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**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.

**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:

Board members themselves will remain mindful that they are elected to represent the people of the district.

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.

**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:

Pupils shall not be exploited for the benefit of any individual or group.

Pupils shall participate only in appropriate situations.

The use of pupils shall always be evaluated in terms of the effect on the child.

**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.

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

The Deerfield 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 Deerfield Community 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 without cost.

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: WS 19.21  
118.125  
120.17

**DEERFIELD COMMUNITY**

**SCHOOL DISTRICT**

**CODE: 830 AND 742**

**(Combined two policies)**

**DATE OF ADOPTION: 4/20/81**

**Revised: 9/16/91, Revised: 1-20-97, Revised: 7-15-02**

**COMMUNITY USE OF SCHOOL FACILITIES AND  
USE OF SCHOOL EQUIPMENT**

The Board of Education encourages the use of school facilities, materials, and equipment by community groups.

Requests for use of school buildings and grounds, materials, and equipment during such times that they are not required for school purposes may be granted to any responsible inhabitant of the district or any responsible local organization that has named an individual to be in charge of the activity. "Local" is defined as within school boundaries.

Some restrictions are necessary to protect the schools and school equipment, which in reality belong to all the people of the community. Groups must request permission from the local building administrator who will then refer the application to the central office for final processing. Full responsibility rests with the groups using school facilities, materials, and equipment, to maintain adequate security and to leave the facilities, materials, and equipment in the same condition as they were before usage.

Residents requesting use of a district building or facility will, if approved, be required to pay any out of pocket costs as identified by the building/district administrator incurred because of their use. If the district groups requesting use of the facility is doing so for a nonprofit purpose or organization, the above noted will be the only cost to the group.

Residents requesting use of a district building or facility for the purpose of making a profit, personal gain, or bringing in outside groups for profit or personal gain will, if approved, be required to pay any out of pocket costs incurred and rental for areas and/or facilities used as identified by the building/district administrator.

Nonresidents usage will be limited to groups and/or persons providing a service that is in the best interest of the public; e.g., political forums, governmental meetings, instructional programs.

These regulations will govern the use of facilities, materials, and equipment.

1. Televisions, VCR's, television cameras, personal computers and other school cameras are not to be loaned for off premise use. Teachers, students, and district employees may use the above if the building/district administrator gives permission.
2. Loaning equipment must be handled through administrative personnel and shall only be allowed at times when it is not needed for school operations.
3. Every effort should be made to see that equipment loaned will be operated by school or other trained personnel. Costs for doing so may be assigned by the school district to the organization.

4. A “security deposit” may be required as determined by the school district administrator.
5. Persons or organizations using equipment are responsible to return all equipment promptly and in good physical/working condition.
6. Persons or organizations using district facilities or equipment must sign a statement holding the district harmless for any injury or accident incurred while using the facilities or equipment.
7. Persons or organizations using district facilities must provide the district with proof of liability insurance.
8. The building administrator and the district administrator must approve group activities before the school facility is used.



**SPECTATOR CONDUCT AND SPORTSMANSHIP FOR ATHLETIC AND  
EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES**

The Deerfield Community School District recognizes the value of extracurricular/co-curricular activities in the education process and the opportunity for students to participate in organized activities outside of the traditional classroom.

The Board believes that extracurricular/co-curricular activities should provide opportunities for students to develop discipline, self-esteem and strength of character and that these qualities must be fostered in a supportive atmosphere where adults serve as role models. The Board of Education further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process as well as all segments of the community. This includes administrators, participants, adult supervisors, parents, fans, spirit groups, and the entire community.

Spectators are encouraged to attend school sponsored extracurricular/co-curricular activities as guests of the school district. Accordingly, as a condition if this permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the extracurricular/co-curricular activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is disruptive and interferes with the District's Educational Philosophy.

It is the responsibility of the spectator to:

1. Provide positive support. Use cheers that support and provide the participants with a sense of pride.
2. Exercise representative behavior at all times. Behavior influences others whether you are aware of it or not.
3. Display pride in your actions at every opportunity. Avoid actions that offend visiting teams or individual participants.
4. Recognize and appreciate skilled performances regardless of school/community affiliation.
5. Gain an understanding of the rules of the game in order to be a better-informed spectator.
6. Treat all visiting teams in a manner in which you would expect to be treated. Openly display a respect for the opponent at all times.
7. Accept the judgment of coaches and officials. The rule of good sportsmanship is to accept and abide by the decisions made by these individuals.
8. Encourage other spectators to participate in the spirit of good sportsmanship.
9. Obey the instructions of school employees and supervisors of the extracurricular/co-curricular activity.
10. Use appropriate language at all times while on school property.
11. Follow all school, conferences, and WIAA rules and regulations.

To protect the rights of students to participate without intimidation, and to permit the supervisors and officials of extracurricular/co-curricular activities to perform their duties without interference, the following provisions are in effect, but not limited to:

1. Abuse or demeaning, verbal or physical conduct of spectators directed at participants, officials, coaches/advisors, or conduct that interferes with the administration will not be tolerated.
2. The use of vulgar or obscene language directed at students, officials, coaches/advisors, or at other spectators or supervisors, etc., will not be tolerated.

It is the District's intent to hold all of those in attendance accountable for their actions. Any spectator, who behaves in a manner that is not consistent with school district expectations and this policy, may be removed from the event by security personnel, school officials, or by the individual(s) in charge of the event. In addition, the individual may be denied admittance to future school events or activities for a specified period of time. This includes visitors from other schools and communities.

In the event that an individual is denied admittance to future school events, a notice of exclusion will be sent, by the District Administrator on behalf of the Board of Education, to the individual involved. Due process shall be provided in accordance with school district policies and shall include the opportunity for a hearing with school officials.

The district shall also have full authority to invoke penalties or pursue legal action as consistent with school board policies, municipal, state and federal laws.

### SPORTSMANSHIP COMMENTS

DATE: \_\_\_\_\_

EVENT: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

Policy Adopted: 09/07

**DEERFIELD COMMUNITY**

**CODE: 841**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 4-20-81  
REVISED 03-17-08**

### **PUBLIC GIFTS TO SCHOOLS**

The Board of Education appreciates the generosity of individuals and organizations within the community that wish to donate money or other gifts to enhance the work of the schools and extend student learning opportunities. At the same time, the Board feels it must maintain control over the District's educational programs and student activities and ensure equality of educational opportunity.

The Board may receive, accept, and use contributions, donations and gifts to the district or its schools in keeping with the Wisconsin State Statutes when they are determined to be consistent with an given as an enhancement to the district's philosophy, mission, goals and objectives.

Unconditional cash gifts, donations or contributions of up to \$500.00 in value may be accepted by a building principal or other administrator with consent of the superintendent. Other gifts, donations, and contributions and/or cash of more than \$500.00 in value must be approved by the Board of Education. The Board may, in turn direct the superintendent to investigate the appropriateness of the gift and make its final decision based upon his/her recommendation. This district shall not accept donations to support the payment of teacher salaries for credited courses. Gifts may be rejected or limitations may be placed on them by a majority of the Board.

All gifts, donations, and contributions which are accepted shall become the property of the district for use in whatever manner the Board or its designee shall choose and shall be held, managed, improved, invested, or disposed in such manner as the Board in its discretion sees fit. Notwithstanding, in cases where the Board accepts a gift, donation, or contribution which is accompanied by a written stipulation as to its use or disposition, the Board shall promote and effect such purpose(s) until the Board determines in its discretion that it is no longer possible, practicable or prudent to do so.

It is the intention of the district to provide proper recognition for all gifts, donations, and contributions made to the schools. The giving of a gift, donation or contribution shall not entitle the donor to any special privileges or considerations from the District.

The District shall not discriminate in the acceptance and administration of gifts, donations, contributions, scholarships and other aids, benefits or services to students from private agencies, organization or persons on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap.

LEGAL REF. Wis. Stat. 118.27

### **COMMERCIAL ACTIVITIES AND ADVERTISING**

It is the policy of the Board to encourage and approve paid advertisements that promote products, services, activities or programs in the community. The Board recognizes that the funds that the schools and the District may derive from such paid advertisements will benefit the District, its schools, students, employees, programs and the community. Consistent with this policy and procedure, no advertisement may be placed in or used by the District or a school unless such advertisement is a paid advertisement as defined herein and no paid advertisement may be placed in or used by the District or a school that, among other things, undermines the District's efforts to provide an exceptional educational program, targets or attempts to exploit students or compromises the reputation or mission of the District.

No paid advertisement shall be construed as or constitute an endorsement by the Board, District or school of any product, service or activity or program in the community and the Board and school reserve the right to reject any paid advertisement for any reason.

Paid advertisement is defined as the payment of money or other economic benefit to the District for promoting the sale of any product, service, activity or program in the community by the District placing a sign, display, etc., on District property, placing a written message in District publications, such as newsletters, programs of District events, the District web site, student newspapers, school yearbooks, etc. and making an announcement at District/school events.

#### **Prohibited Commercial Activities**

The District shall provide no personally identifiable data about a student to the sponsor of a commercial activity without the written consent of the student's parent/guardian and approval of the Superintendent. Likewise, no student, in order to participate in a school program or school-sponsored activity, shall be required to provide personally identifiable data to the sponsor of a commercial activity without the written consent of a parent/guardian and approval of the Superintendent or his/her designee. Students shall not be required to complete any survey or questionnaire that is designed to provide marketing information to a vendor or business about their interests or preferences for a particular vendor, business or product.

Any commercial activity allowed by this policy shall be respectful of all people without regard to disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristics or linguistic characteristics.

**DEERFIELD COMMUNITY**

**CODE: 852.1**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 12/15/08**

## **DISTRIBUTION OF ELECTRONIC AND PRINTED MATERIAL**

### **Goal Statement**

It is the goal of the Board of Education to manage access to students and staff by individuals and groups for the purpose of distributing information.

### **Policy Statement**

The Board of Education recognizes that communication needs exist that benefit the operation of the schools and are consistent with the philosophy and mission of the school district. Such communications may be disseminated with minimal review and approval. Information deemed by the administration to be appropriate or beneficial to the targeted audience and consistent with the school district philosophy and mission may be distributed.

The Board of Education also recognizes that students and staff could be considered a readily accessible source for the distribution of information that neither benefits the mission of the school district nor school district programs. Such information shall not be disseminated within the Deerfield Community School District or on school grounds.

The District Administrator is responsible for establishing procedures to carry out this policy, and for the assessment of all materials to determine whether distribution or dissemination will be allowed. Materials that have not received prior approval may be removed from circulation and destroyed.

Parties given permission to distribute materials must supply their own copies for distribution and organize them in a manner that minimizes the time involvement of school personnel and students. Materials will be distributed at times and places that do not interfere with the educational process. Materials must identify the sponsor and be presented in such a way that does not mislead or confuse as to school endorsement or sponsorship.

The Board of Education recognizes that electronic mail (e-mail) is used by various entities to distribute information in the district. Such distribution is managed under Board of Education Policy 363.3 - Guidelines for Technology Resource Use for Students. Information to be distributed via electronic mail using district technology also is subject to management by the administration under this policy.

**VISITORS TO THE SCHOOLS**

The Board of Education encourages visits by parents and citizens in all of the district buildings. Each visitor is expected to report to the school office at the beginning of each visit.

**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 seems 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.



**DEERFIELD COMMUNITY**

**CODE: 871**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 06/15/09**

**RECONSIDERATION OF INSTRUCTIONAL MATERIALS POLICY**

The Deerfield Community School District Board of Education's policy allows a parent/guardian, district resident, staff member or student to formally challenge instructional materials used in the district's educational program. This policy allows persons in the school district and community who are not directly involved in the selection of materials to seek reconsideration of instructional materials used in this district's programs.

No duly selected materials whose appropriateness is challenged shall be removed from the district except upon the recommendation of the review committee. In the event that materials are challenged, the school district's responsibility to provide information and enlightenment and to defend the principles of intellectual freedom and the right to access shall be maintained.

For the purpose of retaining credibility in the reconsideration process, the reconsideration committee shall include, but not be limited to, administration, library media specialist, reading specialist, teacher, student, and community member. A complainant shall have an opportunity to file a "Request for Reconsideration of Instructional Material" form in accordance with established procedures found in our policy rule. This form is available through the district office or through the building principals.

**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.

**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.

**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.

**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.

**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 Deerfield Community 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 Deerfield 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 Deerfield Community 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.

**STATE EDUCATION AGENCY RELATIONS**

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.