

SCHOOL-COMMUNITY RELATIONS

SERIES 9000

Community Relations Policy	9000
Board of School Trustees	9100
Community Information and Public Relations	9200
Possessing Firearms on School Property	9210
School Visitors	9300
Sex Offenders on School Property	9310
Solicitation of Funds	9400
Gifts to and Solicitations of Employees	9405
Gifts and Donations to the School Corporation	9410
Student Fundraising	9500
Use of Buildings, Grounds, Facilities, and Equipment	9600
Energy Management Conservation	9601
Patron Use of Facilities for Physical Fitness Activities	9650
Trespass on School Corporation Property	9700
Security and Video Surveillance	9750
Unmanned Aerial Vehicle (Drone)	9751

SCHOOL-COMMUNITY RELATIONS

SERIES 9000

9000 - COMMUNITY RELATIONS POLICY

The Board of School Trustees recognizes the right of the public to information concerning all of its actions, policies, and the details of its educational and business operations. The board encourages study, discussion, and active participation by all concerned in the promotion of the best possible program of education in the community.

9100 - BOARD OF SCHOOL TRUSTEES

To promote good school-community relations, the Board of School Trustees subscribes to the following:

- I. The Board of School Trustees will transact all official business in open meetings, which the press, the public, and school employees are welcome to attend, and at which communications, both oral and written, will be received and considered as per board policy.
- II. The Board of School Trustees will function as speedily and as efficiently as circumstances will permit, and always with due regard for the public interest.
- III. Board members will familiarize themselves with the work of the school system in all major areas and shall bring to the professional direction of the schools the viewpoint, the knowledge, and the wisdom of the community.
- IV. The Board of School Trustees will make provision for recording proceedings of all meetings. Minutes of all board meetings shall be considered matters of public record.
- V. The Board of School Trustees will keep in mind that maintaining the confidence and respect of the community is of paramount importance to the success of the educational program of the district.

9200 - COMMUNITY INFORMATION AND PUBLIC RELATIONS

To promote effective public relations and provide information about Clay Community Schools, the Board of School Trustees, Administration, and staff will promote a planned and continuous program.

- I. The Superintendent and staff shall decide upon and follow a continuing program of information designed to acquaint the citizens of the community and the public generally with the achievements and the needs of the schools.
- II. The Superintendent shall be authorized to arrange for the participation of the schools in educational exhibits which are local, state, and national, within the limit of funds provided by the board.
- III. Administrators, principals, teachers, and other school personnel will bear in mind that community opinion depends upon the daily life of the school. They should seek the following objectives as they have opportunity in their respective service.
 - A. Acquaint patrons with the work of the schools.
 - B. Give courteous and thoughtful consideration to all inquiries and suggestions and carefully investigate all complaints. Make parents feel welcome in the school office and in the classroom.
 - C. Cooperate with parent-teacher groups and other organizations of patrons seeking information or offering assistance to the schools.
 - D. Maintain all pupil relations with firmness, intelligence, and empathy so as to command their respect, and so as to enlist the cooperation of the home.
 - E. Observe intra-staff relations conducive to high morale meriting the respect of pupils, patrons, and the administrative staff.

9210 - POSSESSING FIREARMS ON SCHOOL PROPERTY

This policy applies to persons who may legally possess a firearm under Indiana law.

A firearm under this policy is any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion and includes ammunition.

No school employee may possess a firearm in a school building or on school property while on duty as a school employee unless the firearm is locked in the trunk of the employee's vehicle, kept in the glove compartment of the employee's locked vehicle or stored out of plain sight in the employee's locked vehicle, except as otherwise authorized by the board.

LEGAL REFERENCE: I.C. 35-47-9-1

I.C. 35-47-11.1-4(6) [Applies only if public meeting prohibition is used.]

(Policy Approved June 12, 2014)

9300 - SCHOOL VISITORS

The schools of Clay Community Schools are open to visitation, and such visitation is encouraged. However, visitors should exercise consideration and decorum while in the building. In addition, the following instructions are to be followed:

- All visitors, parents, salesmen, etc., shall report to the office of the principal upon entering the building.
- All visitors shall wear badges identifying them as visitors while in the building.

(Revision approved by Board of Trustees on August 14, 2008)

9310 – SEX OFFENDERS ON SCHOOL PROPERTY

Purpose: the State of Indiana recognizes that sex offenders pose a continuing threat to society after incarceration or even if incarceration does not occur. For example, Indiana law, such as IC 11-8-8 and IC 11-13-3-4, imposes registration requirements and other restrictions on sex offenders.

Policy and Definitions

1. Understanding this continuing threat and recognizing that the safety and welfare of students and employees is of paramount importance, Clay Community Schools (CCS) declares that, except in limited circumstances defined in this policy, sex offenders are not permitted to be present on CCS property.
2. A sex offender under this policy is a person who meets the definition of a sex offender or sex or violent offender under IC 11-8-8.
3. For purposes of this policy, CCS property includes all school sites and buildings including administrative buildings, all school vehicles and all sites of school-sponsored activities. In addition, a sex offender who attempts to communicate electronically with a student or employee who is not the sex offender's dependent or relative while that student or relative is on school property will be considered on school property and in violation of this policy.

Exceptions to Policy

1. Any sex offender may be on CCS property:
 - A. To vote, if the sex offender is a qualified voter and is entering CCS property for the sole purpose of voting at an election site located on that property; or
 - B. To attend a public meeting of the CCS School Board.
2. A sex offender who is a parent or guardian of a student may be on CCS property:
 - A. To attend meetings directly related to the student such as disciplinary meetings, case conferences and parent-teacher conferences; or
 - B. To attend unique events, such as graduation or events recognizing the sex offender's student provided that prior permission to attend the event has been obtained from the Superintendent or designee but this exception is to be limited in its application; or
 - C. To drop off or pick up the student with prior permission from the Superintendent or designee but the sex offender shall not transport other children.
3. The Superintendent or designee may enter into a written agreement with the sex offender who is a parent or guardian of a student regarding the circumstances under which the sex offender may be on CCS property and the terms of this agreement will control over this policy. This agreement may take into account the terms of any court order setting or modifying restrictions on the sex offender but shall generally be in accordance with this policy of limiting or prohibiting sex offenders on CCS property.
4. If a Clay Community School student is a sex offender, the Superintendent or designee will determine the appropriate educational placement for the student, taking into consideration both the educational rights of the student and the safety of the other students and employees. The superintendent or designee will take particular care in designing the placement if the victim of the sex offense is an employee or student of CCS. The educational placement will include provisions for an attendance or participation by the student in extracurricular events, field trips or other school-sponsored activities.

Notice and Reporting

1. The sex offender must provide notice to the Principal or his/her designee at least two (2) business days

prior to the convicted sex offender's expected presence on school property. If extenuating circumstances make such notice impossible, then notice shall be given with as much in advance as possible and always prior to the sex offender entering CCS property.

2. If a sex offender fails to give notice, then the Principal or designee can deny access to CCS property or cause the sex offender to be removed from CCS property.

3. Upon entering CCS property, the sex offender shall immediately report to the site's main office. The sex offender shall be confined to that office or the site of the activity that is the basis for the sex offender's presence on CCS property and shall not be permitted in any other area of the property. Failure to comply with this provision or any other part of this policy shall be grounds for removing the sex offender from CCS property and denying future access to that property.

4. If a sex offender is permitted on CCS property under this policy, the sex offender may remain on CCS property only for the time needed to fulfill the purpose of the visit and must leave immediately once that purpose has been fulfilled.

Employment or Volunteering

1. CCS shall not knowingly employ any person who is a sex offender or permit a sex offender to volunteer on CCS property. If CCS determines that a sex offender is in the employ of CCS or volunteering at CCS, then the Superintendent shall take appropriate steps to terminate that employment or volunteer situation.

2. The Superintendent, however, shall have discretion consistent with other Board policies to recommend employment of any individual whose name has been expunged from a sex offender registry or to permit that person to volunteer at CCS.

Implementation

1. CCS will use reasonable efforts to identify sex offenders affected by this policy, particularly those who are parents or students in CCS, and to notify them of this policy. Lack of notification, however, does not excuse compliance with this policy.

2. The Superintendent or designee will develop administrative guidelines outlining the efforts that will be undertaken to identify sex offenders which will include (a) periodic check of those sites which identify registered sex offenders; and (b) appropriate inquiries to persons applying for employment or to volunteer or persons enrolling students in school.

3. While CCS will use reasonable efforts to identify sex offenders and to enforce compliance with this policy, nothing in this policy will be construed as imposing any higher legal duty on CCS in this regard than otherwise imposed under existing law.

(Approved October 10, 2013)

9400 - SOLICITATION OF FUNDS

Any and all campaigns to solicit funds on school premises are forbidden unless they are sponsored by a particular school organization operating under the direction of the building principal or approved by the Superintendent.

School time is not to be sacrificed to any commercial organization to sell, solicit, or advertise their goods or services unless it can definitely be demonstrated that such sacrifice of school time has some definite educational advantage and is directly related to a sound philosophy of education in general.

Using students to solicit funds for any purpose is to be discouraged. Agents are to meet only representatives of student organizations.

No individual, school organization, or school-related organization shall solicit or accept donations of cash or merchandise from the community without authorization from the Superintendent or, when necessary, approval from the Board of School Trustees.

9405 - GIFTS TO AND SOLICITATIONS OF EMPLOYEES

An employee will not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities.

An employee will not have a personal financial interest, a business interest, or any other obligation that in any way creates a substantial conflict with the proper discharge of assigned duties and responsibilities or that creates a conflict with the best interest of the district.

An employee who believes he or she has or may have a conflict of interest will disclose the interest to the superintendent or designee, who will take whatever action is necessary, if any, to ensure that the district's best interests are protected.

Endorsements

Employees will not recommend, endorse, or require students to purchase any product, material, or service in which they have a financial interest or that is sold by a company that employs the district employee during non-school hours. Professional employees will not recommend or require students to purchase a specific brand of school supplies if there are other brands that are equal and suitable for the intended instructional purpose.

Sales

Employees will not use their positions with the district for the purpose of attempting to sell products or services.

9410 - GIFTS AND DONATIONS TO THE SCHOOL CORPORATION

The School Board is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and, to reject those which it deems inappropriate or unsuitable. If accepted, the board will attempt to carry out the wishes of the donor.

All individuals or organizations, including PTA, PTO, or Booster Clubs, shall seek formal approval prior to the purchase of a product that will be given as a gift to the School Corporation if the product exceeds \$500.00.

All gifts, grants, or bequests shall become the property of the board and will be subject to use by the Corporation as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the board.

Contributions of equipment or services which might involve major costs for installation and/or maintenance or initial or continuing financial commitments of school funds shall be presented to the School Board for consideration of approval.

Any equipment purchased by an organization for use in the school or at a Corporation-related event shall be submitted to the board, prior to purchase, so it can determine if the Corporation would incur any liability by its use.

The board reserves the right to not accept such liability and thus deny the use of the equipment by students or Corporation employees.

9500 - STUDENT FUNDRAISING

School-based fundraising by students shall be limited in order to prevent disruption and includes student solicitation and collection of money for any purpose including collection of money in exchange for any goods or services. Student fundraising activities for any school-sponsored purpose, regardless of the location of those activities, is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.

Fundraising activities must be conducted during non-instructional class time, preferably before and after school. At the principal's discretion, the collection of money for pre-paid activities or pre-sale items may only be authorized at a specified time during the school day (i.e. homeroom), as long as this process does not disrupt classroom instruction.

The fundraising activities in each school shall be limited to two (2) weeks per activity.

A. It is the responsibility of the principal to follow the Indiana State Board of Accounts Manual in approving school-sponsored fundraisers.

1. All allowable fundraising activities must be approved by the principal.
2. Written authorization from the Superintendent is also required for fundraising activities in the community.
3. All applications for approval of fundraising activities must specify the following:
 - a. the times and places in which the fundraising activity will be conducted;
 - b. the specific costs of the fundraising merchandise/activity; and
 - c. the specific purpose intended for the funds being raised.
 - d. a general timeframe for spending collected funds
 - e. description of any items being sold (attach sample if applicable)

B. Additional prohibitions are:

1. Solicitations shall be permitted in homes, offices, or businesses only if a student is accompanied by an adult.
2. Participants in school-approved car washes, donation requests and similar fundraising activities are prohibited from standing in roadways and/or medians of roadways.

No student, school organization, or member of the school staff may solicit funds in the name of the school, a school extra-curricular program or a school-sanctioned event from the public for any purpose without prior approval of the school principal and the Superintendent or his/her designee. All approvals must be in writing using the approved District forms and must be retained at the school for audit purposes. The school corporation does not sanction any fundraising activity by an outside booster or patron club organization unless that activity meets all corporation guidelines for the supervision of students participating in fundraising and guidelines associated with private fundraising under Indiana Code.

(Policy revised January 9, 2014)

9600 - USE OF SCHOOL BUILDINGS, GROUNDS, FACILITIES, AND EQUIPMENT

The following statements of policy and regulations shall govern the use of the buildings, facilities, and equipment of Clay Community Schools.

- I. The buildings, grounds, and equipment of the schools of Clay Community Schools are primarily for the use of the boys and girls in school and the activities sponsored by the school.
- II. Public use of buildings, grounds, and equipment will be allowed by the board when such use does not hinder or hamper the school program.
- III. In case of a conflict between a scheduled school event and a proposed event necessitating rental of school buildings, grounds, or equipment, the school program, if requested first, will always take precedence.
- IV. When buildings, grounds, and equipment are used by groups outside the school program, a rental fee may be charged as established in the rules and regulations governing rental of buildings, grounds, and equipment of Clay Community Schools. Interpretation and implementation of the rules and regulations rests with the building principals for their respective facilities and with the Director of Buildings and Grounds for all other facilities.
- V. Use by public groups of the buildings, grounds, and equipment of Clay Community Schools will be restricted to non-commercial organizations or to commercial organizations whose meeting or program is deemed non-commercial in nature and intent and in the best interests of Clay Community Schools and community. Public groups are further defined as not-for-profit, charitable, and public service clubs or organizations whose primary purpose is serving the Clay Community and the youth of the community.
- VI. Interpretation of the non-commercial intent and nature of a commercial organization applying to rent buildings, grounds, or equipment, and whether such rental is in the best interests of Clay Community Schools and community will be the responsibility of the Board of School Trustees. Also, groups whose service to the Clay Community is not clearly defined may be referred to the Board of School Trustees.
- VII. Organizations such as the PTO, Band Boosters, Athletic Boosters, etc., and other organizations whose primary purpose is youth activities may use the school facilities without charge, but the organizations must follow the same regulations as all other groups. Said groups will, however, assume responsibility for the payment of personal service fees. The groups must receive permission from the school principal before any activity is planned and/or any publicity is announced.
- VIII. Use of the equipment is prohibited when said equipment is to be used away from the school premises, or when said use is deemed personal in nature and intent except as approved by the Director of Buildings and Grounds.
- IX. Whenever the kitchen or kitchen equipment is used, a school cook must be contracted to oversee the use of said equipment.
- X. Any group using any school facility shall provide proof of insurance for liability coverage.
- XI. The Director of Buildings and Grounds will determine which facilities can be used.

RULES AND REGULATIONS

1. The use of all facilities for any purpose shall be cleared through the building principal and the Director of Buildings and Grounds.
2. The use of the building will be strictly confined to the areas designated.
3. Gambling, drinking, use of tobacco products, and/or possession of intoxicants or drugs on school property are specifically prohibited.
4. No furniture or equipment, including pianos, stage equipment, audio-

- visual equipment, etc., shall be used or moved without approval from the principal.
5. The school corporation shall not be responsible for injuries, damage to or loss of property upon school premises sustained by parties participating in a program, or to any patron attending said program.
 6. The use of special equipment shall be permitted only when operated by school employees or other persons authorized by the school principal.
 7. No signs, displays, or materials may be attached to or nailed against walls, windows, woodwork, blinds, draperies, grounds, or drives without approval from the principal.
 8. All rights for the operation of concessions are reserved by the school principal.
 9. Food or drink shall not be taken into areas except as designated concession areas.
 10. Established parking areas shall be used for all vehicles. At no time will cars be allowed on the grass areas.
 11. Any group using school facilities and/or grounds shall be responsible for leaving the facilities/grounds in the same condition that they found them.
 12. Failure to comply with any of the above rules could result in denial for future use of the facilities.

All rental fees are to be paid to Clay Community Schools. All personnel charges are to be paid to Clay Community Schools. See appendix H for Building Use Application and Fee Schedule.
(Revision Approved January 10, 2013)

9601 - ENERGY MANAGEMENT CONSERVATION

As the School Board of the Clay Community Schools, we believe it to be our responsibility to ensure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The implementation of this policy is the joint responsibility of the board members, administrators, teachers, students, and support personnel, and its success is based on cooperation at all levels.

The district will maintain accurate records of energy consumption and cost of energy and will provide information to the local media on the goals and progress of the energy conservation program.

The principal will be accountable for energy management on his/her campus with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus will be the joint responsibility of the principal and head custodian to ensure that an efficient energy posture is maintained on a daily basis.

To ensure the overall success of the energy management program, the following specific areas of emphasis will be adopted:

1. All district personnel will be expected to contribute to energy efficiency in our district. Every person will be expected to be an “energy saver” as well as an “energy consumer”.
2. The implementation of the district’s energy management plan shall be the responsibility of each building principal/supervisor in conjunction with the corporation’s Director of Buildings and Grounds and the corporation’s Director of Energy Management.
3. Within sixty (60) days, administrative Energy Guidelines will be adopted that will be the “rules of the game” in implementing our energy program.

Further, to maintain a safer and healthier learning environment and to complement the energy management program, the district shall maintain a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

Whereas the School Board bears responsibility for the best use of tax dollars, and
Whereas public education can provide leadership in developing a realistic energy ethic and awareness of energy needs and costs,
Therefore, the Board of School Trustees of Clay Community Schools directs the administration to consider energy management strategies when developing short-term and long-term goals for the district.
(Date adopted: January 13, 2005)

9650 - PATRON USE OF FACILITIES FOR PHYSICAL FITNESS ACTIVITIES

In addition to the use of physical fitness facilities by students and staff, the Clay Community Schools Board of Trustees authorizes use of these facilities by community participants other than students and staff subject to the requirements of this policy.

For purposes of this policy:

- A. "Physical fitness facilities" means school property, school equipment, or a school facility used by a community participant to participate in a physical fitness activity.
- B. "Community participant" means a person who uses one or more physical fitness facilities. Excluded from this definition, and therefore this policy, are students participating in an activity as part of an official school function, and current employees who use one or more school physical fitness facilities in the course of their employment by Clay Community Schools.
- C. "Inherent risk of injury in a physical fitness activity" means a condition, danger, or hazard that is an integral part of a physical fitness activity, the use of exercise equipment, or the use of a facility provided by the school as determined by a reasonable person considering the nature of the activity, equipment, or facility. The term includes the negligent acts of a community participant that may contribute to injury to the community participant or others, including: failing to follow instructions; failing to exercise reasonable caution while engaging in an activity; or, failing to obey written warnings or postings.

Community participants may use the school district's physical fitness facilities at times and in a manner approved by the Superintendent or Director of Extended Services.

Community participants shall not be charged a fee as a condition for the use of the school district's physical fitness facilities.

Community participants may use exterior physical fitness facilities when not in use by school athletic functions during the normal operating season of each activity. Use shall be during daylight hours as to not cause additional utility expenses to the school district.

As required in I.C. 34-31-10-12, the Clay Community Schools Board of Trustees has approved the following list of physical fitness activities that may occur at a school as a community use physical fitness activity:

- Walking, jogging and running
- Tennis (when in season)
- General exercise on non-secured athletic practice fields

The measures taken by the Board in this policy to implement the limitation of liability permitted by I.C. 34-31-10 are not intended to be an election of a defense or a waiver of any other defense or limitation on Board or employee liability.

REFERENCES:

I.C. 34-31-10: Limited liability arising from the public use of school facilities for physical fitness activities

I.C. 34-13-3-3: Immunity of governmental entity or employee for tort claims

I.C. 34-13-4: Personal civil liability under civil rights laws

(Approved December 11, 2014)

9700 - TRESPASS ON SCHOOL CORPORATION PROPERTY

The building principal, the Superintendent, and all other school officials are authorized to request any person or persons to leave school premises when a school official determines that said person or persons are interfering with the lawful use of the premises by other persons. If any person does not leave as requested, school officials may request law enforcement officers to remove the disruptive person or persons.

9750 - SECURITY AND VIDEO SURVEILLANCE

The board shall attempt, through the entire staff, to ensure that students, patrons, and all property owned by the Corporation are protected at all times from possible damage, or injury, outside intrusion, or disturbances occurring on school grounds or in school buildings. Security devices and measures, such as, but not limited to, video cameras, audio surveillance devices, motion detectors, and alarms, may be installed in any or all Corporation buildings, or in Corporation vehicles to protect District property. Outside lighting and/or video surveillance devices may be installed and maintained at each attendance center to provide illumination and observation of the immediate grounds.

9751 – UNMANNED AERIAL VEHICLE (DRONE)

In consideration for the safety of students, staff, and visitors to schools in and the properties of Clay Community Schools (“CCS”), the following policy addresses the use of unmanned aerial vehicles (“UAV”) on CCS property or airspace.

The CCS School Board of School Trustees prohibits the use of an UAV, commonly known as drones, on or above CCS property without the express, written consent of the superintendent or the superintendent’s designee. CCS shall refuse entry onto CCS property to anyone possessing, using, or attempting to use an UAV without authorization, or shall remove from CCS property anyone possessing, using, or attempting to use an UAV without authorization. CCS may also confiscate any UAV that violates this policy.

Operating or being involved in the operation of an UAV or drone in conflict with this policy by a student of CCS may be considered to be in violation of the CCS Secondary Corporation Handbook (Student Behavior – Rights, Responsibilities, and Regulations). Such violation may be grounds for expulsion or suspension from school.

This policy pertains to UAVs operated on CCS property or in airspace above CCS that is not otherwise governed by state or federal law.

(Approved May 19, 2016)