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3 **COMMUNITY RELATIONS**

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5 Public Relations

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7 The District will strive to maintain effective two-way communications with the public to enable the Board
8 and staff to interpret schools' needs to the community and provide a means for citizens to express their
9 needs and expectations to the Board and staff.

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11 The Superintendent will establish and maintain a communication process within the school system and
12 between it and the community. Such public information program will provide for news releases at
13 appropriate times, arrange for media coverage of District programs and events, provide for regular direct
14 communications between individual schools and the citizens they serve, and assist staff in improving their
15 skills and understanding in communicating with the public.

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17 The District may solicit community opinion through parent organizations, parent-teacher conferences,
18 open houses, and other events or activities which may bring staff and citizens together.

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22 Legal Reference: Art. II, Sec. 8, Montana Constitution - Right of participation
23 Art. II, Sec. 9, Montana Constitution - Right to know

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26 Policy History:

27 Adopted on: 10/18/2006

28 **First reading on: 11/10/21**

29 **Second reading/Adopted on:**

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3 **COMMUNITY RELATIONS**

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5 Public Complaints and Suggestions

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7 While the Board places trust in its staff and desires to display support for their efforts in a manner that
8 discourages unjustified complaints, the Board recognizes that perceptions concerning activities of school
9 personnel will generate justified as well as unjustified criticisms and complaints from the community.
10 The Board expects the majority of complaints to be resolved at the lowest level of the administrative
11 chain and that this policy will not deter the receipt or resolution of minor unwritten complaints by staff
12 and administration.

13
14 Whenever a complaint is received by a member of the Board, it shall be referred to the Superintendent.
15 The Board member will advise the constituent of the formal complaint process and forms. Upon receipt
16 of complaints by the Superintendent from the members of the Board or the public, students, or other
17 employees, the Superintendent or his designee will be responsible for the investigation of the actual basis
18 for the complaint and develop possible solutions to alleviate the basis of concern. The Superintendent
19 will take charge of investigations where the complainant alleges staff misconduct of a criminal nature or
20 other unprofessional conduct where the Board may ultimately be involved in an official capacity. The
21 investigation will provide the individual employee complained of the opportunity and sufficient time to
22 explain, comment and present the employee's perception of the events. During this investigation, the
23 Superintendent or his designee will be responsible for ensuring that the employee has that due process,
24 and the procedures accorded shall be consistent with the nature and seriousness of the complaint.
25 Confidentiality requirements shall be maintained at all times. When the complaint investigation is
26 handled at lower administrative levels, all complaint findings, conclusions and corrective actions shall be
27 forwarded to the Superintendent for review.

28
29 While it is the responsibility of the Superintendent to keep the Board advised as to the general concerns of
30 the public concerning the staff, it is also recognized that provision of extensive information concerning
31 alleged transgressions of an employee to the Board may jeopardize the employee's eventual right to a due-
32 process hearing should one become necessary. Therefore, so as not to raise issues concerning an unbiased
33 tribunal, the Board will not expect, nor will the Superintendent provide the Board with, specific detail on
34 any investigation of a complaint when it is perceived that the Board will become the final arbiter of the
35 complaint or the employee's continued status with the district. With the exception of complaints
36 concerning the Superintendent and except as provided in this policy, the Board shall not receive or
37 consider complaints about other employees either in a formal meeting or individually. For other
38 employees the Board will be advised by the Superintendent at such time as the Superintendent determines
39 that Board action is required to resolve the matter.

40
41 The Board is interested in receiving valid complaints and suggestions. Public complaints and suggestions
42 shall be submitted by the Uniform Complaint Procedure to the appropriate-level staff member or District
43 administrator. Each complaint or suggestion shall be considered on its merits.

44
45 Unless otherwise indicated in these policies or otherwise provided for by law, no appeal may be taken
46 from any decision of the Board.

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48 Cross Reference: 1700 Uniform Complaint Procedure

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50 Policy History:

51 Adopted on: 04/06/2000

52 **First reading on: 11/10/21**

53 **Second reading/Adopted on:**

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3 **COMMUNITY RELATIONS**

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5 Accommodating Individuals With Disabilities

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7 Individuals with disabilities will be provided opportunity to participate in all school-sponsored services,
8 programs, or activities on a basis equal to those without disabilities and will not be subject to illegal
9 discrimination.

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11 The District may provide auxiliary aids and services when necessary to afford individuals with disabilities
12 equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

13
14 The Superintendent is designated the Americans with Disabilities Act Title II Coordinator and, in that
15 capacity, is directed to:

- 16
17 1. Oversee District compliance efforts, recommend necessary modifications to the Board, and
18 maintain the District’s final Title II self-evaluation document and keep it available for public
19 inspection for at least three (3) years after its completion date (*for districts having fifty (50) or*
20 *more full- or part-time employees*).
- 21
22 2. Institute plans to make information regarding Title II protection available to any interested party.

23
24 An individual with a disability should notify the Superintendent or building principal if they have a
25 disability which will require special assistance or services and what services are required. This
26 notification should occur as far as possible before the school-sponsored function, program, or meeting.

27
28 Individuals with disabilities may allege a violation of this policy or of federal law by reporting it to the
29 Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Complaint
30 Procedure.

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34 Cross Reference: 1700 Uniform Complaint Procedure

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36 Legal Reference : Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131, et seq.;

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39 Policy History:

40 Adopted on: 10/18/2006

41 **First reading on: 11/10/21**

42 **Second reading/Adopted on:**

3 **COMMUNITY RELATIONS**

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5 Community Use of School Facilities

7 School facilities ~~are~~ **may be** available to the community for educational, civic, cultural, and other
8 noncommercial uses consistent with the public interest, when such use will not interfere with the school
9 program or school-sponsored activities. Use of school facilities for school purposes has precedence over
10 all other uses. Persons on school premises must abide by District conduct rules at all times.

12 Student and school-related organizations shall be granted the use of school facilities at no cost. Other
13 organizations granted the use of school facilities shall pay fees and costs. The Superintendent will
14 develop procedures to manage community use of school facilities, which will be reviewed and approved
15 by the Board. Use of school facilities requires the Superintendent's approval and is subject to the
16 procedures.

18 The Superintendent's office will approve and schedule various uses of school facilities **on terms as**
19 **dictated by the Administration or Board**. A master calendar will be kept in the office for scheduling dates
20 to avoid conflicts during the school year. Should a conflict arise, the District reserves the right to cancel
21 an approved request when it is determined that the facilities are needed for school purposes. Requests for
22 use of school facilities must be submitted to the Superintendent's office in advance of the event.

24 [OPTION if Using 4330F] The School Facilities and Grounds Use and Liability Release Agreement can
25 be obtained by contacting the District Office. The School Facilities and Grounds Use and Liability
26 Release Agreement must be completed, signed, and returned to the [Superintendent, district office, school
27 office, administration, Athletic Director] [PICK APPROPRIATE PERSONNEL] prior to the use of the
28 facilities or grounds.

30 [OPTION if Using 4330F1] The requesting organization or individual must complete, sign, and return an
31 "assumption of risk" statement prior to the use of the facilities or grounds.

34 Cross Reference; 4330F School Facilities and Grounds Use and Liability Release
35 Agreement

36 4330F1 Assumption of Risk Form

38 Legal Reference: § 20-7-805, MCA Recreational use of school facilities secondary
39 *Lamb's Chapel v. Center Moriches Union Free School Dist.*, 113 S.Ct. 2141

41 Policy History:

42 Adopted on: 01/18/1995

43 Revised on: 09/07/2000, 11/16/2006

44 **First reading on: 11/10/21**

45 **Second reading/Adopted on:**