

ARGYLE SCHOOL DISTRICT
SERIES 800: SCHOOL-COMMUNITY RELATIONS

810 School-Community Relations Goals

- 811 Community Involvement in Decision Making
- 812 Community Volunteers

820 Public Information Program

- 821 Use of Students in Public Information Program
- 822 News Media Relations
- 823 Public's Right To Know (Public Access To Records)

830 Facilities and Equipment Usage Rules & Agreement Form

840 Public Gifts

- 841 Grants from Private Sources

860 Visitors

870 Public Complaints

880 Relations with Community and Governmental Organizations

- 881 Relations with Booster Organizations
- 882 Relations with Health Authorities

890 Relations with Education Agencies

- 891 Relations with Other Schools and School Districts
- 892 Relations with Colleges and Universities
- 893 Relations with Educational Researchers
- 894 Relations with Department of Public Instruction

ARGYLE

CODE: 810

SCHOOL DISTRICT

DATE OF ADOPTION: 01-14-08

SCHOOL-COMMUNITY RELATIONS GOALS

The Board, in an effort to ensure and enhance the possibilities for excellence in the education of our children in a free society, presents and endorses this statement of policy on school and community relations because of its conviction that (a) the public schools belong in every sense to the people who created them by consent, and support them by taxation; (b) the schools are only as strong as the intelligent and informed support of the people of the community, and never any stronger; and (c) the support of the people must be based upon their knowledge of, their understanding about, and their participation in the aims and efforts of the public schools.

The Board therefore reaffirms and declares its design and intent

- to keep the citizens of the district regularly and thoroughly informed through all the channels of communication on all policies, programs, problems, and planning of the school system, and to carry out this policy through its own efforts and those of the district administrator.
- to invite the advice and counsel of the people of the school district at all times and especially at all monthly meetings of the Board, except at executive sessions.
- and to solicit the sound thinking and studies counsels of the people through advisory committees selected from the community and appointed by this Board to consider those problems which vitally affect the future of our children.

ARGYLE

CODE: 811

SCHOOL DISTRICT

DATE OF ADOPTION: 01-14-08

COMMUNITY INVOLVEMENT IN DECISION MAKING

The Board believes the schools belong to the people whom they are created to serve. It therefore intends that all reasonable efforts should be exerted to identify the desires of the community and to be responsive, through its actions, to those desires. These are the two major ways in which the will of the community shall influence the development of Board policies:

1. Board members themselves will remain mindful that they are elected to represent the people of the district.
2. All citizens of the district will be encouraged to express ideas, concerns, and judgments about the schools through such means as (a) written suggestion(s) or proposal(s); (b) presentations at hearings; (c) responses to surveys made through interviews, written instruments, or other means; (d) comments at meetings of the Board; and (e) service on citizens advisory committees.

ARGYLE

CODE: 812

SCHOOL DISTRICT

DATE OF ADOPTION: 01-14-08

DATE OF REVISION: 10-10-11

Definition

A volunteer is a person who works on an occasional or regular basis at the school site to support the efforts of the certified and professional personnel. A volunteer is also a person who, on an occasional or regular basis, chaperones or assists in the supervision of students on off-site school-sponsored outings. A volunteer is also a person who, on an occasional or regular basis, assists in the coaching of or supervision of students participating in athletics or other co-curricular, school-sponsored activities.

Rules and Regulations for Community Volunteers

Any adult volunteering time at the Argyle School District must abide by the following rules:

1. All volunteers must check into the District Office upon arrival to the school. The volunteer must also check out at the District Office upon completion of their time volunteering in the school.
2. All volunteers must successfully complete a background check prior to the first time the individual volunteers to work with students. The District reserves the right to conduct additional background checks periodically thereafter.
3. All volunteers are expected to comply with all laws, as well as all rules, regulations, and code of ethics set forth by Argyle School Board Policies and Employee Handbook.

ARGYLE

CODE: 821

SCHOOL DISTRICT

DATE OF ADOPTION: 01-14-08

USE OF STUDENTS IN PUBLIC INFORMATION PROGRAM

The participation of pupils in interpreting the educational program of the schools to the community shall be encouraged, with the understanding that

1. Pupils shall not be exploited for the benefit of any individual or group.
2. Pupils shall participate only in appropriate situations.
3. The use of pupils shall always be evaluated in terms of the effect on the child.

ARGYLE

CODE: 822

SCHOOL DISTRICT

DATE OF ADOPTION: 01-14-08

NEWS MEDIA RELATIONS

The Board encourages a policy of sound relations with the press and other communication media in the community and surrounding geographical area. The district administrator shall plan for periodic releases to the press and other communication media which will provide information to the community concerning its schools and various phases of the school program.

ARGYLE

CODE: 823

SCHOOL DISTRICT

DATE OF ADOPTION: 01-14-08

PUBLIC'S RIGHT TO KNOW
(Public Access to Records)

The Argyle Board of Education recognizes that parents, citizens, school and community groups have all become more concerned about the quality and cost of public education.

Since community involvement in the educational process requires knowledge of that process, it is the policy of the district that all facts and information kept or prepared on the activities of the Argyle School District, except confidential information concerning personnel, and students, will be considered public information.

Any citizen may request information about the operation of the district from a member of the Board of Education or the district administrator. Information provided from routine reports (those reports annually completed from the Department of Public Instruction or the Board of Education) will be supplied for a cost of 20 cents per copy.

Specific information requests which require the preparation of a special document, inventory, evaluation or presentation will be charged to the requesting party. The party requesting the information will be advised of the cost prior to the work being started and will be expected to pay for the work upon delivery. The cost shall reflect the district's actual cost to produce the document including any fees charged by special service agencies (such as the auditors). Requests for special reports shall be made in writing to the Clerk of the School Board.

Any citizen may, with proper care, during regular office hours, have access to and inspect the public records of the school district. Such requests shall be directed in writing to the Clerk of the School Board who will respond within ten working days and arrange for inspection in cooperation with the district administrator. Under no circumstances are the records of the district to leave the building in which they are being kept. The photocopy machines will be made available at cost for any desired copies. The district may charge for secretarial service if more than one hour of time is required to locate the records which the citizen desires to inspect.

LEGAL REFS: Wis. Statutes 19.21
118.125
120.17

FACILITIES AND EQUIPMENT USAGE RULES

1. The district administrator is expected to maintain a school calendar indicating dates of special functions in the buildings, together with rooms to be used and hours scheduled. School groups must clear use of the building with the district administrator or principal.

Scheduling shall be done in accordance with the following policies:

- A) School activities shall generally be limited to the period of 6:00 a.m. to 12:00 midnight Monday through Friday during those weeks when school is in regular session. All school activities must end before midnight.
 - B) School social events will normally be scheduled on Friday evenings and except for "major" functions (Homecoming Dance, Junior Prom, etc.), the closing time shall be midnight.
 - C) Student groups meeting in the building outside of regular school hours shall be under the continuous supervision of their advisors and shall limit their activities to that part of the building where the meeting has been scheduled.
 - D) As a general rule, arrangements for chaperons for school social events shall be approved by the principal at least two (2) weeks in advance. Exceptions to this rule will be dealt with on an individual basis.
 - E) Groups/organizations shall not violate Wisconsin Statutes which regulate the use of public school facilities. The use of intoxicants, drugs, tobacco products, and gambling are strictly prohibited.
 - F) All groups must complete a Facility Use Agreement Form in advance. The agreement must be submitted to the District Office for approval not less than two (2) days before the requested event.
2. Outside groups must clear use of the buildings and equipment with the district administrator or principal at least two (2) days prior to the requested activity. A two (2) week notification is recommended.
 3. The Board of Education assumes no liability for injury that may occur to persons or groups requesting the use of buildings.
 4. The renter or group using the building agrees to restore any property damaged or destroyed. The Board of Education shall be the sole judge of such damage or destruction of property. The renter or group is also responsible for the "clean up" requirements included with the facility use agreement.
 5. The renter, or group using the building, will designate the contact person who is the responsible person for the group.
 6. The renter or group using the building agrees to provide adequate supervision of those present in the

building at the time of the function. (See paragraph 3 on the Agreement)

7. Materials brought in for the event, whether recyclable or not, must be removed by the person(s) requesting the event.
8. The person, group or organization making use of the building becomes the responsible and liable party for the event described above.
9. **All groups, including School Related, Private, Non-commercial, and For-profit groups, using the kitchen may be required to have present and compensate at least one school cook. Payment for the cook will be at a rate that compensates the district in full for salaries, overtime, and benefits. The minimum time billed by the district is one hour.**
10. **All groups, including School Related, Private, Non-commercial, and For-profit groups, using school facilities may be required to have present and compensate at least one custodian. Payment for the custodian will be at a rate that compensates the district in full for salaries, overtime, and benefits. The minimum time billed by the district is one hour.**
10. Groups sponsoring games, dances or the like, will have one adult supervisor for every twenty (20) persons present at the event.
11. The party or group making this request will arrange a meeting with the district custodial supervisor not less than seven (7) days before the event to finalize the details, if requested by the district administrator or principal.
12. Failure of the individual, group, or organization making to fulfill any of the requirements of the Facility Use Agreement will give cause for the district to deny future requests by said individual, group or organization.
13. In the event the facility is used during off hours, when a custodian is not normally present, the school district shall arrange to open and close the facility and **bill the group for salaries, overtime, and benefits for a minimum of one hour.**
14. In the event the facility requires additional clean up after use, the **group** will be assessed the cost of cleanup at the rate **sufficient to compensate the district for salaries, overtime, and benefits for the staff member doing the clean-up.**

CHARGES

1. School Related Groups: (P.T.O., Scouts, **ALEA**, 4-H, FFA, FHA, etc.) The Board of Education subscribes to the policy whereby these facilities may be used for school activities and other educational purposes by students and associated groups without charge.
2. Private, Non-commercial, **and/or Non-profit** Groups: (Weddings, receptions, and groups of local residents, civic groups). Charges may be exempt upon the discretion of the district administrator or principal. These groups may rent the building for educational, recreational, or civic purposes at a nominal fee as follows:

Kitchen	\$30.00	Cafetorium	\$60.00
Classrooms	\$30.00	Computer Labs	\$40.00
Elementary Gym	\$60.00	High School Gym	\$60.00
3. For-profit Groups: (Commercially, locally produced and promoted.) These groups may rent the building for a nominal fee as follows:

Kitchen	\$50.00	Cafetorium	\$100.00
Classrooms	\$50.00	Computer Labs	\$60.00
Elementary Gym	\$100.00	High School Gym	\$100.00

NOTE: Groups or organizations requesting to use district facilities on a regularly scheduled basis may meet with the district administrator or principal to negotiate terms for the use of the facility on an ongoing basis.

4. Use of district equipment may be requested and made available at the discretion of the district administrator /or principal. A charge shall be required ***that compensates for cost and depreciation of the equipment used.*** School equipment will not be removed from school premises for use by a non-school group or organization without permission from the district administrator or principal. ***The district may require that an employee be present to run technical or fragile equipment. The group will compensate the district for all costs including salaries, benefits, and overtime. The group renting the equipment will be fully responsible for any damages that may occur to the equipment while it is in their use.***

USE OF FACILITIES and EQUIPMENT AGREEMENT FORM

NAME OF GROUP: _____ NO. EXPECTED: _____

DATE OF APPLICATION: _____ PHONE: _____

DATE OF EVENT: _____ ROOM(S) NEEDED: _____

TIME FACILITIES MUST BE **OPENED FOR SETUP:** _____

TIME **EVENT BEGINS:** _____ TIME **EVENT ENDS:** _____

TIME FACILITIES MUST BE CLOSED: _____

AREA(S) REQUESTED: KITCHEN _____ CLASSROOM(S) _____ COMPUTER LABS _____
CAFETORIUM _____ GYM _____

FACILITY CHARGE: \$ _____

PERSONNEL (*Food service and/or custodian*) CHARGE: \$ _____

EQUIPMENT CHARGE: \$ _____

TOTAL \$ _____

EQUIPMENT NEEDED TO BE SET UP (Chairs/tables, etc.): _____

EXPLANATION OF USE: _____

NAME, **MAILING ADDRESS,** PHONE NUMBER OF PERSON(S) MAKING REQUEST:

NAME(S) OF ADULT(S) PROVIDING THE SUPERVISION: _____

PERSON RESPONSIBLE FOR USE: _____

Signature

Date

I acknowledge receipt of a copy of the District's **FACILITIES AND EQUIPMENT USAGE RULES** (which are incorporated herein by reference as if fully set forth herein), that I have reviewed them and that I will be responsible for ensuring compliance with them.

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AUTHORIZATION

Approval Signature for Event by:

Name Title Date

Name Title Date

The submission of this signed agreement secures your event on the DISTRICT CALENDAR. Your event is not scheduled until the approval signature is secured and financial obligations are paid.

CUSTODIAN ON DUTY: _____

COMMENTS ON CONDITION OF BUILDING AFTER USE: _____

ARGYLE

CODE: 841

SCHOOL DISTRICT

DATE OF ADOPTION: 01-14-08

GRANTS FROM PRIVATE SOURCES

The School Board may accept and use any bequest or gift of money or property for a purpose deemed by the Board to be consistent with district goals.

LEGAL REF. Wis. Stat. 118.27

ARGYLE

CODE: 860

SCHOOL DISTRICT

DATE OF ADOPTION: 01-14-08

DATE OF REVISION: 01-09-18

Visitor Policy

In order to ensure the safety of our students and to limit disruption of instruction, Argyle School district has implemented the following visitor's policy.

1. All visitors to the school building must enter via the main entrance and sign-in. Doors are locked at all times during the school day.
2. Students and staff are asked **not** to open doors for any person at a doorway. All staff members are required to stop anyone without a pass and respectfully direct them to the office.
3. All visitors must wear a name badge when they are inside of the school.
4. Once visitors have completed their business, they are asked to return to the office, return their name badge, and notify office personnel that they are leaving the building
5. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to sign in at the main office.
6. Parental interest in the educational process is the lifeline of school performance. Visitation of parents is encouraged and welcomed. Parents who wish to visit with staff while school is in session are asked to arrange such visits before or after school if possible. Visits during a teacher's preparation time is also a possibility provided that arrangements are made in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
7. Advanced arrangements can include an email, a mailed letter, or a phone call which notifies the school employee of the exact day and time of the visit.
8. Teachers are expected **not** to take class time to discuss individual matters with visitors.
9. School employees who are expecting a visitor must notify main office staff ahead of the visit.
10. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized or disorderly persons will be asked to leave.

Thank you for your cooperation in this matter. As always, we appreciate the support and cooperation provided by our wonderful parents, guardians and community members. We are sure you will agree that the security of the building and the safety of our students are paramount to all of us.

ARGYLE

CODE: 870

SCHOOL DISTRICT

DATE OF ADOPTION: 01-14-08

PUBLIC COMPLAINTS

The Board of Education endorses the policy of the National School Boards Association, “that factual materials relating to both sides of controversial issues of local, state, national, and international importance should be presented to the classrooms....” The Board in accepting its responsibility to have controversial issues and/or materials examined in the schools expects that its entire professional staff, administrators, and teachers, will assure that the issues to be examined or material to be used are appropriate to the curriculum; appropriate to the maturity level of the student; and are presented in an unbiased, balanced way.

The Board also recognizes its responsibility to and the rights of citizens who are concerned over controversial issues and/or materials. These rights include the right to except the impartial presentation of controversial issues; the right to secure information from school officials; and the right to file formal protests with the full expectation that they will receive a courteous and prompt reply. Individual citizens do not have the right, however, to suppress the study or examination of issues about which they hold strong opinions or beliefs.

Constructive criticism of the schools is welcomed by the Board of Education whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has, however, confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and possible solution.

The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. If resolution of the problem seem unlikely at the building level either party is encouraged to refer the matter to the district administrator for his review.

The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specified in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

ARGYLE

CODE: 881

SCHOOL DISTRICT

DATE OF ADOPTION: 01-14-08

RELATIONS WITH BOOSTER ORGANIZATIONS

Some of the strongest school support comes from parents or organizations having a strong interest in a specific student or school activity. Support from booster organizations should be encouraged wherever appropriate as a means of involving the public in the activities and goals of the school district. Principals and teachers shall seek to strengthen and support booster organizations by cooperating in any way possible to provide assistance, materials, facilities, or other aid to assist them in helping the schools.

ARGYLE

CODE: 882

SCHOOL DISTRICT

DATE OF ADOPTION: 01-14-08

RELATIONS WITH HEALTH AUTHORITIES

The School Board encourages district staff to work with the city and county health departments to maintain a healthful and safe school environment; to promote the good health of students and their families, to educate students in preventive medicine and good health practices; and to help students develop a sense of responsibility for personal and community health.

ARGYLE

CODE: 891

SCHOOL DISTRICT

DATE OF ADOPTION: 01-14-08

RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS

It shall be the policy of the School Board to cooperate with other school divisions, and with other local and state and regional agencies and organizations in the solution of educational problems of common concern.

ARGYLE

CODE: 892

SCHOOL DISTRICT

DATE OF ADOPTION: 01-14-08

RELATIONS WITH COLLEGES AND UNIVERSITIES

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

ARGYLE

CODE: 893

SCHOOL DISTRICT

DATE OF ADOPTION: 01-14-08

RELATIONS WITH EDUCATIONAL RESEARCHERS

The district administrator is authorized to cooperate as far as possible with colleges, universities, and other recognized research agencies in promoting potentially useful research. It is important to establish guidelines for the approval of studies.

Rule:

Decisions in connection with research involving students, teachers, or other employees will be influenced by the following factors:

- 1) The objectives of the research should be clearly stated and the design should produce valid and reliable results which will be made available to the Argyle School District.
- 2) The research should be expected to contribute to the improvement of the education or the general welfare of children.
- 3) Data derived from school records, interviews, or questionnaires which have potential for invasion of the privacy of students or their families must have advanced written authorization of parents or guardians even though the data is to be collected and reported under conditions of anonymity.
- 4) Research proposals should be of sufficient scope and depth to justify the time and effort of Argyle students and staff members.
- 5) In general, instructional activities will not be interrupted unless there is a clear significance for the educational program of the Argyle School District.
- 6) Projects involving student researchers must have prior written approval by a faculty member of the institution in which the student is enrolled. This faculty member must have direct responsibility related to the student's research.

A written research proposal shall be submitted to the district administrator before school district review of the request. The written proposal will include: the objectives of the project, the activities to be conducted and the data collection and measurement techniques to be used.

All research and special projects must be approved by the district administrator.

ARGYLE	CODE: 894
SCHOOL DISTRICT	DATE OF ADOPTION: 01-14-08

RELATIONS WITH DEPARTMENT OF PUBLIC INSTRUCTION

The Board of Education declares its desire to work in close cooperation and harmony with the Wisconsin Department of Public Instruction. The district administrator is expected to serve as the avenue of communication with the Department of Public Instruction.