

## SCHOOL-COMMUNITY RELATIONS: SECTION 6000

<b>School-Community Philosophy</b>	<b>6100</b>
Communication Between Parents and Educators	6110
Responsibilities of the Board	6120
Board of Education Meetings	6130
Access to School Procedures and Materials	6140
School Visitation	6150
<b>School Community Procedures</b>	<b>6200</b>
Authority to be on School Property	6200
Resident Sex Offenders	6205
Resident Sex Offenders Letter	R6205
Prohibited Advertisements	6210
Solicitations	6220
Use of School Facilities	6230
Smoke Free Facility	6240
<b>Relations with Internal Publics</b>	<b>6300</b>
Students	6310
Advertising and Promotion	6311
Advertising	R6311
Contests	6312
Fund Raising/Solicitations/Distribution of Materials	6313
Use of Students in Fund Raising/Distribution of Materials	R6313
Gifts	6314
Public Performances	6315
Distribution of Class Rosters	6316
Evacuation of Students to Community Sites	6317
Student Meetings-Equal Access	6318
Student Meetings-Equal Access	R6818
District Employees	6320
Responsibilities of Certified Personnel	6321
Responsibilities of Classified Personnel	6322
Complaints	6323
Gifts	6324
Community Service	6325
Political Activity	6326

<b>Relations with External Community Publics</b>	<b>6400</b>
Participation by the Public	6400
Delivery of Flowers and Other Gifts	6401
Parents	6410
Relations with External Community Publics	6411
Parent-Teacher Associations	6420
School-Community Associations	6430
Citizens Advisory Committees	6440
Citizens Advisory Committees	R6440
Designation of Community School	6441
Approval of Organizations	6450
Annual Report to the Public	6460
Requests for Information	6470
<b>Relations with the Media</b>	<b>6500</b>
News Media	6500
Publications, Radio, and Television Programs	6510
Coverage of Board Meetings	6520
School Sponsored Media	6530
School Directory	R6530
School News Releases	6540
Sports and Special Events News Coverage	R6540
Use of Commercial and Other Telecommunications	6550
Procedures for Commercial and Other Telecommunications	R6550
<b>Relations with Education Agencies</b>	<b>6600</b>
County and Intermediate Units	6610
Area, State, Regional, and National Associations	6620
Colleges and Universities	6630
Non-Public and Other Organizations	6640
<b>Relations with Governmental Agencies</b>	<b>6700</b>
Civil Defense	6710
Safety and Security Plan	6711
Health Department	6720
Fire Department	6730
Law Enforcement	6740
Law Enforcement Officials	R6740
Welfare Department	6750

## **SCHOOL-COMMUNITY RELATIONS: SECTION 6000**

This section includes policies related to the intention of the board to provide for and to maintain communications between and among its employees, patrons of the district, news media, other governmental and educational agencies, and the board of education.

**School-Community Philosophy**

It shall be the policy of the Crete Public Schools that a climate of mutual understanding and cooperation between the board, administration, staff members, students, parents, and community persons be nurtured so that the education program can meet student and community needs and expectations. An effective two-way communications program is vital to active and construction participation of staff, students, parents, and community persons in the decision-making process. All publics are entitled to complete, accurate and continuing information about school policies, regulations, programs, operations, finances, achievements, goals, problems, needs and other information about the school system.

The ultimate goal of a community relations program is to improve the quality of education for all children. To this end the following objectives are established:

1. To develop public understanding of all aspects of school operation; to ascertain public attitudes toward issues in education; and to discover patrons; aspirations for education of their children.
2. To secure adequate financial support for a sound educational program.
3. To help citizens experience a more direct responsibility for the quality of education provided by their schools.
4. To earn the good will, respect and confidence of school patrons with regard to the school staff and services.
5. To foster public understanding of the need for constructive change, and to solicit public advice on how educational goals can be achieved.
6. To involve citizens in the work of the school district and in developing solutions for educational problems.
7. To promote a genuine spirit of cooperation between the school district and the community, and to set up channels for sharing the leadership in improving community life.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**School-Community Philosophy**  
**Communication Between Parents and Educators**

It shall be the policy of the Crete Public Schools that a high level of cooperation between parents and educators be maintained. This cooperation should enhance the success of each student's school experience. Every parent has a right to:

1. Be treated with courtesy by all members of the school staff.
2. Be respected as an individual regardless of race, creed, national origin, economic status, sex or age.
3. Be informed of academic requirements and expectations of school programs.
4. Participate in meaningful parent/teacher conferences to discuss his/her child's school progress and welfare.
5. Be informed of school policies and administrative decisions.
6. Be informed of approved procedures for seeking changes in school policies and for appealing administrative decisions.
7. Inspect his/her child's cumulative record and remove or correct any false or misleading statements in conformity with current guidelines established by the Board of Education and state and federal governments.
8. Be informed of all programs in special education.
9. Secure as much help as is available from the school district to further the progress and improvement of his/her child.
10. Expect that every attempt will be made by school personnel to ensure the receipt by parents of important school news and messages.
11. Be provided reasonable protection for his/her child from physical harm while under school authority.
12. Organize and participate in organizations for parents.
13. Be informed of educational and cultural programs available to public school children.

Every parent also has the responsibility to:

1. Make every effort to provide for the physical needs of the child.
2. Strive to prepare the child emotionally, socially, physically, and intellectually for learning and discipline in the school setting.
3. Strive to have the child attend school regularly and punctually.
4. Encourage the child to develop proper study habits at home.
5. Know School requirements and procedures.
6. Prevent misunderstanding.
7. Communicate regularly with school staff.
8. Attend regularly scheduled parent/teacher conferences and other conferences as needed.
9. Discuss problems with the appropriate persons.
10. Work for the success and improvement of the school program.

Policy

Adopted: 2/10/92

Revised: 12/11/00

**School-Community Philosophy**

**Responsibilities of the Board**

Members of the board, individually and collectively, recognize and welcome their responsibilities for listening to comments and suggestions from the residents of the school district.

Board members individually will refer compliments, suggestions and constructive criticism about operational matters directly to the superintendent of schools for appropriate consideration and action. Comments affecting policy will be routed through the superintendent and appropriate board committee to the board meeting agenda for consideration by the board as a whole.

Unless so authorized by the board, no board member individually will speak for, or in the name of, the total board.

Legal Reference: R.R.S.  
79-554 District board; quorum; meetings; exception.

Policy  
Adopted: 2/10/92  
Revised: 12/11/00

**School-Community Philosophy****Board of Education Meetings**

The Board of Education encourages members of the public to attend the regular meetings of the Board. If individuals or delegations would like to address the Board, they are to contact the superintendent at least five working days prior to the Board meeting so they can be placed on the agenda. These persons are encouraged to follow the procedures outlined below:

1. Matters concerning an individual school should be discussed first with the principal of that school.
2. If the problem cannot be resolved at the school, it may then be brought to the attention of the Superintendent of Schools.

If the problem cannot be resolved with the Superintendent of Schools, it shall then be brought to Board Committee in the most expeditious manner, giving ample opportunity for investigation and deliberation by the Board.

Members of the public may also address the Board, or a member thereof, by private communication.

In the matters referred directly to the Board, the Board may instruct the Superintendent to fully investigate said matter and make recommendations to the Board of Education.

Policy

Adopted: 2/10/92

Revised: 12/11/00

## **SCHOOL-COMMUNITY RELATIONS**

6140

### **School-Community Philosophy**

#### **Access to School Procedures and Materials**

The superintendent, or the superintendent's designee, shall be empowered to formulate rules governing the access of employees, students, and citizens to school procedures and materials within the parameters established by board policies and legal statutes.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

## **SCHOOL-COMMUNITY RELATIONS**

6150

### **School-Community Philosophy**

#### **School Visitation**

Citizens of the district shall be welcome to visit the school and to observe school operations or confer with school employees.

The superintendent shall have the authority to establish rules and regulations designed to promote school visitations and also to maintain conditions for the work of employees and the study of students, which are healthy and non-disruptive.

Policy

Adopted: 2/10/92

Revised: 12/11/00

**School-Community Philosophy**

**Authority to be on School Property**

Any person, except for an employee of the school, a student enrolled in the school, and a representative of a firm performing service for the school, shall be required to have permission from appropriate administrative personnel to be upon school grounds or in school buildings while school is in session. Any person including parents or legal guardians seeking permission to be upon school grounds or in school buildings shall be required to go immediately to the proper school office and shall not move about the grounds or building until such permission is granted.

Administrative personnel have the right to refuse permission to any person to be upon school grounds or in school buildings if such person is unable to supply, in the judgment of the administrative personnel, a legitimate reason for requesting said permission.

Any person who loiters on or about any school building or grounds or who causes disturbances may be prosecuted in accordance with statutes.

School personnel are required to inform individuals of the need to obtain permission to be in or upon school buildings and grounds and to inform appropriate administrative personnel of any loiterers or of persons causing disturbances.

Legal Reference: R. R. S.  
Educational institutions; obstructions and denial of privileges;  
penalty.

Policy  
Adopted: 2/10/92  
Revised: 12/11/00

**School-Community Procedures**

**Resident Sex Offenders**

The safety of Crete Public Schools students is paramount. It is important that school employees be aware of sex offenders who reside within the confines of the Crete Public School District so as to assure who may be present on school property. The superintendent of schools or his/her designee shall notify staff members regarding registered sex offenders residing within the Crete Public School district. Notices provided, shall contain information about the availability of further information on the Nebraska State Patrols' web page and shall inform the recipient of the prohibition against using the information for any retaliatory purpose against the sex offender, his/her family or his/her employer.

The Nebraska State Legislature has enacted the Nebraska Sex Offender Registration Act. The Act requires each sex offender to register with the local county sheriff where he/she resides. Sex offenders are placed in one of three categories. The categories are:

- **Fifteen Years:** The sex offender was, as defined in State Statute Section 29-4003 not punishable by imprisonment for more than one year.
  - A sex offender who is required to register for fifteen (15) years may request a reduction in the registration period to ten (10) years upon completion of ten (10) years of the registration period after the date of discharge from probation, parole, supervised release or incarceration, whichever date is most recent.
- **Twenty-Five Years:** The sex offender was convicted of a registrable offense as defined in State Statute Section 29-4003 punishable by imprisonment for more than one year.
- **Life:** The sex offender was convicted of a registrable offense under State Statute Section 29-4003 punishable by imprisonment for more than one year and was convicted of an aggravated offense or had a prior sex offense conviction or has been determined to be a lifetime registrant in another state, territory, commonwealth or other jurisdiction of the United States, by the United States Government, by court martial or other military tribunal, or by a foreign jurisdiction.

Upon prior notification a sex offender who is the parent or guardian of a student attending the Crete Public Schools may participate in educational conferences, unless prohibited by court order. Registered sex offenders, regardless of category, shall not

otherwise enter school grounds or attend school events without prior, express written permission of the building principal and/or superintendent. Students who are registered sex offenders shall not be precluded from attending school for that sole issue.

Policy Adopted: 8/9/10

**School-Community Procedures**

**Resident Sex Offenders**

Dear \_\_\_\_\_:

The Crete Board of Education, during their regularly scheduled meeting on \_\_\_\_\_, approved Policy # 6205 *Resident Sex Offenders*. I have enclosed a copy for your review. The Nebraska State Statute changes, effective January 1, 2010, includes the new classifications of sex offenders, i.e., 15 Years, 25 Years and Life.

As stated in Policy #6205: Letters will be sent by registered mail.

**Upon prior notification a sex offender who is the parent of a student attending the Crete Public Schools may participate in educational conferences unless prohibited by court order. Registered sex offenders, regardless of category, shall not otherwise enter school grounds or attend school events without prior, express written permission of the building principal and/or superintendent.**

If you wish to be on the school grounds or attend school events, it will be necessary to contact one of following individuals dependent upon which building you will be at:

District Superintendent	Mr. Kyle McGowan	826-5855
Elementary Principal	Mr. Bret Schroder	826-5822
Middle School Principal	Mr. Steve Teget	826-5844
High School Principal	Mr. Tim Conway	826-5811

If you have any questions pertaining to Policy # 6205 or the procedures that must be followed to be present on school grounds or a school activity, please do not hesitate to contact me.

Sincerely,

Kyle McGowan  
Superintendent of Schools  
Crete Public Schools

pc: Crete Chief of Police  
Crete Public School Administrators

## **SCHOOL-COMMUNITY RELATIONS**

6210

### **School-Community Philosophy**

#### **Prohibited Advertisements**

The superintendent or the superintendent's designee shall have the authority to approve or disapprove all advertisements in school publications and in school buildings or upon school grounds.

Any school district contracts or agreements with commercial vendors must be approved by the superintendent.

Legal Reference: R. R. S.  
79-526 school district; school board; schools; supervision and control

Policy  
Adopted: 2/10/92

Revised: 12/11/00

**School-Community Philosophy**

**Solicitations**

There shall be no solicitation of funds from employees or students of the school on school premises while school is in session by salesmen or agents, except when the solicitation is a permitted activity on behalf of a school-sponsored activity (0621.3)

There shall be no solicitation of any employee on personal matters outside of the normal school session but within the employees school day without approval of the building principal.

Legal Reference: R. R. S.  
79-8.100 Teachers; solicitation by agents prohibited; exceptions.

Policy  
Adopted: 2/10/92  
Revised: 12/11/00

**School-Community Philosophy****Use of School Facilities**

The use of school facilities is encouraged. All use of school facilities shall be subject to rules and regulations stated by the superintendent or employees to whom the superintendent has delegated authority for the supervision of school facilities. In the use of school facilities, the following priorities shall prevail:

1. Requirements of school programs shall receive priority over all other considerations in the assignment of use of school facilities.
2. Programs offered for continuing education of the district's citizens or employees will take precedence over non-educational programs.
3. Programs and meetings of school-related organizations will be given priority over programs and meetings of non-school-related organizations.
4. Programs and meetings of approved student groups will be given priority over programs and meetings of adult groups.
5. Programs and meetings of other public agencies, when such programs or meetings are open to the public on a community-wide basis, will be given general priority over programs and meetings of groups, which are special membership groups.

All use of school facilities by non-school groups shall require written application for use and signed approval for use prior to the use of facilities. Signed approval for use shall specify any restrictions on use, any fee to be charged, and shall include provision for replacement or repair of any facilities or equipment lost or damaged by the non-school group using school facilities.

Information regarding forms to apply for use of facilities is available at the School Administration Offices. Use of facilities is governed by Board policy.

Legal Reference: R. R. S.  
79-525 Board of education; maintain schoolhouse.  
79-526 District property; custody and care; duty of board.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**School-Community Philosophy**

**Smoke-Free Facility**

It shall be the policy of the Crete Public Schools that all uses of tobacco and tobacco products, including smokeless tobacco, will be prohibited in all of the District's facilities or on school district property.

It shall further be the policy of the Crete Public Schools that the use of tobacco or tobacco products, including smokeless tobacco, will be prohibited in all vehicles owned, leased or operated by the District.

District employees and students enrolled in the District's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, while they are participants in any class or activity in which they represent the Crete Public Schools District.

The policy shall apply to all employees of the Crete Public Schools, to all students enrolled in the Crete Public Schools, to all visitors, to employees of agencies which work with students and/or employees of the Crete Public Schools, to spectators at various contests and activities and to all other persons who are authorized to be in the District's facilities.

Signs will be posted throughout the District's facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden.

Legal Reference: R. R. S.  
71-5702 Clean Indoor Act, Purpose.  
71-5704 Public Place, Define.  
71-5707 Smoking, Designated Areas; Exception.

Policy  
Adopted: 2/10/92  
Revised: 12/11/00

**Relations With Internal Publics**

The board of education recognizes the important contributions which students and district employees make as interpreters of the school and its programs. The superintendent shall have the authority to develop plans and procedures, which establish and maintain effective lines of communication between and among students, district employees, parents, citizens of the district, and the board of education for the board's review and action.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Relations With Internal Public****Students**

Students are members of the school and the school community. Students are encouraged to be familiar with and use the prerogatives of membership provided by these policies and by appropriate statutes.

Students are encouraged to follow the guidelines, which describe the responsibilities of school personnel for community relations.

Students are encouraged to participate in school-sponsored activities provided specifically for students and also to participate as members of the public.

Students are encouraged to follow, as appropriate, procedures outlined for making complaints about school personnel, procedures, or instructional materials.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

## **SCHOOL-COMMUNITY RELATIONS**

6311

### **Relations with Internal Publics**

#### **Students**

#### **Advertising and Promotion**

The involvement of students enrolled in the school in promoting the interests of any commercial, political, or other non-school agency, individual, or organization is discouraged and must have the Superintendent's approval.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Relations with Internal Publics****Students****Advertising**

Students, staff members, and the facilities of Crete Public Schools may not be utilized for advertising or otherwise promoting the interests of any commercial, political or other non-school agency, individual or organization.

The Board of Education will allow some exceptions. Those exceptions are explained below:

1. The schools may cooperate in furthering the work of any non-profit, community-wide, social service agency; provided that such cooperation does not restrict or impair the educational program of the schools.
2. The schools may use films or other educational materials bearing only simple mention of the producing firm and provided that such materials can be justified on the basis of their actual educational value.
3. The Superintendent may, at his/her discretion, announce or authorize to be announced, any lecture, community activity or film of particular educational merit.
4. The Superintendent may authorize, with the approval of a Board officer, participation in political or other non-school agency activities on the basis of their actual educational value.
5. The schools may, upon approval of the Board of Education, cooperate with any agency in promoting activities in the general public interest, and which promote the education or other best interests of the pupil.
6. A company or organization who donated equipment, books, supplies or facilities to the Crete Public Schools will be allowed to put the company or organization's name on the equipment, books, supplies or facilities.

Rule

Approved: 2/10/92

Reviewed: 12/11/00

**Relations with Internal Publics****Students****Contests**

All contests conducted within a school building shall be approved by the principal, in accordance with the following guidelines:

1. A written request for approval of a contest shall be submitted to the principal and shall indicate the sponsors of the contest, the purposes of the contest, the procedures to be followed in conducting the contest, and the criteria for participation and for the awarding of prizes or gifts.
2. As appropriate, requests for approval of a contest shall be reviewed by reference to the approved list of school contests published annually by the Committee on National Contests and Activities of the National Association of Secondary School Principals or other approved list.
3. The principal of each building shall maintain a file and list of approved contests conducted during each school year.
4. No contest shall be conducted without the prior approval of the principal.

Participation by students in contests shall be in accordance with the criteria stated in Board Policy on public performance by students.

Legal Reference: R. R. S.  
79-526 District board; schools; supervision and control

Policy  
Adopted: 2/10/92  
Reviewed: 12/11/00

**Relations with Internal Publics****Students****Fund Raising/Solicitations/Distribution of Materials**

It shall be the policy of the Crete Public Schools that students should not be used for distributing materials which are unrelated to school programs and activities. Consideration will be given to distribution of materials promoting students activities sponsored by community organizations like the Boy Scouts, Girl Scouts, YWCA, YMCA, the United Way, and other nonprofit organizations approved by the superintendent.

Students will be permitted to solicit funds for and to contribute to school-approved projects, which are consistent with education programs offered by the school or within the community. The superintendent shall have the authority to approve any drive or campaign for funds.

There shall be no solicitation of funds from students on school premises or while school is in session except when the solicitation is an approved activity.

There shall be no solicitation of students in the school premises or school property by salesmen or agents while school is in session.

It shall further be the policy of the Crete Public Schools that students in grades seven through twelve may engage in limited fund-raising activities provided that the following conditions are met:

1. The project has the approval of the Junior High and/or Senior High principal.
2. The project has been approved by the Superintendent of the Crete Public Schools.
3. The charitable organization or cause has been selected by the student body or the student council as one, which should be supported.
4. The project does not involve activities, which are prohibited under federal, state or local statutes and/or ordinances.

Policy

Adopted: 2/10/92

Revised: 12/11/00

**Relations with Internal Publics****Students****Use of Students in Fund Raising/Distribution of Materials**

Students in grades kindergarten through six shall be limited to one per year. No form of solicitation, collection or sales activity on the streets or from door-to-door for school-related purposes shall be allowed without the presence of a parent or guardian or other responsible adult.

Students in grades seven through twelve may participate in fund drives or other forms of solicitation, collection or sales activities on the street or from door-to-door provided that:

1. The project is to support a school-related activity.
2. The project is to support a charitable organization or cause specifically selected by the student body or the student council.
3. The project has been approved by the building principal.
4. The project has been approved by the Superintendent of the Crete Public Schools.
5. No student will engage in a fund drive or other form of solicitation, collection or sales activity during times when classes are being held in the Crete Public Schools.
6. The project does not involve activities, which are prohibited under federal, state, or local statutes and/or ordinances.

Before any material promoting student activities sponsored by community organizations like the Boy Scouts, Girl Scouts, YWCA and YMCA and the United Way are distributed in the Crete Public Schools, permission must have been obtained from the Superintendent. Permission should not be given for distribution of any material, which have not been reviewed by the Superintendent.

Rule

Approved: 2/10/92

Revised: 12/11/00

## **SCHOOL-COMMUNITY RELATIONS**

6314

### **Relations with Internal Publics**

#### **Students**

#### **Gifts**

Exchanges of gifts between students or between school employees and students are discouraged.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Relations With Internal Publics****Students****Public Performances**

Students are encouraged to engage in both school-sponsored activities and other public performances when such performances meet one or more of the following criteria:

1. supplement and do not interfere with the prescribed programs of the school, or
2. are beneficial to educational, civic, social, or ethical development, or
3. provide learning opportunities for students, based upon their efforts as individuals without inviting unethical collaboration, or
4. emphasize high moral standards, good citizenship, and intellectual competence, or
5. do not exclude participants because of race, color, creed, national origin, or payment of entry fee, or
6. are sponsored by the school or by other organizations engaged in non-profit activities of a social service nature.

The involvement of students enrolled in the school in promoting, on school time or as a school activity, the interests of any commercial, political, or other non-school agency, individual, or organization must be approved by the Superintendent.

Policy

Adopted: 2/10/92

Revised: 12/11/00

**Relations with Internal Publics****Students****Distribution of Class Rosters**

The distribution of class rosters or of the names of students shall not be made to any person or agency without the permission of the Superintendent of Schools. The Superintendent shall have the authority to establish rules and regulations, which govern the release of names, addresses, and other information on students for the board's review and action. The superintendent will comply with all state and federal laws, which govern directory information.

Policy

Adopted: 2/10/92

Revised: 12/11/00

**Relations with Internal Publics****Students****Evacuation of Students to Community Sites**

The Superintendent of School shall form a Community Crisis Response team to annually review the safety procedures in the event that an evacuation of the building is necessary.

Each building principal shall be responsible for determining plans for the evacuation of students to sites within the community in case of natural disasters or other actions, which disrupt the operation of the school program. Rules, regulations, and procedures established by the principal for the evacuation of students shall be submitted to the Superintendent for review.

Legal Reference: 79-526 District board; schools; supervision and control

Policy

Adopted: 2/10/92

Revised: 12/11/00

**Relations with Internal Publics****Students****Student Meetings-Equal Access**

The Board of Education regards student clubs and organizations as an important part of the education and development of students. This policy is adopted pursuant to the Equal Access Act, 20 U.S.C. sec. 4071-4074

It shall be the policy of the Crete School District to have a limited open forum by allowing for the development of two sets of clubs. As used in this policy, "club" shall mean a sponsored club or a non-sponsored club of students of the school who wish to organize and meet for common goals, objectives, or purposes, but does not include school activities. A "sponsored club" shall mean a club, which is directly under the sponsorship, direction, and control of the school. A "Non-sponsored club" shall mean a student-initiated club, which is not under the sponsorship, direction, or control of the school in that school officials may not promote, lead, participate, or monitor any such meetings.

The school shall provide equal access and a fair opportunity to all clubs to organize and meet on school premises during the times established for such meetings. The school will provide a fair opportunity to all non-sponsored student clubs by providing that student initiated groups: a) meet voluntarily, b) meet before or after school, c) do not have sponsorship by the school, d) are not controlled or regularly attended by outsiders, and e) have meetings that do not interfere with other activities in the school. The school will not discriminate against any club on the basis of the religious, political, philosophical, or other content of speech at the meetings of such clubs.

A member of the faculty, administration, or principal's designee shall sponsor sponsored clubs. The school shall not sponsor clubs, which advocate particular religious, political, or philosophical beliefs or ideas, or which are adversarial or subversive in nature. No sponsor will be provided for any such clubs. The school and the school district shall not be identified or associated with the goals, objectives, beliefs, or opinions of any non-sponsored clubs or its members.

Monitors will not be provided for non-sponsored clubs. Non-sponsored clubs need to identify an adult supervisor that will take responsibility for the club's actions and use of facilities. Parent/guardians of each student must acknowledge through written release that no school supervision will be provided for non-sponsored clubs.

The Superintendent or designee shall implement this policy by establishing written guidelines for sponsored and non-sponsored clubs. The guidelines shall comply with the Equal Access Act.

Legal Reference: Equal Access Act, 20 U.S.C. Sec. 4071-4074

Policy

Adopted: 2/10/92

Revised: 12/11/00

**Student Meetings-Equal Access**

The following general guidelines shall be observed in approving, establishing, and operating sponsored and non-sponsored clubs at Crete Public Schools.

1. School student clubs and organizations may be permitted to use the school District's buildings and property for the conduct of meetings in accordance with the Equal Access Policy of the District.
2. Each students group desiring to use school property must complete and submit a request form to the principal or designee stating the name, specific purpose of the club, the membership requirements, the activities of the club, and the meeting dates, and times. The principal or designee will respond to the request, accept or reject the application, and designate the club as either a sponsored club or a non-sponsored club.
3. The request shall be on forms provided by the district and submitted at least five days before the date for which the use is requested. The application may be for periodic dates or more that one date, and for continued use of the district property, but the request shall not exceed the current school year.

If the application is approved, the building principal shall designate and assign the rooms or other facilities to be used for the student clubs, and if the application is for more than one date, establish such other reasonable conditions as may be appropriate for the scheduling of the use of the school property, including the time of day. Meetings must occur at reasonable hours outside the regular school day.

4. Student participation in club activities and attendance at club meetings shall be voluntary and shall be limited to those individuals who are then currently enrolled as students at the school.
5. Both sponsored and non-sponsored student clubs have equal access to the use of the public address system, school newspaper, and bulletin boards for publication of notice of student club meetings. Use of the public address system will be at times prescribed by the building principal. Notices regarding non-sponsored clubs must include a disclaimer of school sponsorship or endorsement.
6. The principal or designee may deny the opportunity of any club to meet on school premises, and may deny permission of any non-school person to meet with or speak to a club on school premises, when there exists a substantial likelihood of material and substantial interference with the orderly conduct of educational activities within the school or if the meeting or any expected ads of the club at the meeting are or will be in violation of any law or ordinance.

7. The principal or designee may temporarily or permanently terminate the opportunity of any club to meet on school premises in the future if the club has materially and substantially interfered with the orderly conduct of the educational activities within the school, if the activities of the club have violated any law or ordinance, if the club or any of its members have abused school property, or if the club or any of its members have abused school property, or if the club has violated any provision of this policy.

For sponsored clubs, the following guidelines will apply:

1. Each sponsored club will have a staff member appointed as the sponsor with the sponsorship approved by the principal or designee.
2. All activities of the club must have prior approval of the sponsor.
3. Club funds shall be subject to deposit, audit, and disbursement in accordance with the regulations of the administration and the school activity fund.
4. A list of sponsored clubs will be published in the student handbook.
5. The content of notices and placement of posters shall be approved by the club sponsor.

For non-sponsored clubs, the following guidelines will apply:

1. The formation of non-sponsored clubs shall be student initiated.
2. There will be no sponsors or monitors provided by the school district for non-sponsored clubs.
3. Non-sponsored clubs are responsible for identifying an adult supervisor at least 21 years of age to accept responsibilities for building use and security, as well as conduct of students. This supervisor will be approved by the principal or designee.
4. Parents/guardians of each student participating in a non-sponsored club must acknowledge through a written release that no school supervision will be provided for non-sponsored club meetings.
5. Notices of meetings such as posters need to have a disclaimer and the content and placement of posters need to be approved by the principal or designee.
6. Non-school persons, with the exception of the adult supervisor, may be permitted to meet with or speak to a club on school premises, up to once a semester, subject to prior approval by the principal or designee.
7. The School District shall not be identified or associated with goals, objectives, activities or opinions of any non-sponsored clubs or its members.

Rule

Approved: 2/10/92

Revised: 12/11/00

**Relations with Internal Publics****District Employees**

Each employee of the school district is a public employee. All requests for information from the media representatives shall be referred to the superintendent who in turn may refer such media representatives to a district employee. As a public employee, each is expected to:

1. Respond to requests for information about their duties and functions, when requests for information are made by representatives of the news media or citizens of the district and when the information requested is not of a private and confidential nature.
2. Receive communications from citizens and, as appropriate, refer the individual or the communication to other employees of the district.
3. Maintain, in word and deed, respect for the rights of individuals insofar as information of a confidential nature is known to the employee; such information should be released to other employees of the district, news media representatives, or citizens only on the basis of both "the right to know" and "the need to know."
4. Participate, as individuals in school-sponsored projects, in activities designed to solicit information and suggestions from citizens of the district as a means of improving the educational programs of the school.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Relations with Internal Publics****Responsibilities of Certified School Personnel**

It shall be the policy of the Crete Public Schools that every employee has a community relation's responsibility. The classroom teacher is the District's point of contact with the community; many people in Crete will have contact only with classroom teachers. The image projected by one teacher, therefore, could well be the lasting image of the Crete Public Schools reflected by a citizen when he/she discusses the District's schools. Good community relations reflect beneficially, not only on the Crete Public Schools, but also on each member of the District.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Responsibilities of Classified School Personnel**

The attitude of custodians, food service employees, maintenance personnel, teacher assistants, bookkeeper, secretaries and other support staff, is an important component in a community relations program. Daily contacts made by such personnel can project a positive image of the Crete Public Schools. It is important for members of the community to realize that all employees of the District have a community relation's responsibility.

Secretaries are especially important to good public relations. Carelessness when answering the telephone can cause resentment. Administrators may be judged or misjudged by the level of the degree of courtesy, or lack of courtesy, exhibited by secretaries. A pleasant manner, good grooming, patience, understanding, and alertness in those who greet members of the community will ensure improved relations with the public.

Policy

Adopted: 2/10/92

Revised: 12/11/00

**Relations with Internal Publics****District Employees****Complaints**

The board encourages its members and all persons who are employees or students within the school and citizens within the community to observe the following procedures when complaints are heard concerning school personnel, procedures, instructional materials, or other issues related to the operation of the school:

1. Listen to the information presented by the person voicing a complaint.
2. Determine whether or not the complaint has been made to the appropriate employee of the school.
3. If the complaint has not been made to the appropriate employee of the school, assist the complainant in the process of contacting and informing the appropriate school employee.

Complaints may be discussed informally with designated employees. If an issue is not explained or resolved, the following procedures will be followed:

1. Complaints about personnel, procedures, policy, or instructional materials and other issues arising within the context of a specific building shall be referred to the principal; all other complaints shall be referred to the superintendent.
2. Persons making complaints may be asked to state, in writing (a) the specific complaint, the reasons for the complaint, and the action or solution to the complaint which are either seeking or would recommend and to sign (b) the written statement of the complaint, its reasons, and the recommended or requested solution.
4. When a written complaint is received by an administrator, contact should be made with the complainant within 3 working days after the complaint is received.
5. If the person who filed the complaint is not satisfied with the response made to the complaint, the decision may be appealed. Appeals should be directed to the superintendent, when the original complaint was filed with a principal, or to the board when the original complaint was filed with the superintendent.
6. The refiling of a complaint (appeal of a decision) should occur within one week (7 calendar days) after the written response to a complaint has been received.

7. Complaints about the superintendent should be referred to the president of the board of education. If the complainant is not satisfied with the explanation of the president of the board of education, the written complaint shall be heard at the next personnel meeting of the board of education or at such other time as designated by the board.

Policy

Adopted: 2/10/92

Revised: 12/11/00

**Relations with Internal Publics**

**District Employees**

**Gifts**

District employees are encouraged to exercise caution in accepting personal gifts from vendors, students, and other individuals.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Relations with Internal Publics**

**District Employees**

**Community Service**

District employees are encouraged to participate in community activities and to provide their services to community agencies and organizations provided such activities do not interfere with duties as employees of the district. The superintendent shall provide to the board of education for its review and action the names of district employees to provide services to community agencies during regular working hours.

The superintendent is expected to participate widely in public, civic, social and professional affairs to enhance public relations and open channels of communications.

Policy

Adopted: 2/10/92

Revised: 12/11/00

**Relations with Internal Publics**

**District Employees**

**Political Activity**

The board recognizes and encourages the right of its employees, as citizens, to engage in political activity.

No employee shall engage in political activity upon property under the jurisdiction of the school district in working areas during working time.

Nothing in this policy shall be construed as:

1. Preventing the dissemination of information about school tax and bond elections.
2. Preventing the study and discussion of politics and political issues, when such discussions and study is appropriate to classroom instruction.
3. Preventing the conducting of student and employee organization elections, and campaigning connected therewith.

Legal Reference: 859 Professional Practices Commission  
20-160 Political Activities

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Relations with External Community Publics****Participation by the Public**

Residents of the school district are encouraged to take an active role in school affairs. Participation by the public, individually or collectively, may include:

1. Attendance at open sessions of meetings of the board of education, including requests or proposals submitted for inclusion on the agenda of regular meetings of the board of education.
2. Communication with employees of the school district, with requests for information or with suggestions about operations of the school district.
3. Service as members of advisory committees established by the board or by school employees in the discharge of their duties.
4. In volunteer roles to assist in the operation of school-approved and school-sponsored projects and activities, including the actual operation of classes and services when employees deem such aid to be valuable.

The board and its employees shall seek to give full consideration to both requests for information and advice received from members of the public. The board reserves the right, however, for itself and its employees, to exercise judgment within the constraints of board policies and appropriate statutes in responding to requests for information, advice, or volunteered services.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Delivery of Flowers and Other Gifts to Employees and Students**

It shall be the policy of Crete Public Schools to accept flowers, balloons, candy, cards and other gift deliveries for employee and students at all times with the exception of the Valentine's Day Holiday. The Board of Education recognizes that these gifts bring special joy to both employees and students as well as promote business prosperity within our school district.

However, due to the volume of deliveries for Valentine's Day and the interference in the day-to-day operations of the school, all Valentine's Day deliveries must be made to the individual's place of residence. Special arrangements can be made by a business or organization with the Superintendent or his or her designee.

Business or organizations desiring to make special arrangements with the Superintendent or his or her designee must develop a plan for approval by the Board Personnel Committee prior to its implementation. Plans will only be considered if they do not interfere with the responsibilities of school employees and the daily operations of the school.

Policy

Adopted: 5/10/1999

Reviewed: 12/11/00

**Relations with External Community Publics****Parents**

The board of education recognizes the contributions of parents to the instructional program, appreciates the role of parents in developing public opinion favorable to the school, and solicits the continued support of parents for the school programs. The superintendent shall have the authority to establish plans and procedures, subject to the board's review and action, for the participation of parents in school activities and programs for the board's review and action.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Relations with External Community Publics****Parental Involvement**

The Board of Education encourages parental involvement in the school system. Parents are encouraged to contact the administration with any concerns, objections, or other information.

**Access to Instructional Materials**

Access to all textbooks, tests, curriculum materials and any other instructional materials used by the school shall be provided. Requests to examine the materials shall be in writing and the examination shall fit within a reasonable timeline set up by the administration.

**Attendance at Instructional Activities (including classes), Assemblies, Counseling Sessions**

Upon reasonable advance request (1-3 days) by a patron, attendance at such activities shall be permitted, unless such attendance would substantially interfere with a legitimate school interest.

**Attendance at Off Campus School Sponsored Events**

When students are transported off campus for instructional purposes for an extended period of time, parents will be notified.

**Student Records**

Full access to the records of students shall be given to a parent or legal guardian as set forth in applicable state and federal law. The records shall be examined in the school office during regular school business hours. Copies of specific record documents can be made following the examination of records during regular business hours.

**Standardized Testing**

The District shall use testing methods and testing instruments that meet sound educative standards, or otherwise educationally appropriate. Standardized testing shall be part of district assessment plan and comply with the state assessment and reporting system.

Parents shall be notified when their student(s) may be subjected to a standard norm referenced or criterion referenced test, or standard tests such as, but not limited to the Terra Nova Test. Parents shall be notified, when reasonable to do so, where a sample of such test might be reviewed and the date upon which such test will be administered.

### **School Sponsored Surveys**

Parents, or legal guardians, of students will be notified by the superintendent, or his/her designee, before any school sponsored survey is administered to the students of the District. The notification will include: the nature of the survey, the date and time when such survey shall be administered, and the purpose of the survey. Surveys requested by individuals or organizations from outside the school district or surveys generated from within the school district to community patrons or others will be approved by the Board Personnel Committee.

### **Complaints**

Complaints, or objections to, any instructional material shall first be discussed informally with the teacher(s) using the materials in question. If the complaint is not explained or resolved, the complaint shall be referred to the building principal. The following procedures will be followed:

1. Persons making the complaint will be asked to state, in writing,
  - (a) the specific complaint,
  - (b) the reasons for the complaint,
  - (c) the action, or solution, to the complaint which they are either seeking or would recommend, and
  - (d) to sign the written complaint.
2. When a written complaint is received by the building principal, contact should be made with the complainant within 3 working days after the complaint is received.
3. If the person who filed the complaint is not satisfied with the response made to the complaint, the decision may be appealed to the superintendent. The refiling of a complaint should occur within one week (7 calendar days) of the response to the complainant.
4. The superintendent shall respond, in writing, to the complaint within seven working days after its receipt.

5. If the complainant is not satisfied with the explanation of the superintendent, the complaint should be refiled with the president of the Board of Education. The complaint shall be heard at the next Curriculum Committee meeting of the board.

**Petitioning for Attendance Instruction**

Parents or legal guardians may submit, in writing, a request to excuse his/her student from testing, classroom instruction and other school experiences that the parent may find objectionable. The request shall include a basis for a parent's objection and a proposed solution for dealing with the objection. A response regarding the suggested proposed solution will be given in writing. If granted, the administration shall direct the teacher, or appropriate personnel, to provide alternate instruction, or school experiences, for the instruction or activity from which the student has been excused,

Nothing in this policy shall be construed as an abdication of education authority on the part of the staff, administration and board of education.

## **SCHOOL-COMMUNITY RELATIONS**

6420

### **Relations with External Community Publics**

#### **Parent-Teacher Associations**

The Board of Education recognizes the benefits of cooperation and the development of community understanding of the school by parent-teacher associations. The board encourages parents and school employees to work together on common problems and, in general, to promote the welfare of students in home, school, and the community.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Relations with External Community Publics****School-Community Associations**

Each school-community organization approved by the board of education shall have on file, in the superintendent's office, a set of bylaws, which specify the proposed functions, the membership requirements, the criteria and procedures used for selection of officers, and the nature of the relationship and involvement of district employees in the organization. The superintendent shall have the authority to develop rules and regulations, which prescribe such relationships for a school-community association for the board's review and action.

On an annual basis, a list of the officers of each school-community organization will be filed with the superintendent.

All funds allocated to a school-community organization by the board, and all funds collected by a school-community organization shall be deposited in a designated school account and disbursed in accordance with standard fiscal procedures of the district.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Relations with External Community Publics****Citizens Advisory Committee**

The board may appoint citizens advisory committees; such committees are temporary committees and shall be appointed to serve the district as deemed necessary. Citizens advisory committees shall serve at the pleasure of the board, and shall be reappointed at the beginning of every school year. Citizens advisory committees shall be considered dissolved upon submission of a final report.

The superintendent shall have supervisory responsibilities for approval of the use of citizens advisory committees and individual citizens when such use is initiated by employees of the school district. The superintendent shall inform the board for its review and action approval of the approval of any citizens advisory committee formed to work with district employees and shall describe committee membership, purposes and accomplishments.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**SCHOOL COMMUNITY RELATIONS**  
**Relations with External Community Publics**  
**Citizens Advisory Committees**

**Citizens Advisory Council:**

The Citizens Advisory Council serves as a channel for direct communication between parents and the district curriculum committees.

The functions of the citizens Advisory Council are as follows:

1. When appropriate and within the capabilities of time and personnel, request, and receive reports on topics of interest within the curriculum.
2. Identify curriculum issues and problems for study.
3. Appoint members to serve in an advisory capacity on curriculum committees during the Curriculum Development Process.
4. Advise on pending curriculum decisions and other matters of interest to the district.

The Council holds four to six meetings during the school year. Some meetings are devoted to general problem identification sessions, other to reports and discussions of Superintendent of Schools or his/her designee.

Membership may include but not necessarily be limited to the following:

1. Parent groups representing each school (Elementary and Secondary). If no formal parent group exists, then parents of elementary and secondary age students (four persons).
2. Administration: One Superintendent, One Principal (from each building).
3. Teachers: One Elementary, One Secondary
4. Medical Profession: One person
5. Clergy: One person
6. Higher Education: One person
7. Industry: One person
8. Business/legal profession: One person
9. Rural (agriculture) One Person
10. One Student.

Membership on this advisory committee shall be for a period of three years, with the administration (Supt/Principal), being perpetual. In the initial development of the committee, it shall be by agreement of the committee how to rotate the first three years, i.e. some will be for one year, but their replacement for three; some for two years, replacement for three, etc. in order that the membership turns over by approximately one-third each year.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Relations with External Community Publics****Designation of Community School**

Any parent may submit a request that the elementary attendance center which his or her child attends be designated a community school. The parent must put the request in writing, date it, sign it, and submit it to the office of the superintendent of schools. At his/her discretion, the superintendent may require the parent to provide proof of identity and verify that he or she has a child enrolled in the affected school.

Upon receiving the request, the superintendent will place the matter on the agenda of the board of education's next regularly-scheduled meeting. At the meeting, the board will (1) appoint 3 to 6 individuals to serve as members of the operating council of the community school; and (2) schedule a date and time for the organizational meeting of the operating council. The meeting must be scheduled within 60 days of the date that the superintendent's office received the request.

Members of the operating council will determine the timing and procedures for selecting successor members. Upon the formation of an operating council, the administration shall take reasonable steps to ensure that the council is provided with the information required by statute. When an operating council wishes to exercise its right to advise the board about matters affecting the community school, it must notify the superintendent of schools at least seven days prior to the board's next regular meeting. The superintendent will then place the matter on the board's agenda. The board retains the right to make and enforce reasonable rules and regulations regarding the conduct of operating council members at board meetings.

An operating council may vote to discontinue the community school designation upon a majority vote of the members of the council. That vote will be reported to the board of education at its next regular meeting.

**Relations with External Community Publics**

**Approval of Organizations**

Except as otherwise provided by board policy or statute, the board reserves the right to approve, or to deny approval, of the operation of any school-connected organization.

All organizations which are school-connected and which receive or disburse funds must be approved by the board of education and all funds received or disbursed must be under the control of the school.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Relations with External Community Publics****Annual Report to the Public**

It shall be the policy of the Crete Public Schools to distribute an annual written report about student and school performance to board members, parents and patrons of the school district. This written report shall cover the performances of a school year and be distributed by October 1 of each calendar year.

The Superintendent shall be responsible for the preparation and distribution of the annual report. This report will include a summary of results of the following assessments or studies as required by Rule 10, Nebraska Department of Education Regulations and Procedures for the Legal Operation of Schools:

**Standardized Norm-Referenced Assessment Instrument**

The report will include the grade level percentiles of the various subject areas on a standardized norm-referenced test selected by the District.

**Criterion Referenced Assessment Instrument**

The report will include the results of the Criterion Referenced Assessment Instruments especially in reading, writing, and mathematics. This assessment is started in grade 4 and continued through grade 11.

**State Writing Assessments**

The report will include the results of the state writing assessments. The report will include the grade levels designated each year by the Nebraska Department of Education.

**School System Demographics**

The report will include information on enrollments, student-teacher ratios, and number of certificated and classified personnel, experience and educational graphics of the district.

**Follow-up of High School Graduates**

The report will include information from follow-up studies conducted with Crete High School graduates. Each year all seniors will complete and end of the year report. Each year a randomly selected group of Crete High School graduates who have been out of school two years will be asked to complete a follow-up graduate survey.

**Learning Climate Assessment**

The report will include information gathered from learning climate assessments given to students, teachers and parents every other year. Each building principal will be responsible for conducting the survey in late March or early April.

**Financial Information**

The report will include information about the financial budget for the district. Sources of revenue, special funds and expenditures by categories will highlight the report.

**Miscellaneous**

The report may include additional information on curriculum, special services, physical facilities, new programs, long-range planning and any other area that may be of interest to board members, parents and patrons of the school district.

All test scores, survey responses and assessments will be kept confidential and no identification of individual students, graduates or parents responses will be made.

Policy

Adopted: 2/10/92

Revised: 12/11/00

**Relations with External Community Publics****Requests for Information**

It shall be the policy of the Crete Public Schools to make documentary information available to the public on the following basis:

1. All public documents such as those which the school district is required to file with a public agency, or which it is required by law to maintain as a public record for public inspection, or any information which is disclosed to the public, shall be made available for public inspection during normal business hours. Persons inspecting such public documents are also authorized to make memoranda and abstracts from them.
2. All requests for information shall be made in writing to the Superintendent of Schools or designee. Within a reasonable period of time the Superintendent or designee shall make all public documents available for inspection during normal business hours.
3. If copies of public documents are requested, the Superintendent or designee may provide them at a rate of twenty (20) cents per page for standard 8 ½ x 11-inch copies. Larger copies or specially printed matter shall be charged at the District's direct cost, including labor, materials and equipment usage. Any search time, which is required, shall be charged on the basis of the direct hourly cost of the employees making the search, including salary, employer's social security costs and the prorated share of any fringe benefits paid by the District.
4. Consistent with Nebraska Statute 84-712.05 the following records, unless publicity disclosed in open court, open administrative proceedings or open meetings, or disclosed by a public entity pursuant to its duties, may be withheld from the public:
  - a. Personal information in records regarding a student, prospective student or former student, other than routing directory information
  - b. Medical records, other than records of births and deaths in any form concerning any persons
  - c. Trade secrets, academic and scientific research which is in progress and unpublished, and other proprietary or commercial information which if released would give advantage to business competitors and serve no public purpose

- d. Records which represent the work product of an attorney and the District which are related to preparation for litigation, labor negotiations, or claims made by or against the District, or which are confidential communications as defined in Nebraska Statute 27-503
  - e. Appraisals or appraisal information and negotiation records concerning the purchase or sale, by the District, of any interest in real or personal property, prior to completion of the purchase or sale.
  - f. Personal information in records regarding personnel of the District other than salaries and routine directory information
  - g. Information solely pertaining to protection of the physical security of public property such as lock combinations
  - h. Any documents or information, which the District is required or allowed to keep confidential by federal or state law, rule or regulation.
5. In the event that the Superintendent or designee is uncertain about whether to make a document available for inspection by a citizen of the state, he/she will seek assistance from the Board of Education's attorney. After consultation with the Board's attorney, the Superintendent or designee will decide whether or not to make the document available for public inspection by a citizen of the state. If the decision is to withhold the document, the person requesting the information will be notified, in writing, that the information will not be provided. Such notice will be given by first-class mail to the address specified in the request. The Superintendent or designee shall also notify the requester of any administrative or judicial right of review under Nebraska Statute 84-712.08.
6. The Secretary of the Board of Education shall maintain a file of all letters of denial of requests for records. This file shall be made available to any person on request.

Legal Reference: Neb. Rev. Statute 84-712 et.seq.

Policy

Adopted: 2/10/92

Revised: 12/11/00

**Relations with the Media****News Media**

The active participation of news media in promoting the cause of good education is invited and welcomed.

Suggestions and advice from representatives of the news media as how best to facilitate the flow of information to them by the board and personnel of the district are welcomed.

In relations with news media, the board and personnel of the district shall seek to cooperate for purposes of the public interest; however, identification of the school with the promotion of any commercial or political enterprise shall be avoided.

The board affirms its intent to cooperate with news media representatives in the dissemination of news and information, which is beneficial to the district's programs, students, and personnel, and to fulfill its obligations as a public body to inform the public of district programs, operations, and activities.

The superintendent shall have the authority to prepare news and feature stories relative to the educational program and to publicize open houses, exhibits, displays, productions, graduation ceremonies, sports events, and other school activities.

Consistent with the District Safety Plan, in the event of an emergency situation at either school location, all relations with the media will be handled directly through the Superintendent of Schools.

Policy

Adopted: 2/10/92

Revised: 12/11/00

**Relations with the Media****Publications, Radio, and Television Programs**

It shall be the policy of the Crete Public Schools that publications issued by and in the name of the Crete Public Schools shall reflect the high regard and the expectations of community persons for their schools. There must be no compromise with the high quality of editorial content and effective format. The exercise of appropriate economy in materials and production is expected as long as the main purpose is not jeopardized.

It shall further be the policy of the Crete Public Schools that regular and special radio and television programs also reflect the high regard and expectations of community persons for their schools. Such programming shall be consistent with the goals of the Crete Public Schools and the instructional guides approved by the board of Education.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Relations with the Media****Coverage of Board Meetings**

It shall be the policy of the Crete Public School the representatives of all news media are encouraged to attend all meetings of the Board of Education. Meeting announcements, agendas, and summaries of the minutes for each meeting and other related, supporting documents will be furnished to the news media.

Members of the Board of Education, the Superintendent of Schools, members of the administrative staff, and other professional staff members, will be available for interviews by news media representatives.

In dealing with representatives of the news media, members of the Board of Education and other professional employees of the school district will be frank and open, recognizing the privilege of the news media to disseminate newsworthy information.

Legal Reference: 79-580 Board of Education; Claims against, record of proceedings; secretary; duty to publish

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Relations with the Media****School-Sponsored Media**

The superintendent shall be responsible for planning and approval of school-sponsored media used to communicate with employees and patrons of the district or used to receive communications from employees and patrons of the district. The superintendent shall have the authority to delegate authority for the preparation and dissemination of school-sponsored media to other personnel.

School-sponsored media shall include, but are not limited to, both publications and electronic media produced by the school, e.g., district or building newsletters, district or building directories, district or building bulletins and announcements, media produced by students under the auspices of the school, programs for school-sponsored events, and reports of pupil performance.

Records of the approval and use of school-sponsored media, including copies of all printed materials, shall be maintained by the superintendent or designated personnel.

The school and its personnel may:

1. Cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation is consistent with the educational programs of the school.
2. Use commercial materials, which are selected for instructional value and approved by the building principal.
3. Announce lectures, community activities, or media productions, which are judged to be of educational merit by the superintendent.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**School Sponsored Media****School Directory**

It shall be the policy of the Crete Public Schools that a directory of employees in the Crete Public School District will be published each year. This directory will be distributed to all staff members, to members of the Board of Education, and to members of governmental agencies or to other institutions that work closely with the Crete Public Schools.

Requests for copies of the school directory will be submitted to the Superintendent of Schools. In determining whether or not a request for a copy of the school directory should be granted, the Superintendent of Schools will take into consideration the purposes for which the directory would be used. The school directory is not published for political or commercial use.

Rule

Approved: 2/10/92

Reviewed: 12/11/00

**Relations with the Media**

**School News Releases**

All news releases concerning the school system, except the reports of athletic games and information concerning the operation of a particular school, shall be cleared through the office of the Superintendent of Schools or his/her designee.

The principal shall be responsible for the preparations and distribution of news releases concerning activities within his/her building, and for clearing such materials with the office of the Superintendent of Schools, when necessary.

Policy

Adopted: 2/10/92

Revised: 12/11/00

**Relations with the Media****Sports and Special Events Coverage**

The Board recognizes that certain school events and programs, when telecast on commercial channels, including cable, offer information, educational, cultural and recreational opportunities for the community. The Board also has both legal and implied obligations inherent in its relationship with students that require their protection from any form of exploitation, including their appearance on television programs, which might not meet with parental approval because of the theme, format, or sponsor. Therefore, the following requirements will be observed in the telecasting of special events, including sports, performances, classroom, and any other type of program:

1. Application by commercial stations for right to televise a school-sponsored event, whether live or delayed, must be approved by the superintendent.
2. Additionally, a telecast, whether live or delayed, that exceeds five minutes of viewing time must be approved by the Superintendent of Schools or designee. Each event will be considered individually and in accordance with the authority and responsibility of the administration and Board.
3. An application for a telecast, which is commercially sponsored, must list the sponsor (at the time that the application is submitted). The District will retain the right of approval or rejection of the program ideas, formats, plans and sponsors of the telecast.
4. A reasonable rights fee, the amount to be decided in each instance, may be charged for televising an event originating in school facilities.
5. The request for rights to televise will include a certificate of liability insurance and properly executed "hold harmless" agreement on the television station's letterhead, signed by the general manager of the station. The "hold harmless" agreement will read: "The station expressly promises and agrees to indemnify and hold the Board of Education, its members, its officers and employees free and harmless from any and all loss, cost or expense, including attorney's fees on account of any claim for injury or damage either to the person or property on account of or in any way connected with the operation, performance or activities of the station under this agreement."
6. A staff member requesting the televising of a school-sponsored event will submit a request for approval through the building administrator. The building administrator, if he/she approves, will submit the request to the Superintendent of Schools or designee.

7. Any school production, play, musical, etc., approved for televising, must be cleared for copyright use.
8. Except for the specific rights granted under the signed rights agreement, the District will retain all rights to the televised program. All television programs, school related videos, educational and otherwise, that are produced "in house" will remain the property of the Crete Public Schools.
9. Rural (agriculture) One Person
10. One student.

Membership on this advisory committee shall be for a period of three years, with the administration (Supt/Principal), being perpetual. In the initial development of the committee, it shall be by agreement of the committee how to rotate the first three years, i.e. some will be for one year, but their replacement for three; some for two years, replacement for three, etc. in order that the membership turns over by approximately one-third each year.

Rule

Approved: 2/10/92

Reviewed: 12/11/00

**Relations with the Media****Use of Commercial and other Telecommunications**

The superintendent shall be responsible for planning and utilization of commercial media to be used for educational purposes within the classrooms of the Crete Public Schools.

The Crete Board of Education is mindful of the responsibility it has in guarding against the commercial marketing of the minds of the students of this community. In striking a balance between the onset of telecommunication technology, both now and in future years, and the obligation to protect the minds of students from commercial exploitation by any mass media, organization, or enterprise, whether political or commercial in nature, the Board hereby resolves:

1. That the minds of the students attending Crete Public Schools are not for sale, not to be considered as marketable for any purpose, whatsoever, to any commercial enterprise, political group, religious group or dogma, fraternal organization, or any organized profit or non-profit group, institution, or entity in existence now or in the future.
2. That in judging any program to be imposed on students, the balance between educational value of materials presented, versus purely commercial use of the student's time be sent with a strong presumption in favor of the former, not the latter.
3. That permission granted to any particular enterprise in this regard shall not be construed as permission for the same or similar purpose to any other commercial enterprise, advertiser, or form of solicitation in any manner whatsoever.
4. That parents, legal guardians, or anyone having legal charge or custody of any student of the Crete Public Schools, may request that their child opt out, without penalty, either academic or otherwise, or watching, participating in, or listening to any commercial presented in whole, or as a part of an educational program.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**School-Community Relations**  
**Relations with the Media**  
**Procedures for Commercial and Other Telecommunications**

This administrative rule and regulation delineates the procedures to be followed regarding use of commercial and other telecommunications programming in the Crete Public Schools.

1. The building principal shall be responsible for the administration of this regulation.
2. When materials intended for use by or distribution to students contains advertising or promotional messages beyond the name of the product or sponsoring firm or the slogan or logo of such firm, that material must be submitted to a "Telecommunications Materials Review Committee" (TMRC). That standing committee will be composed of the following persons:
  - 2.1 The building principal
  - 2.2 The building media specialist
  - 2.3 Two staff members from the department most closely impacted by the content of the materials
  - 2.4 A parent
  - 2.5 The student council president
3. Materials reviewed by the (TMRC) shall meet the following criteria for approval:
  - 3.1 The content of the materials shall enhance the student's achievement of knowledge, skill or attitude development and specifically relate to at least one of the district goals, building goals, or department goals.
  - 3.2 The education value of the materials must clearly outweigh the advertising or promotional benefit contained therein.
  - 3.3 Advertising materials that are strictly prohibited includes messages for liquor, tobacco products, drugs, feminine hygiene products, and contraceptives. Additional, all advertising will be subject to review by the media specialists to determine appropriateness of messages.
4. Students may elect not to view certain telecommunications materials if, in the judgment of the student and parent, that such viewing violates their constitutional rights or religious beliefs.
5. Students who elect not to view certain materials will not be discriminated against in any manner whatsoever. Moreover, appropriate alternative materials will be selected for the student if at all possible.

Rule

Approved: 2/10/92

Reviewed: 12/11/00

## **SCHOOL-COMMUNITY RELATIONS**

**6600**

### **Relations with Education Agencies**

The board of education affirms its intent to cooperate with other education agencies in addressing and seeking solutions to school-related problems, needs, and aspirations. The board recognizes that knowledge about and action on many issues are addressed effectively and promoted economically at state, regional, and national levels.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

## **COMMUNITY-SCHOOL RELATIONS**

6610

### **Relations with Education Agencies**

#### **Count and Intermediate Units**

The board shall take such action and provide such reports as required by statute, by regulations of the State Department of Education, or by contract entered into by the board to appropriate officials of county or educational service units. The superintendent shall have the responsibility to inform the board, for its review and action, of proposals for cooperative action with other boards or agencies in special projects or activities which can be more economically or advantageously provided by such cooperation.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Relations with Education Agencies**

**Area, State, Regional, and National Associations**

Membership in recognized associations may be maintained by the School for several reasons, including:

1. In-service benefits resulting from board and employee participation in meetings, conferences, clinics, and conventions.
2. Communication media provided by such associations, such as newsletters, journals, periodicals, advisory services, and similar services.
3. Representation of the school district in actions affecting education in general and the school district in particular.

Membership in recognized associations shall in no way constitute an abdication of the board's authority and responsibility for the governance of the school as provided by board policies and State statutes.

The superintendent is authorized to budget funds for the costs of membership in recognized associations and for payment of the costs of participation by board members and personnel of the district in the activities of such associations.

Legal Reference: R. R. S.  
79-512 Associations of School Boards; membership dues; payment authorized.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Relations with Education Agencies**

**Colleges and Universities**

Qualified students from accredited teacher training institutions may be assigned within the school district for professional laboratory experiences.

Assignment of students for professional laboratory experiences shall be the responsibility of the institution in which students are enrolled provided, however, that the responsibility and authority for acceptance, assignment, and continuation or discontinuation of the placement of students with the school district shall be at the discretion of the superintendent.

As provided by statute and by guidelines, the responsibility of students assigned to the school district by a teacher training institution parallels the responsibility of a certified teacher employed by the district.

Other than for emergency reasons, students assigned to the school district by teacher training institutions shall not be used as substitutes for certified teachers employed by the district. Any exception to this policy shall be within the guidelines prescribed by the Professional Practices Commission of the State.

Legal Reference: R.R.S  
79-859 et seq. Professional Practices Commission.  
79-875 et seq. Student teacher or intern.  
79-878 Student teacher or intern; terms defined.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

## **SCHOOL-COMMUNITY RELATIONS**

6640

### **Relations with Education Agencies**

#### **Non-Public and Other Organizations**

The board recognizes the need and the worth of cooperative relationships between the school district and non-public school and other educational organizations.

The board encourages its members and school personnel to work with their counterparts in non-public and other educational organizations on educational matters, provided that the cooperation is within the framework established by statutes, State regulations, and board policies.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

## **SCHOOL-COMMUNITY RELATIONS**

6700

### **Relations with Governmental Agencies**

The board affirms its intent to cooperate with other governmental agencies whenever such cooperation is in the best interests of the citizens of the community and the students enrolled in the schools of the district.

In accordance with this policy, all employees of the district are encouraged to be familiar with and to cooperate with other governmental agencies in serving the needs of students of the district.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

## **SCHOOL-COMMUNITY RELATIONS**

6710

### **Relations with Governmental Agencies**

#### **Civil Defense**

It shall be the policy of the Crete Public Schools to have a plan and procedures for emergencies affecting the students, employees, buildings, or operations of the district. This plan and related procedures will be developed in accordance with local or State Civil Defense Agencies. The board shall review said report of the superintendent and take such action, as it deems appropriate.

In the event of a major disaster declared to exist by the Director of Civil Defense, the superintendent shall be authorized to permit the use of school facilities for civil defense needs; to turn over the control of district buildings and equipment to the Director of Civil Defense; and to assign school personnel, as deemed appropriate by the superintendent, to assist in the functioning of school facilities when such facilities are used for civil defense needs.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Relations With Governmental Agencies****Safety and Security Plan**

All employees have the responsibility for maintaining safe, healthful, and sanitary conditions within the buildings and on the grounds of the school district. The Superintendent shall designate staff and develop procedures to insure that all facilities meet fire, safety, and health codes.

The Superintendent shall appoint a school safety and security committee represented by faculty, parents, and community members that will prepare and review the school's safety plan. This plan will be updated annually by the committee and approved by the School Board. The plan will address safety procedures and security plans for students, staff and visitors, including during emergency events.

The plan shall be reviewed annually by one or more persons not on the committee and not an employee of the school district. This review includes a visit to each school building to analyze plans, policies, procedures, and practices. Recommendations shall be made to the Superintendent and the committee for use in revising the plan.

Legal Reference: NDE Rule 10

Adopted: 12/11/00

**Relations with Governmental Agencies**

**Health Department**

**Communicable Disease Control**

It shall be the policy of the Crete Public Schools that procedures for the control of communicable diseases in the school shall be developed in a manner consistent with applicable state statutes and with regulations for communicable disease control as established by the State Department of Health.

Additional policies regarding communicable disease are covered in the student and personnel sections of the board policy.

A limited number school immunization clinics under the direction of the Health Department may be scheduled where there is a special need. The need for a school clinic is based on estimated school and community immunization levels, and shall be determined by the superintendent.

Legal Reference: R.R.S  
79-248 Pupils; physical examination; notice of defects;  
contagious or infectious disease; duty of school district  
72-249 Pupils; physical examination, rules; duties of department of  
health  
79-250 Pupils, physical examinations, when required.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Relations with Governmental Agencies**

**Fire Department**

The local fire department has a major role in the planning and conduct of the school safety program. The superintendent shall:

1. Establish and maintain communications and good working relationships with the local fire department.
2. Work with the local fire department in determining the nature and timing of the fire department's participation in the school safety program.
3. Conduct planned activities to provide students with knowledge of safety practices recommended by the fire department.

Legal Reference: R.R.S.  
79-705 State fire day; designated; how observed.  
79706 Fire prevention; instruction in public schools.  
81-527 State fire Marshall; schools; exits; fire drills.

Policy  
Adopted: 2/10/92  
Revised: 12/11/00

**Community Relations**

**Relations with Governmental Agencies**

**Law Enforcement**

It shall be the policy of the Crete Public Schools that a cooperative effort shall be maintained between school district officials and a representative of all law enforcement agencies. In maintaining such an effort, however, it is imperative that the rights of the students, parents, law enforcement officials, and employees of the school district be clearly understood and protected.

The superintendent of schools in cooperation with the attorney for the Board of Education will formulate administrative regulations, which will implement this policy.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Community Relations****Law Enforcement Officials****Emergency Protective Custody**

Nebraska law gives peace officers the authority to take immediate temporary custody of children under the age of 18 without a warrant or ordered of the court (1) when in the presence of the officer the juvenile has violated a state law or a municipal ordinance, (2) when a felony has been committed and the officer has reasonable grounds to believe such juvenile committed and immediate removal appears to be necessary for the juvenile's protection, or (4) when there are reasonable grounds to believe that the juvenile has run away from his or her parent, guardian or custodian. If a peace officer (defined for the purpose of this rule as a member of the Saline, Seward, Lancaster or Gage County Sheriff's Department or the Crete Police Department) comes to the school and requests custody of a student, custody should be granted only after the peace officer has completed and signed an affidavit and release in the form set out in Appendix "A" to this Rule. The signed affidavit and release should be pertained as a part of the permanent records of the school. In situations where the peace officer takes custody of a student, attempt should be made immediately after the officer leaves to notify the parent. Provided, however, that in the event circumstances are communicated to the school official which would indicate that their duties or create a dangerous situation of for the students or officers, then notification can be deferred for a reasonable time. In the event delay in notification takes place, the reasons for the delay shall be documented in the file and attempt shall be made to notify the parents as soon as circumstances dictate. Nebraska law places a burden on the peace officer to notify the parent, guardian or custodian that a child has been taken into custody; however, this should be interpreted as releasing the school from its duty of notification.

**Probation Officers**

When the juvenile court or regular adult court has taken jurisdiction of a matter involving a student and assigned a probation officer, opportunity should be given to the probation officer, on request, to interview the child at school, free from the observation of other children or individuals. In such situations, it is neither essential nor desirable that the principal or his or her agent be present at these interviews or visits. It also is not necessary to obtain the consent of the parent, guardian, or custodian for such interview. The probation officer has been duly authorized by the court following the proper acceptance of the case in juvenile or regular court to investigate the matter for the court. Prior to allowing the interview by the probation officer, the probation officer must complete and sign an affidavit in the form set out in Appendix "B: to this Rule and said affidavit should be retained in the permanent records of the school. In addition, if a

written copy of the probation order or other authorization from the court is available, that should be made a part of the school record as well.

In the event the child is placed on probation, officer has the statutory authority to arrest the person under his supervision in certain circumstances and that power is similar to the power granted to a peace officer by law. Whenever a probation officer requests authority to take a student under his or her supervision into custody in addition to obtaining the affidavit referred to in Appendix "B" to this Rule, the school official should also have the probation officer complete and sign an affidavit and release in the form set out in Appendix "A" to this Rule, and said affidavit and release should be retained in the school's permanent file.

### **Arresting Officers**

A regular peace officer, whether a member of the Crete Public Police Department or the County Sheriff's Department, in the line of his or her duty may require a student to accompany him or her to headquarters for questioning or detention. Such action on the part of a peace officer constitutes an arrest. In these situations, the officer may or may not have a written arrest warrant issued by a court. Before a student is released to a peace officer, such officer should be required to complete and sign an affidavit and release should be retained in the school's permanent file. Whenever custody of a student is turned over to a peace officer, the parents of such student should be notified immediately.

In some instances there may be orders for custody of a student served by the FBI, a federal Marshall, a postal inspector, another federal officer, state officials, or officers from another town or county. While these officers may have authority to arrest and remove children from school, there are very, if any situations when they cannot involve a member of the Crete Police Department or the County Sheriff's Department in making the actual arrest. IF a member of the Crete Police Department or County Sheriff's Department is participating in the arrest, he or she should complete and sign an affidavit and release in a form such as that set out in Appendix 'A" to this Rule. If possible, the non-local officer who is participating in the arrest should also sign the affidavit and release. A copy of any written arrest warrants or other authorization should also be kept with the school's permanent records together with the signed affidavit and release. If a law enforcement official other than a member of the Crete Police Department or County Sheriff's Department requests that custody of a student be turned over to him or her, he or she should be requested to involve one of the local officers. If such request is refused, an attempt should be made to positively identify the officer and permanent evidence of that identification should be retained in the school's permanent files, together with a copy of the signed affidavit and release and copy of any other written documents, which purport to authorize the officer to take custody of the student.

Under no circumstances should a student ever be released to a private detective or "special police officer" who is not an officer of a political subdivision of the State of Nebraska or an officer of some agency of the federal government.

Unless a student is placed under arrest and the proper affidavit and release are signed, a peace officer or other law enforcement officer may not remove a child from a school building for questioning while such child is properly in attendance at the school unless permission of the child's parent is obtained. Questioning or interview of students on the school premises should take place only pursuant to the following guidelines:

**SCHOOL COMMUNITY RELATIONS**

1. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to the school setting, questioning should not take place until the parent, custodian or guardian of the student has been contacted and permission is given for such interview. Unless a parent specifically requests the principal or other school agent to be present during the interview, such presence is not necessary. An attempt should be made to document the parent's consent either by obtaining such consent in writing or by confirming a consent given over the telephone by a letter.
2. If a representation is made by an investigator that an interview is necessary to collect information concerning an offense involving the family relation and it is clear that the obtaining of the parent's consent would be impossible or counter-productive, the principal may allow the interview on school premises. In these situations the principal or his or her agent should be present during the interview to ensure that the interview relates only to those matters specified by the law enforcement official.
3. If the investigation and the request for an interview relate to an incident, which took place on school grounds and during school hours, it is not necessary to obtain the consent of the parents for an interview. In these situations the principal or his or her agent should be present during the interview to ensure that the matters inquired into relate only to the incident, which took place on the school property or something, which is directly related thereto.

Rule

Approved: 2/10/92

Reviewed: 12/11/00

## **SCHOOL-COMMUNITY RELATIONS**

6750

### **Relations with Governmental Agencies**

#### **Welfare Department**

When students are in apparent need of welfare assistance, school employees may refer such students to appropriate agencies. Each building administrator, under the supervision of the superintendent, shall establish procedures for use by personnel in making such referrals.

Policy

Adopted: 2/10/92

Reviewed: 12/11/00

**Affidavit and Release  
To  
The School District of Crete, In the  
County of Saline, in the State of Nebraska,  
A Political Subdivision (Crete Public Schools)**

**Date:** \_\_\_\_\_

The undersigned hereby states and affirms to the Crete Public Schools as follows:

1. That I am a duly appointed and acting peace officer employed by \_\_\_\_\_ and am currently acting within the scope of such employment.
2. That request is hereby made of the Crete Public Schools to deliver to me physical custody of the following named student: \_\_\_\_\_
3. That I am entitled to immediate physical custody of said student by virtue of:
  - Neb. Rev. Stat. #43-248 for the reason that said student (1) violated a state or municipal law in my presence, (2) is believed by me to have committed a felony, (3) is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the student's protection or, (4) is believed to have run away from his or her parent, guardian, or custodian.
  - There having been issued a valid warrant for such student's arrest, a true copy of which is attached hereto.
  - There being reasonable grounds for me to arrest such student without a warrant, such grounds being that:  
\_\_\_\_\_  
\_\_\_\_\_
  - Other (specify) the student being placed under arrest due to the following authority: \_\_\_\_\_  
\_\_\_\_\_
4. That the undersigned will take immediate action to notify the parent(s), custodian or legal guardian of said student that said student has been taken into custody and the reason or reasons for said custody.
5. That the undersigned has the legal right to take custody of the student without the consent of said student's parent(s), guardian, custodian or the Crete Public Schools.
6. That any facts or circumstances set out on the back of this affidavit and release are true and correct and are incorporated herein by reference.

---

(Give complete description of officer's name and position, including badge number.)

**Affidavit  
To  
The School District of Crete, In The  
County of Saline, In The State of Nebraska,  
A Political Subdivision (Crete Public Schools**

**Date:** \_\_\_\_\_

The undersigned requests the right to interview or question:

\_\_\_\_\_

a student of Crete Public Schools and hereby states and affirms to the Crete Public Schools as follows:

- That the undersigned is a duly appointed probation officer acting pursuant to a valid appointment by the \_\_\_\_\_ Court of Saline County, Nebraska.
- That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate such an investigation.
- That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate an investigation of criminal activity, which occurred on the school premises.
- That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate an investigation of criminal activity by a family member against the above named student.

That the additional information, if any, set out on the back of this affidavit is true and correct and is incorporated herein by reference.

\_\_\_\_\_  
Give complete description of officer's name and position, including badge number.)