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3 **COMMUNITY RELATIONS**

4
5 Public Relations

6
7 The District will strive to maintain effective two-way communications with the public to enable
8 the Board and staff to interpret schools' needs to the community and provide a means for citizens
9 to express their needs and expectations to the Board and staff.

10
11 The Superintendent will establish and maintain a communication process within the school
12 system and between it and the community. Such public information program will provide for
13 news releases at appropriate times, arrange for media coverage of District programs and events,
14 provide for regular direct communications between individual schools and the citizens they
15 serve, and assist staff in improving their skills and understanding in communicating with the
16 public.

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

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

26
27 Policy History:
28 Adopted on: 10/18/2006
29 Reviewed on:
30 Revised on:

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3 **COMMUNITY RELATIONS**

4
5 Public Complaints and Suggestions

6
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**
42 **suggestions shall be submitted by the Uniform Complaint Procedure to the appropriate-level staff**
43 **member or District 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**
46 **taken from any decision of the Board.**
47

48 **Cross Reference: 1700 Uniform Complaint Procedure**
49

50 Policy History:
51 Adopted on: 04/06/2000
52 Reviewed on:
53 Revised 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
8 services, programs, or activities on a basis equal to those without disabilities and will not be
9 subject to illegal discrimination.

10
11 The District may provide auxiliary aids and services when necessary to afford individuals with
12 disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or
13 activity.

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

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

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

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

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36
37 **Cross Reference: 1700 Uniform Complaint Procedure**

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39 Legal Reference : Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131,
40 et seq.; 28 C.F.R. Part 35.

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42 Policy History:

43 Adopted on: 10/18/2006

44 Reviewed on:

45 Revised on:

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3 **COMMUNITY RELATIONS**

4330

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5 Community Use of School Facilities

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7 School facilities are 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
9 school program or school-sponsored activities. Use of school facilities for school purposes has
10 precedence over all other uses. Persons on school premises must abide by District conduct rules
11 at all times.

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

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

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

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

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34		
35	Cross Reference;	4330F School Facilities and Grounds Use and Liability Release
36		Agreement
37		4330F1 Assumption of Risk Form
38		

39 Legal Reference: § 20-7-805, MCA Recreational use of school facilities secondary
40 *Lamb’s Chapel v. Center Moriches Union Free School Dist.*, 113 S.Ct.
41 2141

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43 Policy History:

44 Adopted on: 01/18/1995

45 Reviewed on:

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

