.

Outside groups that wish to use school facilities must submit a completed Application for Use form signed by a representative of the outside group who has authority to commit the outside group to the terms and conditions of the Application. The outside group, as Applicant, shall specify the nature of the intended use, the dates and times of the requested use, and the facilities for which use is requested.

The form shall be developed by the administration. The form shall include the statement that:

This application is subject to the terms of the Board's "Community Use of School Facilities" policy. The terms and conditions of that policy are incorporated into this application by this reference. Applicant accepts all such terms and conditions.

2.    Acceptance of Application for Use.

Acceptance or rejection of applications shall be the responsibility of the Superintendent or the Superintendent's designee.

Applications shall not be rejected for any unlawful reason, including unlawful discrimination on the basis of race, national origin, gender, religion, disability, age, marital status, or veteran status, and including the applicant's legally protected exercise of constitutional or statutory rights.

The District's facilities are designated as nonpublic forums. Accordingly, applications shall not be accepted for:

- a.    Uses that may conflict with or that disrupt the District's educational or extracurricular activity programs.
- b.    Uses inconsistent with the mission of the District.
- c.    Uses that present an unacceptable risk that the conditions of use set forth in this policy will not be adhered to; either due to the nature of the requested use or the character of the group or individuals within the group.
- d.    Uses that present an unacceptable risk of damage or unacceptable wear and tear to facilities or equipment.
- e.    Uses for outside commercial activities except with approval of the Board;

- and except for camps and other activities for high school students subject to and consistent with Bylaws of the Nebraska School Activities Association.
- f. Uses that involves gambling or games of chance.
  - g. Uses that involves a group or activity which advocates or condones the violent overthrow of the Constitution or of the government.
  - h. Uses that involve the meetings of secret clubs not open to members of the public.
  - i. Non-community type uses such as wedding receptions, slumber parties, personal use and similar activities.

Applications for use of facilities may be denied based on unsuitability of the date or time of the requested use. Facilities will generally not be available for community use at times when school staff are not available to monitor the Applicant's use, such as on legal holidays; before 7:00 a.m.; after 10:00 p.m. and Sunday mornings prior to Noon.

Leases of school facilities require approval of the Board. As such, Applications that request long-term use of facilities in the nature of a lease will be denied.

Applications may be denied based on the determination of the Superintendent or the Superintendent's designee that the Applicant does not have the financial ability or financial responsibility to pay fees or expenses or to reimburse the District for any damages that may be sustained to facilities or equipment or any liability that may be created by the use.

When an Application conflicts with another Application, the Applications will be accepted according to the following priority order:

- a. Events or activities that are designed to service students of the District or which are related to any function of the District, including approved school-community associations and school-affiliated non-profit groups.
- b. Tax-supported agencies such as educational entities or units of city, county or state government.
- c. Nonprofit community agencies such as private educational agencies.
- d. Groups where the majority of the members reside within the District.

For use conflicts within each group, priority will be given to the first to submit their Application; provided that the Superintendent or the Superintendent's designee may approve an Application that is not first-filed if the other Applicant's use could be feasibly changed to a non-conflicting time or area.

Applications that are accepted may not be assigned or transferred to another outside group.

Applications that are accepted are subject to cancellation by the Superintendent or the Superintendent's designee. Cancellation will occur in the event the administration reasonably determines:

- a. Any of the reasons for non-acceptance of an application exist.

- b. The Applicant fails to meet any term or condition required prior to the use. This includes but is not limited to failure of the Applicant to pay required fees or deposits or failure to show evidence that any required insurance is in place.
- c. Circumstances make the use unsuitable. This includes but is not limited to:
  - i. The condition of the facilities being unsafe. For example, the presence of snow, ice, fallen limbs or other potential hazards that the school would not otherwise clear prior to the activity or event. The Applicant may request that the District clear the hazards such that it may proceed with its activity or event. If the District agrees to do so, the Applicant shall be responsible for all costs incurred by the District in clearing the hazard.
  - ii. School staff being unavailable to monitor the use or to provide set-up or clean-up services where the District has accepted responsibility for such.
  - iii. The need to use the facilities for a school activity or purpose.

Generally, if school is closed on the date of the Applicant's intended use due to inclement weather or hazardous conditions, the Applicant's use will be cancelled.

The Applicant shall remain responsible for fees or expenses, and any deposit that has been received by the District shall be forfeited and be kept by the District, if cancellation occurs because of the fault of the Applicant. Otherwise, the District will return any deposit that has been received by the District. The District will in no event be responsible for any damages, expenses, or losses incurred by the Applicant or any person arising from the cancellation.

An Applicant may withdraw its Application at any time prior to acceptance. An accepted application may be withdrawn by the Applicant, subject to approval of the Superintendent or the Superintendent's designee. Approval is subject to the conditions that the Applicant has given reasonable advance notice (ordinarily, at least 48 hours) and that the Applicant reimburse the District for any expense the District has incurred.

### 3. Conditions of Use.

The conditions for use are as follows:

- a. Compliance. Applicant agrees to:
  - i. Comply with all local, state and federal laws, including health and fire codes.
  - ii. Comply with Board policies concerning non-discrimination and the use of school facilities.
  - iii. Comply with reasonable administrative rules related to use of facilities and the requests of school officials related to the Applicant's

use of the facility.

- b. Disclaim School Sponsorship. The District does not sponsor or endorse the Applicant or the activity or event conducted by the Applicant. To ensure that the public understands this fact, the Applicant agrees to not make any statements suggesting such sponsorship and to publish statements of non-school sponsorship in such form and manner as the administration may request.
- c. Supervision. Applicant agrees to provide appropriate supervision of the activity or event in all respects, including supervision reasonably necessary to ensure that no person participating in or attending the activity or event:
  - i. Is presented with conditions that pose an unreasonable risk of personal injury or damage to personal property.
  - ii. Enters any area of the school facilities that the Applicant has not been given permission to use or accesses any school records.
  - iii. Engages in the use of tobacco, alcohol, or illegal drugs, or is under the influence of alcohol or illegal drugs.
  - iv. Possesses a firearm or a weapon.
  - v. Engages in disorderly, lewd, or lascivious conduct.
  - vi. Engages in any criminal behavior.

Applicant shall remove any person from the activity or event who engages in any of the above listed conduct. Applicant agrees to report to the school administration by the close of the next business day the identity of any person who engaged in any of the above listed conduct and the details of the conduct. If the offending person is a student, the report shall be made immediately.

In the event the school administration determines that the nature of the activity or event warrants the presence of security services, Applicant agrees to provide such security services.

Applicant agrees to ensure that all persons attending its activity or event are off school grounds at the end of its time of permitted use, except for students or school staff who are authorized to remain for a school-related purpose.

- d. Condition of Premises. Applicant agrees to:
  - i. Conduct a reasonable inspection of the premises prior to the activity or event to ensure that the premises are safe for the intended use. In the event of any unsafe condition, Applicant shall notify an administrator. In the event the unsafe condition is not corrected prior to the activity or event, the Applicant shall postpone or cancel the activity or event.
  - ii. Not use or allow any school equipment to be used without express approval of school administration.



## Community Use of School Facilities

- iii. Not bring or allow others to bring food or beverages on to school grounds without express approval of school administration.
- iv. Not bring or allow others to bring or use any flammable items (including candles or incense) or any volatile chemical or any explosive.
- v. Not use any electrical equipment that has been brought onto the premises without express approval of school administration.
- vi. Not allow the wearing of street shoes or shoes with black soles on gym floors or other protected surfaces.
- vii. Not park or allow others to park in fire lanes or reserved spaces or in any manner inconsistent with the school's parking rules.
- viii. Not cause or allow others to cause damage to school facilities or equipment.
  - 1. In the event damages are sustained, Applicant accepts responsibility for reimbursing the District for the cost of repair or replacement.
  - 2. Applicant agrees that the school administration's determination that damage was sustained in connection with the Applicant's use, and of the cost of repair or replacement, is controlling.
  - 3. Applicant shall immediately report to the school administration any damage to school facilities or equipment that occurs during the Applicant's use of school facilities that may present a risk of injury to students or any subsequent users. Any other damage shall be reported by the close of the next business day.
- ix. Return the facilities in as good a condition as it was prior to use. This includes, without limitation, cleaning, removal of trash, and returning tables and chairs and other school property to their proper location. The clean-up shall be promptly completed. In the event the District provides the clean-up service, Applicant agrees to reimburse the District for the cost of such clean-up.
- x. Remove any property brought in by the Applicant and by any person attending the activity or event. The District is not responsible for any personal property that is left on the premises.
- e. Financial Responsibility. Applicant agrees to:
  - i. Procure, at its own expense, a Comprehensive General Liability insurance policy naming the District as an additional insured. This policy shall be written with a minimum of \$1,000,000 Combined

Single Limit per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use.

- ii. The insurance requirement is subject to waiver by the Superintendent or the Superintendent's designee only in circumstances where the intended use presents very little potential for injury or damage and the activity or event is designed to serve the District's students or staff.
- iii. Indemnify and hold the District, the Board, school employees and agents of the District harmless from any and all claims, demands, causes of action, or lawsuits for any death or personal injury or damage to property sustained during, caused by or arising out of the Applicant's use of school facilities.

4. Fees for Use.

The Superintendent or Superintendent's designee shall establish a daily use fee schedule that establishes rates for specific parts of the school facilities (that is, kitchen, auditorium, gymnasium, athletic field, classrooms, meeting rooms). The rates shall be reviewed on a periodic basis; with the review to occur no less than every two years.

The fee rates shall be in an amount sufficient to cover estimated staff time and direct costs associated with:

- a. Processing. Cost of processing the Application, postage, invoicing and coordination of the use.
- b. Access. Cost of providing access; such as unlocking doors before use and locking after use, turning lights on and off, and disarming/re-arming security systems.
- c. Custodial. Cost of providing custodial or maintenance services to prepare the facility for the use and for clean-up after the use.
- d. Kitchen. Cost of providing access to the kitchen facilities; as ordinarily any permitted use of the kitchen will require the presence of a member of the school's food service staff.
- e. Special Equipment. Cost of making special equipment available such as sound and lighting set-up; as ordinarily any permitted use of special equipment will require the presence of a member of the school's staff who is familiar with proper use of the equipment.
- f. Monitoring. Cost of administrative or other professional staff to monitor the Applicant's use to ensure compliance with the terms and conditions of the permitted use.
- g. Security. Cost of providing security services when determined to be needed for the activity or event.

The fee schedule shall be applied evenly to all Applicants, with two exceptions:

- a. A different fee may be assessed where the Superintendent or Superintendent's designee reasonably determines that the Applicant's use will require staff time or cause direct costs different than those used in establishing the fee schedule.
- b. A fee waiver or reduced fee rate shall be given for use where the activity or event is designed to serve students of the District or children; such as approved school-community associations and school-affiliated non-profit groups and summertime sports leagues, sports camps, etc., that are subject to NSAA regulations.

5. Use Consistent with NSAA Bylaws.

Use of school facilities for activities that are subject to the Bylaws of the Nebraska School Activities Association (NSAA) shall be permitted subject to and in accordance with the NSAA Bylaws. Such use shall be consistent with this policy for non-school groups. Examples of acceptable use of school facilities for activities are:

- a. Summer Leagues. There must be evidence that the organization or individual conducting the league has rented or leased the facility (for example, via an Application for Use) to prove the school is not involved in its sponsorship or funding.
- b. Commercial Sport Camps/Clinics. School facilities for use by individuals, including the District's own coaches or other organizations for commercial camps/clinics or schools. Camps conducted by high school coaches shall be publicized as open to all area individuals wishing to attend and not limited to students from the coach's high school.
- c. All-Star competition that involves graduated seniors.
- d. Competitive meets and contests sponsored by non-school groups.
- e. Facilities approved under the above stipulations included: gymnasiums, tracks, swimming pools, tennis courts, athletic playing fields, and baseball and softball diamonds.

First Approval June 11, 1984  
First Amended June 9, 2008

Final Approval July 9, 1984  
Final Approval July 14, 2008

**607.1**      **Equal Access for Student Groups and Boy Scouts**

Equal Access to Student Groups. Bancroft-Rosalie Community Schools shall not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. A limited open forum for this purpose exists if the secondary school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during noninstructional time.

All such student meetings at school are subject to the following requirements:

- a. the meeting must be voluntary and student-initiated;
- b. there must be no sponsorship of the meeting by the school or its agents or employees;
- c. employees or agents of the school are present at religious meetings only in a non-participatory capacity;
- d. the meeting must not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- e. non-school persons may not direct, conduct, control, or regularly attend activities of the student group.

The administration shall in all respects maintain the District in compliance with the Equal Access Act.

Equal Access to Boy Scouts. If the District provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours, the District shall not deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America. The same principles apply to any other youth group listed in Title 36 of the United States Code as a "patriotic society." The administration shall in all respects maintain the District in compliance with the Boy Scouts of America Equal Access Act.

The use of school facilities for student meetings and Boy Scouts as provided above shall be subject to the same provisions as other community, non-school groups and may be required to complete a community use application as and to the same extent as other non-curriculum related student groups (in the case of student meetings) and other outside youth or community groups (in the case of the Boy Scouts).

## Equal Access for Student Groups and Boy Scouts

First Approval July 13, 2009 Final Approval August 10, 2009

Legal Reference: 20 U.S.C. §§ 4071-4074 (Equal Access Act). 20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act) & 34 CFR Part 108

**0608**      **Building Accessibility**

The Board of Education has adopted a plan regarding the accessibility requirements of persons with disabilities who use school facilities as required by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Members of the public may review the accessibility plan by contacting the Superintendent at the school's administrative offices.

Comments or complaints regarding the accessibility of district facilities shall be made to the Superintendent for resolution.

First Approval Dec. 8, 2008

Final Approval Jan. 12, 2009

Legal Authority:      Americans with Disabilities Act of 1990 (ADA)  
                                 Section 504 of the Rehabilitation Act of 1973 (Section 504)

**0609**      **ADA and Section 504 Grievance Procedure**

The following grievance procedure shall be used for resolution of complaints of alleged violations of the Americans with Disabilities Act of 1990 (ADA) or Section 504 of the Rehabilitation Act of 1973:

- 1) Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
- 2) Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
- 3) Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- 4) The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
- 5) The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
- 6) In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
- 7) A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or

## ADA and Section 504 Grievance Procedure

Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

First Approval Dec. 8, 2008

Final Approval Jan. 12, 2009

Legal Authorities: Americans with Disabilities Act of 1990 (ADA)  
Section 504 of the Rehabilitation Act of 1973 (Section 504)



**0609.1**                      **Designation of Coordinator**

Bancroft-Rosalie Community Schools does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The Superintendent has been designated to coordinate Bancroft-Rosalie Community School's compliance with the requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

The Coordinator shall take such actions as required to maintain compliance with such laws; to provide information concerning such laws and their applicability to the services, programs, or activities of the District; and to resolve any complaints or grievances related to alleged non-compliance by the District with such laws.

In the event an employee has a disability and is in need of a reasonable accommodation to perform the employee's duties or to otherwise receive benefits and privileges of employment equal to those enjoyed by similarly-situated employees without a disability, the employee is to inform their supervisor and request a meeting with the ADA Coordinator to discuss the provision of reasonable accommodations.

In the event a student has a disability and needs or is believed to need special education or related services, the 504 Coordinator shall initiate the 504 evaluation and accommodation process.

First Approval Dec. 8, 2008

Final Approval Jan. 12, 2009

Legal Authority:        Americans with Disabilities Act of 1990 (ADA)  
                                 Section 504 of the Rehabilitation Act of 1973 (Section 504)

**0610**        **Program Planning**

The superintendent shall have the responsibility to develop for the board's review an annual plan which identifies the goals, objectives, procedures, methods of evaluation, and other elements for the district's school-community relations program.

First Approval June 11, 1984

Final Approval July 9, 1984

**0611**            **SPORTSMANSHIP POLICY**

The Board of Education requires that all individuals participating in or attending the athletic or activity programs sponsored by the Board exhibit sportsmanship. Sportsmanship is defined as abiding by the rules of the contest and supervising officials. In exhibiting sportsmanship all participants shall:

1. Understand and follow the rules of the contest;
2. Recognize skilled performance of others regardless of affiliation;
3. Display respect for all individuals participating in the athletic event;
4. Congratulate opponents in victory or defeat.

Failure to exhibit good sportsmanship shall include, but not be limited to the following conduct:

1. Any person who strikes or physically abuses an official, coach, player or spectator;
2. Any person who intentionally incites participants or spectators to abusive action;
3. Any person who uses obscene gestures or verbally abusive language or action towards officials, coaches, opponents or spectators;
4. Other conduct judged by the administration to be unsportsmanlike in character.

Persons deemed in violation of this Policy shall be removed from the game if a team member, or, if a member of the public, shall be removed from the stands or sidelines. The Superintendent, upon recommendation of the Athletic Director or Principal and based upon the severity of the incident and any prior similar incident, will ban an individual's presence at any subsequent school athletic or activity event. The individual may petition the Board for permission to resume attendance.

First Approval Dec. 8, 2008

Final Approval Dec. 12, 2009

**0612**      **Tobacco Policy**

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

First Approval June 9, 2014  
Amended      July 8, 2019

Final Approval July 14, 2014  
Final Approval Aug 12, 2019

**0620**      **Relations with Internal Publics**

The board of education recognizes the important contributions which students and district employees make as interpreters of the school and its programs. The superintendent shall have the authority to develop plans and procedures which establish and maintain effective lines of communication between and among students, district employees, parents, citizens of the district, and the board of education.

First Approval June 11, 1984

Final Approval July 9, 1984

**0621**      **Students**

Students are citizens of the school and the school-community. As citizens, students are encouraged to be familiar with and use the prerogatives of citizenship provided by these policies and by appropriate statutes.

Students are encouraged to follow the guidelines which describe the responsibilities of school personnel for community relations (0625).

Students are encouraged to participate in school-sponsored activities provided specifically for students and also to participate as members of the public (0630).

Students are encouraged to follow, as appropriate, procedures outlined for making complaints about school personnel, procedures, or instructional materials (0625.1).

First Approval June 11, 1984

Final Approval July 9, 1984

**0621.1**                      **Advertising and Promotion**

The involvement of students enrolled in the school in promoting the interests of any commercial, political, or other non-school agency, individual, or organization is expressly prohibited as a school-based or school-sponsored activity.

Exceptions to this policy shall be only those specifically stated in other policies.

First Approval June 11, 1984

Final Approval July 9, 1984

## **0621.2**

### **Contests**

Participation by students in contests shall be in accordance with the criteria stated for public performance by students (0621.4).

All contests conducted within a school building shall be approved by the principal, in accordance with the following guidelines.

1. A written request for approval of a contest shall be submitted to the principal and shall indicate the sponsors of the contest, the purposes of the contest, the procedures to be followed in conducting the contest, and the criteria for participation and for the awarding of prizes or gifts.

2. As appropriate, requests for approval of a contest shall be reviewed by reference to the approved list of school contests published annually by the Committee on National Contests and Activities of the National Association of Secondary School Principals or other approved list.

3. The principal of each building shall maintain a file and list of approved contests conducted during each school year.

4. No contest shall be conducted without the prior approval of the principal.

First Approval June 11, 1984

Final Approval July 9, 1984

79-443 District board; schools; supervision and control.



**0621.3**                      **Solicitation of Contributions**

Students will be permitted to solicit funds for and to contribute to school-approved projects which are consistent with educational programs offered by the school or within the community. The superintendent shall have the authority to approve any drive or campaign for funds.

There shall be no solicitation of funds from students on school premises or while school is in session except when the solicitation is an approved activity.

There shall be no solicitation of students on the school premises by salesmen or agents while school is in session.

First Approval June 11, 1984              Final Approval July 9, 1984

**0621.4**                      **Public Performances**

Students are encouraged to engage in both school-sponsored activities and other public performances, when such performances:

1. Supplement and do not interfere with the prescribed programs of the school.
2. Are beneficial to the educational, civic, social, or ethical development
3. Provide learning opportunities for students, based upon their efforts as individuals without inviting unethical collaboration.
4. Emphasize high moral standards, good citizenship and intellectual competence.
5. Do not exclude participants because of race, color, creed, national origin, or payment of entry fee.
6. Are sponsored by the school or by other organizations engaged in non-profit activities of a social service nature.

The involvement of students enrolled in the school in promoting, on school time or as a school activity, the interests of any commercial, political or other non-school agency, individual, or organization is expressly prohibited.

First Approval June 11, 1984

Final Approval July 9, 1984

**0621.5**                      **Distribution of Class Rosters**

The distribution of class rosters or of the names of students shall not be made to any person or agency without the permission of the superintendent of schools. The superintendent shall have the authority to establish rules and regulations which govern the release of names, addresses, and other information on students.

First Approval June 11, 1984

Final Approval July 9, 1984

**0622**      **Evacuation of Students to Community Sites**

The superintendent shall be responsible for determining plans for the evacuation of students to sites within the community in case of natural disasters or other actions which disrupt the operation of the school program. Rules, regulations, and procedures established by the superintendent for the evacuation of students shall be submitted to the board of its review and action.

First Approval June 11, 1984

Final Approval July 9, 1984

79-443 District board; schools; supervision and control.

**0623                    Anti-discrimination**

**A.            Elimination of Discrimination.**

The policy of Bancroft-Rosalie Community Schools is to not discriminate on the basis of race (including skin color, hair texture and protective hairstyles), color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Bancroft-Rosalie Community Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Bancroft-Rosalie Community Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

**B.            Preventing Harassment and Discrimination of Employees and Students.**

1.        **Purpose:** Bancroft-Rosalie Community Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Bancroft-Rosalie Community Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race (including skin color, hair texture and protective hairstyles), color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race (including skin color, hair texture and protective hairstyles), color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an

## Anti-discrimination

explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);

- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

### 2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Bancroft-Rosalie Community Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

First Approval Dec. 8, 2008  
Amended June 14, 2021

Final Approval Jan. 12, 2009  
Final Approval July 12, 2021

## Anti-discrimination

Legal Authorities: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.  
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;  
Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.  
Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)  
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.  
Neb. Rev. Stat. § 79-2,115, et seq

## District Employees

### **0625**      **District Employees**

Each employee of the school district is a public employee. As a public employee, each is expected to:

1. Respond to requests for information about their duties and functions, when requests for information are made by representatives of the news media or citizens of the district and when the information requested is not of a private and confidential nature.
2. Receive communications from citizens and, as appropriate, refer the individual or the communication to other employees of the district.
3. Maintain, in word and deed, respect for the rights of individuals insofar as information of a confidential nature is known to the employee; such information should be released to other employees of the district, news media representatives, or citizens only on the basis of both "the right to know" and "the need to know."
4. Participate, as individuals and in school-sponsored projects, in activities designed to solicit information and suggestions from citizens of the district as a means of improving the educational programs of the school.

First Approval June 11, 1984

Final Approval July 9, 1984



**0625.1      Complaints**

The board encourages its members and all persons who are employees or students within the school and citizens within the community to observe the following procedures when complaints are heard concerning school personnel, procedures, instructional materials, or other issues related to the operation of the school:

1. Listen to the information presented by the person voicing a complaint.
2. Determine whether or not the complaint has been made to the appropriate employee of the school.
3. If the complaint has not been made to the appropriate employee of the school, assist the complainant in the process of contacting and informing the appropriate school employee.

Complaints may be discussed informally with designated employees. If an issue is not explained or resolved, the following procedures will be followed:

1. Complaints about personnel, procedures, or instructional materials and other issues arising within the context of a specific building shall be referred to the principal; all other complaints shall be referred to the superintendent.
2. Persons making complaints may be asked to state, in writing (a) the specific complaint, the reasons for the complaint, and the action or solution to the complaint which they are either seeking or would recommend and to sign (b) the written statement of the complaint, its reasons, and the recommended or requested solution.
3. When a written complaint is received by an administrator, a written response will be prepared within three (3) work days after the complaint is received.
4. If the person who filed the complaint is not satisfied with the response made to the complaint, the decision may be appealed. Appeals should be directed to the superintendent when the original complaint was filed with a principal, or to the board when the original complaint was filed with the superintendent.
5. The refiling of a complaint (an appeal of a decision) should occur within one week (7 calendar days) after the written response to a complaint has been received.
6. Complaints about the superintendent should be referred to the president of the board of education. If the complainant is not satisfied with the explanation or decision of the president of the board of education, the written complaint shall be heard at the next regular meeting of the board of education or at such other time as designated by the board.

First Approval June 11, 1984

Final Approval July 9, 1984

Gifts

**0625.2**

**Gifts**

District employees are encouraged to exercise caution in accepting gifts from students and other individuals or representatives of agencies which transact business with the school.

First Approval June 11, 1984

Final Approval July 9, 1984

**0625.3**                      **Community Service**

District employees are encouraged to participate in community activities and to provide their services to community agencies and organizations, provided such activities do not interfere with duties as employees of the district. The superintendent shall have the authority to recommend to the board of education for its review and act in the names of district employees to provide services to community agencies during regular working hours.

First Approval June 11, 1984

Final Approval July 9, 1984

**0625.4**                      **Political Activity**

The board recognizes and encourages the right of its employees, as citizens, to engage in political activity.

No employee shall engage in political activity upon property under the jurisdiction of the school district during regular working hours. Violation of this policy may constitute cause for reprimand, demotion, suspension, or dismissal.

Nothing in this policy shall be construed as:

1. Preventing the dissemination of information about school tax and bond elections.
2. Preventing the study and discussion of politics and political issues, when such discussion and study is appropriate to classroom instruction (0383,0383.1).
3. Preventing the conducting of student and employee organization elections, and campaigning connected therewith.

First Approval June 11, 1984

Final Approval July 9, 1984

79-1280 et seq. Professional Practices Commission.

79-1288 Certified public school employees; participation.

**0630**            **Relations with External Community Publics**

Residents of the school district are encouraged to take an active role in school affairs. Participation by the public, individually or collectively, may include:

1. Attendance at open sessions of meetings of the board of education, including requests or proposals submitted for inclusion on the agenda of regular meetings of the board of education (0601.1)
2. Communication with employees of the school district, with requests for information or with suggestions about operations of the school district (0625).
3. Service as members of advisory committees established by the board or by school employees in the discharge of their duties (0142, 0207).
4. In volunteer roles to assist in the operation of school-approved and school-sponsored projects and activities, including the actual operation of classes and services when employees deem such aid to be valuable.

The board and its employees shall seek to give full consideration to both requests for information and advice received from members of the public. The board reserves the right, however, for itself and its employees, to exercise judgment within the constraints of board policies and appropriate statutes in responding to requests for information, advice, or volunteered services.

First Approval June 11, 1984

Final Approval July 9, 1984

**0631**      **Parents**

The board of education recognizes the contributions of parents to the instructional program, appreciates the role of parents in developing public opinion favorable to the school, and solicits the continued support of parents for the school programs. The superintendent shall have the authority to establish plans and procedures, subject to the board's review and action, for the participation of parents in school activities and programs.

First Approval June 11, 1984

Final approval July 9, 1984

**0631.1**      **Title I Parental and Family Involvement Policy**

This Parental and Family Involvement Policy is established in compliance with Title I. Bancroft-Rosalie Community Schools has a parental and family involvement policy applicable to parents and family members of all children. The parental and family involvement policy applicable to parents and family members of all children is not replaced by this Title I Parental and Family Involvement Policy and shall continue to be applicable to all parents and family members, including parents and family members participating in Title I programs.

It is the policy of Bancroft-Rosalie Community Schools to implement programs, activities, and procedures for the involvement of parents and family members in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents and family members of participating children.

**Expectations for Parental Involvement**

It is the expectation of Bancroft-Rosalie Community Schools that parents and family members of participating children will have opportunities available for parental and family involvement in the programs, activities, and procedures of the District's Title I program. The term "parental and family involvement" means the participation of parents and family in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents and family members play an integral role in assisting their child's learning; (B) that parents and family members are encouraged to be actively involved in their child's education at school; (C) that parents and family members are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental and family involvement policy. The District intends to meet this expectation through the following activities:

- A. Involving parents and family members in the joint development of the District's Title I plan and the processes of school review and school improvement.
- B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.
- C. Building the schools', parents' and family's capacity for strong parental and family involvement.
- D. Coordinating and integrating parental and family involvement strategies under Title

## Title I Parental and Family Involvement Policy

I with parental and family involvement strategies under other programs.

E. Conducting, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents and family members in Title I programs, with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental and family involvement policies of the District.

F. Involving parents and family members in the activities of the schools served under Title I.

### Policy Involvement

Each school served under the Title I program shall:

A. Convene an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation under the Title I program and to explain the requirements of the Title I program.

B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental and family involvement in such meetings by offering transportation, child care, or home visits.

C. Involve parents and family members in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.

D. Provide parents and family members of participating children—(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.



E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents and family members of participating children, submit any parental or family members' comments on the plan when the school makes the plan available to the District.

#### Shared Responsibilities for High Student Academic Achievement

As a component of the District's parental and family involvement policy, each school served under the Title I program shall jointly develop with parents and family members for all children served under the Title I program a school-parent compact that outlines how parents, family members, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents and family members will build and develop a partnership to help children achieve the State's high standards. Such compact shall— (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent and family will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers, parents and family members on an ongoing basis through, at a minimum—(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (B) frequent reports to parents and family members on their children's progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

#### Building Capacity for Involvement

To ensure effective involvement of parents and family members and to support a partnership among the District, parents, family members, and the community to improve student academic achievement, each school participating in the Title I program and the District—(1) shall provide assistance to participating parents and family members, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents and family members to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental and family member involvement; (3) shall educate teachers, student service personnel, principals, and other

## Title I Parental and Family Involvement Policy

staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent and family programs, and build ties between parents, family members and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent and family involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent and family resource centers, that encourage and support parents and family members in more fully participating in the education of their children; (5) shall ensure that information related to school and parent and family programs, meetings, and other activities is sent to the parents and family members of participating children in a format, and to the extent practicable, in a language the parents and family members can understand; (6) may involve parents and family members in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental and family involvement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions; (9) may train parents and family members to enhance the involvement of other parents and family members; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents and family members who are unable to attend such conferences at school, in order to maximize parental and family involvement and participation; (11) may adopt and implement model approaches to improving parental and family involvement; (12) may establish a district-wide parent and family advisory council to provide advice on all matters related to parental and family involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent and family involvement activities; and (14) shall provide such other reasonable support for parental and family involvement activities under Title I as parents and family members may request.

### Accessibility

In carrying out the parental and family involvement activities for this Title I Parental and Family Involvement policy, the District shall provide full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

### Use, Distribution, and Updating of this Policy

## Title I Parental and Family Involvement Policy

This Title I Parental and Family Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents and family members of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and family members and the school.

First Approval February 13, 1995

Amended February 9, 1998

Amended July 11, 2016

Final Approval March 13, 1995

Final Approval March 9, 1998

Final Approval August 8, 2016

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

**0632**      **Parent-Teacher Associations**

The board of education recognizes the benefits of cooperation and the development of community understanding of the school by parent-teacher associations. The board encourages parents and school employees to work together on common problems and, in general, to promote the welfare of students in home, school, and the community.

First Approval June 11, 1984

Final Approval July 9, 1984

**0633**      **School-Community Associations**

The board reserves the right to establish rules and regulations for the formation or operation of school-community associations, including parent-teacher organizations and organizations formed to provide support for the activities and programs of the school.

Each school-community organization approved by the board of education shall have on file, in the superintendent's office, a set of bylaws which specify the proposed functions, the membership requirements, the criteria and procedures used for selection of officers, and the nature of the relationship and involvement of district employees in the organization.

On an annual basis, a list of the members and officers of each school-community organization will be filed with the superintendent. A report of activities and accomplishments of the organization may be required by the superintendent or by the board.

All funds allocated to a school-community organization by the board, and all funds collected by a school-community organization or disbursed by the organization shall be under the control of the board.

First Approval June 11, 1984

Final Approval July 9, 1984

**0634**      **Citizen Advisory Committees**

The board president or the board may appoint citizen advisory committees; such committees are temporary committees and shall be appointed to serve the district as deemed necessary. Citizen advisory committees shall serve at the pleasure of the board president or a majority of the board but shall not serve beyond the date of the annual meeting except when reappointed. Citizen advisory committees shall be considered dissolved upon submission of a final report (0143).

The superintendent shall have supervisory responsibilities for approval of the use of citizen advisory committees and individual citizens when such use is initiated by employees of the school district. The superintendent shall inform the board of the approval of any citizen advisory committee formed to work with district employees and shall describe committee membership, purposes, and accomplishments. On an annual basis, the superintendent will provide the board with a report and appraisal of the use of citizen advisory committees and the services of individual citizens by school employees.

First Approval June 11, 1984

Final Approval July 9, 1984

**0635**      **Approval of Organizations**

Except as otherwise provided by board policy or statute, the board reserves the right to approve, or to deny approval, of the operation of any school-connected organization.

All organizations which are school-connected and which receive or disburse funds must be approved by the board of education and all funds received or disbursed must be under the control of the school (0114).

First Approval June 11, 1984

Final Approval July 9, 1984

**0640**      **Relations with the Media**

The board affirms its intent to cooperate with news media representatives in the dissemination of news and information which is beneficial to the district's programs, students, and personnel and to fulfill its obligations as a public body to inform the public of district programs, operations, and activities. The superintendent shall have the authority to prepare news and feature stories relative to the educational program and to publicize open houses, exhibits, displays, productions, graduation ceremonies, sports events, and other school activities.

First Approval June 11, 1984

Final Approval July 9, 1984



**0641**      **News Media**

The active participation of news media in promoting the cause of good education is invited and welcomed.

Suggestions and advice from representatives of the news media as how best to facilitate the flow of information to them by the board and personnel of the district are welcomed.

In relations with news media, the board and personnel of the district shall seek to cooperate for purposes of the public interest; however, no identification of the school with the promotion of any commercial or political enterprise will be permitted.

First Approval June 11, 1984

Final Approval July 9, 1984

**0641.1**      **Coverage of Board Meetings**

News media representatives are invited to attend all open sessions of regular, special, and adjourned meetings of the board and maybe permitted to be in attendance during closed sessions of the board, when such attendance is judged to be appropriate for purposes of providing news media representatives with background information.

Meeting announcements, agenda, summaries of the minutes of board meetings, and supporting documents will be provided to news media representatives upon request.

Members of the board and district personnel will be available for interviews conducted by news media representatives provided that such interviews do not disrupt the performance of scheduled duties.

First Approval June 11, 1984

Final Approval July 9, 1984

79-805 Board of education; meetings; publication of claims, penalty.

79-806 Publication of proceedings; noncompliance; by secretary; penalty. 84-1411 Public meeting; notice; time; place; agenda.

**0645**      **School Sponsored Media**

The superintendents shall be responsible for planning and approval of school sponsored media used to communicate with employees and patrons of the district or used to receive communications from employees and patrons of the district. The superintendent shall have the authority to delegate authority for the preparation and dissemination of school sponsored media to other personnel.

School sponsored media shall include, but is not limited to, both publications and electronic media produced by the school, e.g., district or building newsletters, district or building directories, district or building bulletins and announcements, media produced by students under the auspices of the school, programs for school sponsored events, and reports of pupil performance.

Records of the approval and use of school sponsored media, including copies of all printed materials, shall be maintained by the superintendent or designated personnel.

The school and its personnel may:

1. Cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation is consistent with the educational programs of the school.
2. Use commercial materials, including films, which do not contain advertising, other than simple mention of the producing firm, providing such materials are selected for instructional value.
3. Announce lectures, community activities, or media productions which are judged to be of educational merit.

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Final Approval July 9, 1984

**0646**      **School News Releases**

All news releases shall be issued by the office of the superintendent or in compliance with rules and regulations established by the superintendent.

All employees are encouraged to prepare news releases related to the purposes of the school and their assigned duties. News releases prepared by school personnel should be written; a copy of all news releases will be maintained by the office of the superintendent.

News releases are defined as formal statements by the school about its programs and operations; no portion of this policy should be construed as limiting or prohibiting news stories prepared by news media representatives as a result of coverage of school programs and activities or interviews conducted with individuals.

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Final Approval July 9, 1984

**0650**      **Relations with Education Agencies**

The board of education affirms its intent to cooperate with other education agencies in addressing and seeking solutions to school-related problems, needs, and aspirations. The board recognizes that knowledge about and action on many issues are addressed effectively and promoted economically at state, regional, and national levels.

First Approval June 11, 1984

Final Approval July 9, 1984

**0651**      **County and Intermediate Units**

The board shall endeavor to cooperate with the county superintendent who shall recommend plans and procedures for cooperation with other boards and agencies, in this State or in bordering states, in special projects or activities which can be more economically or advantageously provided by such cooperation.

First Approval June 11, 1984

Final Approval July 9, 1984

79-321 County superintendent; general duties.

79-2201 et seq. Educational service units.

**0652**      **Area, State, Regional, and National Associations**

Membership in recognized associations will be maintained by the school for several reasons, including:

1. Inservice benefits resulting from board and employee participation in meetings, conferences, clinics, and conventions.
2. Communication media provided by such associations, such as newsletters, journals, periodicals, advisory services, and similar services.
3. Representation of the school district in actions affecting education in general and the school district in particular.

Membership in recognized associations shall in no way constitute an abdication of the board's authority and responsibility for the governance of the school as provided by board policies and State statutes.

The superintendent is authorized to budget funds for the costs of membership in recognized associations and for payment of the costs of participation by board members and personnel of the district in the activities of such associations.

First Approval June 11, 1984

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79-4,149 Associations of school boards; membership dues; payment authorized.

**0653**      **Colleges and Universities**

Qualified students from accredited teacher training institutions may be assigned within the school district for professional laboratory experiences.

Assignment of students for professional laboratory experiences shall be the responsibility of the institution in which students are enrolled provided, however, that the responsibility and authority for acceptance, assignment, and continuation or discontinuation of the placement of students with the school district shall be at the discretion of the superintendent.

As provided by statute and by guidelines, the responsibility of students assigned to the school district by a teacher training institution parallels the responsibility of a certified teacher employed by the district.

Other than for emergency reasons, students assigned to the school district by teacher training institutions shall not be used as substitutes for certified teachers employed by the district. Any exceptions to this policy shall be within the guidelines prescribed by the Professional Practices Commission of the State.

First Approval June 11, 1984

Final Approval July 9, 1984

79-1280 et seq. Professional Practices Commission.

79-1297 et. seq. Student teacher or intern.

79-12,100 Student teacher or intern; terms defined.



**0654**        **Non-Public and Other Organizations**

The board recognizes the need and the worth of cooperative relationships between the school district and non-public school and other educational organizations.

The board encourages its members and school personnel to work with their counterparts in non-public and other educational organizations on educational matters, provided that the cooperation is within the framework established by statutes, State regulations, and board policies.

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**0660**      **Relations with Governmental Agencies**

The board affirms its intent to cooperate, to the fullest extent, with other governmental agencies whenever such cooperation is in the best interests of the citizens of the community and the students enrolled in the schools of the district.

In accordance with this policy, all employees of the district are encouraged to be familiar with and to cooperate with other governmental agencies in serving the needs of students of the district.

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Final Approval July 9, 1984

**0661**      **Civil Defense**

The superintendent shall be authorized to permit the use of school facilities for civil defense needs in the event of a major disaster; the superintendent shall be empowered to assign school personnel, as appropriate, to assist in the functioning of school facilities when such facilities are used for civil defense needs.

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Final Approval July 9, 1984

**0662**      **Health Department Communicable Disease Control**

School officials shall cooperate with the health department in developing procedures for the control of communicable disease in the school. All procedures shall conform to the regulations for communicable disease control set by the State Health Department.

School Clinics

A limited number of school immunization clinics under the direction of the health department may be scheduled where there is a special need. The need for a school clinic is based on estimated school and community immunization levels and shall be determined by the superintendent.

First Approval June 11, 1984

Final Approval July 9, 1984

79-444.01 Board of education; governing authority; student protection, exception.

79-4,133 Pupils; physical examination; notice of defects; contagious or infectious disease; duty of teacher.

79-4,134 Pupils; physical examination; rules; duties of Department of Health.

79-4,135 Pupils; physical examination; when required.

**0663**      **Fire Department**

The local fire department has a major role in the planning and conduct of the school safety program. The superintendent, and other school employees acting under the direction of the superintendent, shall:

1. Establish and maintain communications and good working relationships with the local fire department.
2. Work with the local fire department in determining the nature and timing of the fire department's participation in the school safety program.
3. Conduct planned activities to provide students with knowledge of safety practices recommended by the fire department.

First Approval June 11, 1984

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79-4,122 State fire day; designated; how observed.

79-4,123 Fire prevention; instruction in public schools.

79-4,124 Fire prevention; law; publication in teacher manual required.

81-527 State fire marshal; schools; exits; fire drills.

**0664**      **Law Enforcement**

Requests to Contact Students and Student Interviews by Non-School Personnel

Removals of Students and Interviews of Students

In dealing with law enforcement officials, Bancroft-Rosalie Community Schools' employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer but are also to attempt to prevent undue interference with District operations or educational programming.

1.      Removals of Students by Law Enforcement Officials

Law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child's parent or guardian, except when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as: sheriffs, coroners, jailers, marshals, police officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests. (Neb. Rev. Stat. §49-801).

Law enforcement officers may in the line of duty require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court when:

- (a) the child has violated a state law or municipal ordinance and such child was eleven years of age or older at the time of the violation, and the officer has reasonable grounds to believe such child committed such violation and was eleven years of age or older at the time of the violation;
- (b) the child is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the child's protection;
- (c) the officer believes the child to be mentally ill and dangerous as defined in Neb. Rev. Stat. §71-908 and that the harm described in that section is likely to occur before proceedings may be instituted before the juvenile court;
- (d) the officer has reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian;
- (e) a probation officer has reasonable cause to believe that a juvenile is in violation of probation and that the juvenile will attempt to leave the jurisdiction or place lives or property in danger;
- (f) the officer has reasonable grounds to believe the juvenile is truant from school. (Neb. Rev. Stat. §§43-418 and 43-248).
- (g) the officer has reasonable grounds to believe the child is immune from prosecution for

prostitution under subsection (5) of section 28-801; or

(h) the child has committed an act or engaged in behavior described in subdivision (1), (2), (3)(b), or (4) of section 43-247 and such child was under eleven years of age at the time of such act or behavior, and the officer has reasonable cause to believe such child committed such act or engaged in such behavior and was under eleven years of age at such time.

If a peace officer or probation officer requests to take custody of a student who is at that time under the control and jurisdiction of [Name] Public Schools, the following action is to be taken:

a. Establish Authority to Remove. The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student. The form attached as Exhibit “A” to this Policy may be used for this purpose.

b. Notify Local Law Enforcement. In some instances, there may be orders for custody of a student served by the officers with authority to arrest from outside the jurisdiction of [Name] Public Schools. Local law enforcement should be contacted and requested to participate in or monitor the removal.

c. Notify Parent of Removal. When a principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor student to the officer and the place to which the student is reportedly being taken. Provided, however, when a minor student has been taken into custody as a victim of suspected child abuse, the principal or other school official is not required to notify the parent or the guardian, but shall provide the peace officer with the address and telephone number of the minor student’s parents or guardian.

A student should not be released to a private detective or “special police officer” who is not an officer of a Nebraska political subdivision or an officer of an agency of the federal government without consent of the student’s parent, guardian or custodian.

## 2. Interviews of Students by Law Enforcement Officials

Law enforcement officers and other law authorities should be urged to contact students for questioning outside the instructional day and off school premises whenever possible. When it is appropriate that such questioning occur, the following guidelines are to be followed:

a. Interviews not related to District Events. If an interview of a student is requested during school

hours concerning an ongoing investigation of a crime not related to [Name] Public Schools, questioning should not take place until the student's parent, guardian or custodian has been contacted and permission is given for such interview. The consent should be documented. The presence of a school employee during the interview is not necessary.

b. Interviews Related to District Events. If the investigation relates to an incident which took place on school premises or during instructional time, it is not necessary to obtain consent of the student's parent, guardian or custodian. In these situations, an employee of the District should be present during the interview to ensure that the interview relates only to the incident which took place on school premises or during instructional time or something which is directly related thereto.

c. Child Abuse or Neglect. If an investigator represents that an interview is necessary to collect information concerning an allegation of child abuse or neglect or an offense involving a family relation and it is clear that obtaining parental consent for the interview would be impossible or counter-productive, the interview may be conducted without consent of the student's parent, guardian or custodian. In these situations, an employee of [Name] Public Schools should be present during the interview to ensure that the interview relates only to those matters.

d. Probation Officer Interview. A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on school premises. In such situations, it is neither necessary nor desirable that a District employee be present during the interview. It also is not necessary to obtain the consent of the parent, guardian, or custodian.

### 3. Disclosure of Student Records

School employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA).

### 4. Removals and Interviews by Persons other than Law Enforcement Officials

A person who comes to school premises to interview a student or remove a student prior to the end of the student's instructional day must obtain permission of an administrator or designee.

Permission to remove is not to be granted without consent of the student's parent, guardian or custodian, or a person authorized by the student's parent, guardian or custodian to give such permission.



## Law Enforcement

Permission to interview on subjects not related to school matters is not to be granted unless there is a clearly valid and proper reason for the interview and such is not disruptive to school operations or the student's educational program. Ordinarily such contacts shall be restricted to the student's parent, guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

First Approval June 11, 1984

Final Approval July 9, 1984

Amended Feb. 7, 1994

Final Approval March 14, 1994

Amended June 12, 2017

Final Approval July 10, 2017

Legal Reference: Neb. Rev. Stat. §§43-248; 43-418; 79-294; 79-2104

20 U.S.C. §1232g (FERPA)

**AR-5413--Exhibit A**

**Affidavit and Release to Remove Student**

**Date:** \_\_\_\_\_

The undersigned hereby states and affirms to the [Name] Public Schools as follows:

1. That I am duly appointed and acting peace officer employed by \_\_\_\_\_ and am currently acting within the scope of such employment.
2. That request is hereby made of the [Name] Public Schools to deliver to me the following named student: \_\_\_\_\_.
3. That I am entitled to immediate physical custody of said student by virtue of:

( ) Neb. Rev. Stat. 43-248 for the reason that said student (1) violated a state or municipal law in my presence, (2) is believed by me to have committed a felony, (3) is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the student's protection, or (4) is believed to have run away from his or her parent, guardian, or custodian.

( ) There having been issued a valid warrant for such student's arrest, a true copy of which is attached hereto.

( ) There being reasonable grounds for me to arrest such student without a warrant, such grounds being that: \_\_\_\_\_

( ) Other (specify) the student being placed under arrest due to following authority: \_\_\_\_\_

4. That the undersigned will take immediate action to notify the parent(s), custodian, or legal guardian of said student that said student has been taken into custody and the reason or reasons for said custody.

5. That the undersigned has the legal right to take custody of the student without the consent of said student's parent(s), guardian, custodian, or the [Name] Public Schools.

6. That any facts or circumstances set out on the back of this affidavit and release are true and correct and are incorporated herein by reference.

\_\_\_\_\_  
(Give complete description of officer's name and position, including badge number)

**AR-5413--Exhibit B**

**Affidavit to Interview or Question Student**

**Date:** \_\_\_\_\_

The undersigned requests the right to interview or question \_\_\_\_\_, a student of the [Name] Public Schools, and hereby states and affirms to the [Name] Public Schools as follows:

( ) That the undersigned is a duly appointed probation officer acting pursuant to a valid appointment by the \_\_\_\_\_ Court of \_\_\_\_\_ County, Nebraska.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate such an investigation.

( ) That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate an investigation of criminal activity which occurred on the school premises.

( ) That the undersigned is duly authorized by law to investigate allegations of abuse or neglect as defined in Neb. Rev. Stat. 28-710(3) and this request is made to facilitate an investigation where a family member is alleged to have committed acts of abuse or neglect against the above-named student.

( ) That requesting consent to the interview from the child's parent or guardian and notification of child's parent or guardian of the interview would be counter productive, and request is hereby made that the same be kept confidential.

That the additional information, if any, set out on the back of this affidavit is true and correct and is incorporated herein by reference.

\_\_\_\_\_  
(Give complete description of officer's  
name and position including badge number)

**0665**      **Welfare Department**

When students are in apparent need of welfare assistance, school employees shall have the responsibility to refer such students to appropriate agencies. Each building administrator, under the supervision of the superintendent, shall establish procedures for use by personnel in making such referrals.

First Approval June 11, 1984

Final Approval July 9, 1984

## Amenities

### **0666**      **Amenities**

The Board may from time to time make provisions for meals and refreshments when to do so assists employees, Board members, advisory committees and others engaged in the business of accomplishing the mission and role of the District.

The Board finds that relationships with staff members, administrators, and community members are facilitated and rendered more efficient due to the provisions of this policy.

First Approval May 10, 1993

Final Approval June 14, 1993





