

**POLICY CHANGES: 800 SECTION**

**800 -- SCHOOL COMMUNITY RELATIONS**

**810 General Policy**

The public schools depend on the active support of the citizenry. Accurate and ample information is needed so that citizens can participate intelligently in the development and approval of school plans and decisions. A two-way flow of ideas between school and community enhances public understanding and promotes effective school-community relations. It shall be the policy of the District to cooperate with all official community agencies, organizations, and parent groups.

**820 Communication with the Public**

**821 Responsibilities of the Board**

**~~821.1 As Individuals~~**

Individual Board members should bring to the attention of the Board and Superintendent, and other members of the Board as appropriate, the expressed opinions, interests, and desires of community members and District employees concerning the school system. During community and employee contacts, Board members should interpret school curriculum, programs and policies, or refer the person to appropriate District staff.

**822 Responsibilities of Superintendent and District Staff**

Efforts to achieve effective school-community relations are the responsibility of all District staff.

**~~822.1 Superintendent~~**

The Superintendent shall provide for a continuous program of public relations to keep the community informed as to the goals, objectives and programs of the District. Opportunities for public input shall be provided.

It is the responsibility of the staff to make the maximum use of the public media available in promoting good public relations. Refer to the Communications Guidelines procedure. Guidelines are available in the Communications Handbook.

(Section 822 - Revised August 22, 1988)

## **823 ~~Community Channels and Activities~~ Media Relations**

### **823.1 The News Media**

It is the policy of the District to cooperate with all news media representatives.

Parent permission to photograph, video tape, or interview individual students is required. Parent permission is not necessary if the news media is taking photographs of groups of students in normal classroom activities, on the playground or other common areas. Students enrolled in special education services, certain specialized programs, i.e., drug/alcohol, detention/work detail, etc., are not to be photographed, video taped, or interviewed without parent permission under any circumstances.

Photographs and video taping of students or staff may be denied by the principal if it would disrupt the educational environment.

### **823.11 News Releases**

The President of the Board will be the official ~~spokesman~~ spokesperson for the Board and issue special releases to the news media when deemed necessary by the Board.

News affecting the District as a whole shall be released through the Superintendent. The Public Affairs Office compiles ideas for news and feature stories, prepares press

releases, coordinates media interviews and contacts, and advises the Superintendent and staff.

News and feature stories regarding individual school activities of elementary, middle level and secondary high schools shall be the responsibility of the principals working with the Public Affairs staff as appropriate.

**~~823.2~~ Radio and Television**

~~Physical facilities for broadcasting purposes will be made available to all news representatives whenever feasible.~~

**~~823.3~~**

**823.2 School Meetings and Activities**

Effort will be made by the District to announce District-wide and school meetings and activities early enough to meet publication or broadcast deadlines of the news media. Sports seasons and major activities will also be posted on the District's web page when appropriate.

**~~823.4~~**

**824 Board Meetings**

**~~823.41~~ 824.1 Regular and Special Meetings**

The public shall be notified of all regular and special meetings. Notices shall be posted at the District's main office, on the ASD web site, and periodically in the local newspapers prior to the meetings.

**~~823.42~~**

**825 Board Minutes and Public Records**

All approved minutes and public records of the Board shall be available to citizens for inspection at the office of the Superintendent during normal business hours.

**~~823.5~~ 825.1 Public Access to District Records**

**~~823.51~~**

**825.2 Availability of Records**

Since community involvement in the educational process requires knowledge of that process, it is the policy of the Board that all facts and information kept or prepared on the activities of the District, except confidential information as indicated below, shall be considered public information.

Therefore, except as provided in section ~~823.52~~, 825.3, or by other District policies or state or federal laws or regulations, all District records shall be open to inspection by any person, subject to guidelines regulating the time, place, and manner of inspection as provided in section ~~823.55~~ 825.6.

Some records require additional time to compile. Fees may be assessed for copies or research time.

**~~823.52~~**

**825.3 Exemptions for Particular Records**

- a. The following records will not be open to the public inspection and are considered to be “confidential”:
  - (1) Records pertaining to individual students of the District except as provided in Board Policy, section 343.
  - (2) Records of engineering or other technical data, which if released would provide a competitive advantage to any other person or corporation engaged in similar or related activities.

- (3) Proprietary information which a manufacturer, consultant, or provider reasonably requires to be kept privileged or confidential to protect the property interests of persons providing the information or data.
  - (4) Information which the Board considers to be privileged or confidential for purposes of successful collective bargaining. Material generated and prepared for collective bargaining with employee groups including such matters as communications between the Board's negotiator and the Board and administration shall be exempt from disclosure under this subsection. This subsection does not prohibit public inspection of initial proposals, last-best offer proposals, tentative agreements before ratification, and final agreements reached during collective bargaining.
  - (5) Information obtained by and in the custody of insurance carriers insuring the District, or the District if acting in its self-insured capacity, and their attorneys and agents regarding possible and pending claims against the District.
- c. Any documents otherwise subject to disclosure if the person requesting the information in litigation with the District in a judicial or administrative forum. Disclosure of any records relevant to that litigation, or reasonably likely to lead to the discovery of relevant evidence, shall be governed by the applicable court or administrative rules (AS 40.25.122; AMC 3.90.040).
- d. Health, mental health, medical, juvenile and personality problem information obtained or prepared by the District with respect to any person for whom treatment or services were provided.

- ~~(7)~~(8) Records of personnel grievances and complaints involving employees or students of the District and records of disciplinary proceedings and actions taken against employees or students of the District.
- ~~(8)~~(9) Communications between the District and the District's attorneys ~~containing~~ concerning legal questions, ~~or~~ opinions, pending or actual litigation, or other information generally included within the attorney-client privilege or the result of attorney work product.
- ~~(9)~~(10) Personnel, payroll or medical files, equal employment opportunity files, or other files which reveal the financial or medical status of any specific individual, the release of which would constitute an unwarranted invasion of privacy. This subsection does not protect from disclosure records such as employee positions, rate of pay or job location. It does protect from disclosure information such as evaluations, authorized payroll deductions, medical claim forms, college transcripts of individual employees and applicants, university/college placement files, references, other materials submitted by applicants for positions, and interview rating sheets. This subsection is in conformance with the Alaska Administration Code for Education (4AAC 19.040).
- ~~(10)~~(11) Circulation records of District-operated libraries to the extent that such records would contain personally identifiable information.
- ~~(11)~~(12) Test questions and answers to be used in future employment or academic examinations.
- ~~(12)~~(13) Records of security systems and procedures established for the purpose of the protection of persons or property.

~~(13)~~ (14) Such other record or records for which a legitimate and clearly demonstrable need for confidentiality exists. This exemption is to be narrowly construed.

(15) Records containing information that would disclose or might lead to the disclosure of a component in the process used to execute or adopt an electronic signature if the disclosure would or might cause the electronic signature to cease being under the sole control of the person using it (AS 40.25.120).

b. A record which is otherwise confidential and not subject to release to the general public under subsection a may be made available if:

(1) The person or persons or the legal guardian of the person or persons whose privacy or proprietary rights are being preserved waives in writing those rights and permits release of the record; or

(2) The record is sought by an agency with a legal entitlement to obtain such a record; or

(3) The release is required by a court of competent jurisdiction.

## **823.53**

### **825.4 Other Reasons for Denial of a Record Request**

A record which is not confidential under 823.52 need not be open to inspection if any of the following conditions exists:

a. The record is not known to exist.

b. The record is not in the District's possession.

- c. The record cannot be found.
- d. The record has been published and is available for sale.
- e. The District is not the primary source of the record.
- f. The record consists of materials prepared for the Board but which have not yet been released to the Board.

#### **823.54**

#### **825.5 Definitions**

"Record" means any document, paper, book, letter, drawing, map, plat, photo, photographic file, motion picture film, microfilm, microphotograph, exhibit, magnetic ~~or paper~~ tape, ~~punched card~~, computer records, or other document of any other material, regardless of physical form or characteristic, developed or received under law or in connection with the transaction of official District business and preserved or appropriate for preservation by the District as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the District, or because of the information value in them. The term does not include drafts of a document which is still in the process of being corrected or revised and which is not intended to be preserved for informational purposes after the final document has been completed.

#### **823.55**

#### **825.6 Requests for Records**

The Superintendent shall establish a written procedure available to the public describing the time, place, and manner of inspection of the public records held by the District. This procedure may provide for a fee not to exceed actual costs for the copying of District records unless the production of records for one requester in a calendar month

exceeds five person-hours. In such case, the District may require the requester to pay the personnel costs required during the month to complete the search and copying tasks. The personnel costs may not exceed the actual salary and benefit costs for the personnel time required to perform the search and copying tasks. The requester may be required to pay the fee before the records are disclosed, and the District may require the payment in advance of the search (AS 40.25.124).

## **823.56**

### **825.7 Appeal Procedure**

If within ~~twenty~~ ten working days ~~of~~ after receipt of a written request, the record has not been made available, or if a request for a record is denied, the individual seeking release of the information may appeal the denial of the release of the record to the Superintendent or designee through use of procedures outlined in under Board Policy section 841.3 consistent with 6 AAC 96.340-.350 and AS 40.25.124.

## **826 Investigations and Research by Non-School Agencies**

Any proposal for testing, research, observation, or investigation must be cleared through the Superintendent, or designee, who shall develop criteria, guidelines and procedures and shall finally rule on any proposal submitted.

## **830 Public Participation in the Schools**

### **831 The Public In or At the School**

#### **831.1 Appearances and Interviews**

The Board encourages local citizens representing various occupations and interests to visit the schools ~~from time to time~~ periodically to share their expertise and interests ~~experiences~~ with students in classrooms or in assemblies as appropriate.

The appearance of speakers on behalf of any religious, philanthropic, charitable, or political activity shall, prior to the appearance, be cleared with the Superintendent or his/her designee.

### **831.11- Guidelines for Use of Resource Persons**

- a. Any resource person to be utilized in the classroom must have the prior approval of the principal.
- b. When candidates for political office are used as resource people, the following criteria should be used:
  - (1) Limited to the academic classroom, or an assembly as appropriate;
  - (2) Topics must be pertinent to the curriculum area under discussion in the classroom or current ballot issues and other current events;  
or
  - (3) If one major political ~~party review~~ position or candidate is presented or invited, equal time must be provided, under the same conditions, to the other major ~~political party views~~ positions or candidates. This includes candidates and sponsors of initiatives or ballot propositions.

### **831.2 Promotion and Advertising**

#### **831.21 Commercial Advertisements**

It is the policy of the District not to permit any advertising, function, or activity which has a motive of profit to a private individual, firm, or corporation unless specifically approved by the Superintendent or designee or the Board for a specific purpose. Any material bearing commercial advertising must have the written approval of the Superintendent. Advertising placed on vending machines, athletic fields, yearbooks, newspapers, and other places in

the District must have the approval of the principal after discussion with the Superintendent or designee.

**831.22 1      Commercially Sponsored Programs**

~~Radio stations~~ The media will be permitted to broadcast local athletic contests upon approval of the principal of the sponsoring school and in accordance with the Alaska School Activities Association (ASAA) rules of the schools' activities association.

**831.23 2      Commercial Publications and Materials**

~~Usable in Classrooms-~~

Materials from businesses and commercial interests ~~-maps, pictures, booklets, health information, films, etc.,~~ may be utilized in the classroom with approval of the principal provided their contents are predominately educational rather than promotional. Commercially prepared materials must be balanced in presentation to insure that all perspectives are represented.

**831.24 3      Special Promotions**

Admission of advertising and announcements of an educational or charitable nature from non-school groups will be left to the discretion of the Superintendent, and any request of a general nature must be cleared through his/her office. PTA/PTSA or other parent organization functions may be advertised at the discretion of the principal.

**831.3            Citizen's Assistance to School Personnel**

~~The Board recognizes that the utilization of human resources can assist in the improvement and expansion of educational opportunities in the District. Volunteers in this School District may be involved in a wide variety of roles including but not limited to clerical, technical, manual labor~~

~~and classroom assistants. With the assistance of community and student volunteers, expanded individualized learning experiences may be provided to meet the unique needs of students. Further, we believe that school-community relationships will be strengthened by utilizing the human and material resources of the Anchorage area.~~

The Board approves and encourages the use of volunteers in all areas of the school system where the talents, abilities, and willingness of volunteers provides a benefit to the District and its students ~~which exceeds the costs, liabilities, or other burdens which training, supervision, and/or coordinating volunteers or volunteer activity may entail.~~

~~The use of~~ Citizens who wish to volunteer their time and talents to serve in schools is encouraged and their services are coordinated through the unit principal for those categories of activities for which the Superintendent or authorized designee has approved ~~the use of volunteers volunteer contributions.~~

The Board encourages all schools to involve parents directly in the educational program of their children.

The Superintendent shall have the authority to form or authorize temporary committees or task forces, including members who are not employees, to aid the Administration in formulating plans for carrying on the work of the District. The work of such committees or task forces shall be advisory only and without expense to the District, unless specific funds are budgeted.

(Section 831.3 (partial) - Revised March 16, 1987)

#### **831.4 Trespassing**

(See Policy Sec. 455)

#### ~~c. Parent Teacher Associations~~

#### **832.1 Cooperation of School Personnel**

~~The administrative staff and teachers shall cooperate with the Parent Teacher Associations and other such organizations where the goals are to assist in obtaining a better educational program for the students of the District.~~

**833 Gifts and Donations**

- a. The Board welcomes donations from individuals, school and community organizations, and businesses in order to provide additional opportunities to the students that are outside the budget. Gifts contributed by organizations or individuals must be approved by the respective principal of the school receiving the gift, or by the appropriate department/program director. The principal or director will notify the Assistant Superintendent.
- b. Any real or personal property donated to the District or to a particular school shall be considered school property. The gift is unconditional and the property may be transferred or used wherever the Superintendent or his/her designee finds desirable and may be sold or replaced without obligation to the donor.
- c. Recognition of the gift or donation will be made at the school or department/program level. If the gift or donation value exceeds a minimum amount set by the Superintendent, or if special circumstances exist, formal recognition will be made by the School Board or the Administration. Groups intending to make a number of donations throughout the year may indicate such and receive formal recognition at the end of the year. Appropriate plates, markers, or other means of identifying the donor may be used.

(Section 833 - Revised January 31, 1994)

**840 ~~Public Activities Involving Staff and Students~~**

**~~841 Relations Between the Public and School Personnel~~**

**~~841.1 Participation of Staff and Students in Community Life Activities~~**

School personnel are encouraged to participate actively in community life to an extent consistent with their professional obligations. Students are also encouraged to participate in community activities as appropriate.

Administrators and staff are encouraged to accept invitations to accept invitations to appear at community organizations as observers and speakers.

## **841.11**

### **841 Political Activities**

School employees or members of the community shall not use school district property, or students during the school day or in school sponsored activities for campaign purposes. Candidate forums sponsored by non-partisan groups are allowed. Partisan groups may rent school district facilities as under ASD Policy ~~856.1~~ 855.1. No pictures shall be taken except during a building rental.

Current office holders or candidates running for election are encouraged to visit schools to learn more about our programs and facilities. Any campaign activity during the school day may only occur in an organized forum. However, no images taken of their visits may be used for campaign purposes.

School employees' personal rights regarding political activity are in ASD Policies 264.4, 539.5, and 673, and the Municipal Ethics Code Section 1.15.

Political discussions with students shall attempt to include all perspectives on issues or all candidates for an office, and shall be related to the curriculum. Employees will not use students for political purposes without express written parental permission.

When encouraging student civic involvement, teachers shall remain neutral regarding choices of candidates or issues.

(Section 841.11 - Revised December 9, 1996)

(Section 841.11 - Revised January 26, 1998)

### **841.12 Programs Under Auspices of an Outside Agency**

~~Administrators and teachers are encouraged to accept invitations to appear at community organizations as observers and as speakers.~~

### **841.13**

#### **841.1 Political Candidacy and Public Offices**

School District employees may seek but not hold the position of School Board member while employed by the District. Employees may seek and/or hold any other public office.

Any related political activity is to be kept wholly separate from District employment and shall not interfere with the employee's attendance or job performance, nor violate any provision of the Municipal Code of Ethics (AMC Section 1.15.180) or otherwise create a direct conflict of interest with the employee's job responsibilities.

The Superintendent shall develop and implement uniform administrative procedures pursuant to this policy.

(Section 841.13 - Revised October 13, 1986)

(Section 841.13 - Revised February 23, 2000)

### **841.2**

#### **842 Gifts to School Personnel**

No employee may accept gifts from any person, firm or corporation that is directly involved in business dealings with the District. This does not include gifts valued at no more than ten dollars and that are routinely provided by a company for purposes of product promotion.

### **841.3**

#### **c. Complaints Concerning School Personnel**

Complaints regarding school district employees are best resolved at the school or department where the concern lies. The best place to start to resolve the problem or concern is with the person or people closest to the problem, usually the school principal or appropriate department supervisor. If the problem cannot be resolved informally, then the problem should be referred to the appropriate central office administrator for possible resolution.

If the problem cannot be resolved through normal administrative channels, then the person should be offered the Citizen's Complaint Process or a referral to the Office of the Municipal Ombudsman. All Citizen's Complaints are to be filed with the Superintendent's Office for referral and action.

The Office of the Municipal Ombudsman has authority under the Municipal Charter to investigate the acts of District employees and District practices and to recommend solutions/changes to the School Board and the Superintendent.

a.

**d. Citizen's Complaint Process**

All formal complaints by the public concerning school matters shall be in writing, and bear the signature of the complainant. The Superintendent shall establish a written procedure available to the public for receiving and processing formal complaints. Such procedures will be reviewed and updated on an annual basis and conform to existing negotiated agreements.

Complaints should normally be directed to the principal of the school. In the event the complainant is not satisfied in a conference with school representatives (principal, teachers or counselors), the problem should be referred to the appropriate central office administrator or the Office of the Superintendent. If after discussion and/or an investigation, ~~a hearing~~, there is no solution satisfactory to the complainant, an appeal may be made to the Board. The complainant may be required to be heard in executive session.

Formal complaints shall include a notice that the individual logging the complaint can process a complaint to the Office of the Municipal Ombudsman instead of through the District Administration.

b.

### **e. Office of the Municipal Ombudsman**

Citizens have the right to file their complaint with the Office of the Municipal Ombudsman.

Where a complaint concerning a School District matter is filed initially with the Office of the Municipal Ombudsman pursuant to Anchorage Municipal Code Section 2.60, the District shall process the complaint pursuant to the applicable District procedures. The Office of the Ombudsman shall be informed of the resolution of the matter unless applicable federal or state law, Board policy, or negotiated agreement require that such information be kept confidential.

(Section 841.3 - Revised January 12, 1987)

(Section 841.3 - Revised February 14, 1994)

### **841.4**

#### **844 Soliciting Funds and Materials**

##### **841.41 From School Personnel**

~~—No fund solicitation of staff members for non-school purposes will be permitted in, on, or about the school premises except for those approved by the Superintendent.~~

##### **841.42 By School Personnel**

~~Collections taken in the school for any school organization on either a volunteer or demand basis must have the approval of the principal and follow the fund-raising guidelines in School Board Policy 497.~~

Organizations or agencies sponsoring contests or activities shall make application to the Superintendent or his/her designee on the approved ASD form.

No solicitation of merchants, supplies or vendors by school groups may be made for materials, services, or any other purpose without prior approval of the principal.

**841.5**

**845 Endorsement of Commercial Products by School Personnel**

District employees shall not use their own official titles in the commercial promotion of any product, process or service normally associated with school operations.

**~~841.6 Distribution of Staff Directory~~**

~~Directory requests from other than educational or cultural groups or institutions shall be reviewed and authorized by the Superintendent, or designee.~~

**~~842 Relations Between the Public and Students~~**

**~~842.1~~**

**846 Contests, Activities, and Awarding of Prizes**

a. Contests and activities involving participation by ~~pupils~~ students or the granting of awards or prizes to ~~pupils~~ students which are sponsored by outside agencies shall not be announced or permitted in the schools unless approved by the Superintendent or his/her designee. ~~Organizations or agencies may apply for one activity per year.~~ Such activities must be judged to have significant educational value for the participants before permission may be granted.

b. ~~The annual list of approved contests and activities as published by the N.A.S.S.P. shall serve as a guide.~~

c.

**~~842.2 Materials Drives~~**

~~No solicitation of merchants, supplies or vendors may be made for materials, services, or any other purpose without prior approval of the Superintendent or his/her designee.~~

**850 Use of School Facilities**

Upon request, school facilities shall be available to nonschool as well as school activities, in order of priority and under the terms and conditions specified below on individual Building Facilities Use Permits.

Permits will not be granted for any activity which in the judgment of the ~~Board~~ Superintendent or designee may be in any way detrimental to the best interest of the facility or the educational system. Facilities will not be made available for any use which might result in undue damage or wear, or is not consistent with the use for which the space was designed.

In making space available to the public, the District does not wish to compete with private enterprise. The Rentals Manager reserves the right to reject any application for use of a District facility when a non-Municipal facility could be utilized.

All inquiries regarding application for use of school facilities must be made to the Rental Manager. Non-District persons or groups shall be entitled to the use of school facilities when a Building Facilities Use Permit for such use has been issued and signed by the Rental Manager.

(Section 850 - Revised February 13, 1995)

## **~~851~~ — General Basic Information**

### **~~851.1~~ — Information for District Use**

Except for regular school activities, no school shall be occupied by other than the ~~principal, his/her assistants,~~ building administrators, maintenance personnel, and custodial staff without a [Building] Facilities Use Permit in hand, signed by the Rental Manager. District curricular and extra-curricular activities receive scheduling priority.

School activities scheduled before 5:00 p.m. do not require a Facilities Use Permit. With the exception of school office areas, school activities after 5:00 p.m., including teachers' access to their regular classroom, must have a Facilities Use Permit.

School facilities located on a military reservation shall be open for after school use only to bona fide on-base organizations. Such use shall be subject to the same policy and procedures that determine use of all other District schools.

### **850.1 District Keys**

District keys shall be issued or loaned only to District personnel or authorized agents by Superintendent or designee.

### **~~851.2 Municipal Parks and Recreation Department Programs~~**

~~School buildings and grounds will be made available for supervised youth activities of the Municipal Parks and Recreation Department. Such use is subject to this set of guidelines with minor exceptions which may be dealt with separately in current or future Agreements for Joint Use of Equipment and Facilities executed between the Municipality of Anchorage and the District.~~

~~(Section 851.2 Revised August 12, 1991)~~

### **851.3 Summer Use of Indoor Facilities**

### **850.2 Maintenance and Custodial Priorities**

Indoor use of school facilities is limited and any long term usage is subject to cancellation for purposes of District maintenance or custodial priorities.

### **851.4 Playgrounds**

### **850.3 Outdoor Areas**

School playgrounds may be used at other than regular school hours in accordance with the following conditions:

- a. The use shall not interfere in any way with school activities.
- b. No use will be allowed that subjects the grounds to undue damage or wear ~~and the user will remove any waste or litter resulting from an activity.~~
- c. No use of playgrounds will be permitted which creates a hazard or unreasonable restriction of use by others.
- d. All organized use of District grounds must be covered by a Building Facilities Use Permit.

- e. Playgrounds will be open for casual play at all other times under the above conditions.
- f. No person or group shall effect physical changes to outside grounds without prior approval and subsequent supervision by the District Facilities Maintenance Department and the building principal.
- g. Any substance used to mark school grounds for activities such as softball, soccer, or football must be approved by the District.
- h. The user will remove any waste or litter resulting from an activity.
- i. Permit holders are responsible for participants' and guests' compliance with the Municipality of Anchorage Ordinance that requires the removal of animal waste by the pet's owner (AMC 17.10.010).

**851.5 850.4 Optimum Facilities Use**

- a. Scheduling of gymnasiums and multi-purpose rooms for Category 2 ~~School~~ Youth Related Organizations will be based on optimum use procedures identified by the Rentals Manager. Primary consideration will be provided to programs that:
  - (1) provide youth activities to "at-risk" populations as identified by the Anchorage School District and/or the Municipality of Anchorage.
  - (2) provide youth activities specifically to the neighborhood community served by the school being requested.
- b. Scheduling of outdoor sports facilities for all categories will be based on the completed Joint Application form and the Screening Procedures identified by the Anchorage School District and the Municipality of Anchorage. Use of Anchorage School District facilities will be considered under priorities listed in Section 854.

(Section 851.5 - Adopted March 25, 1996)  
(Section 851.5 - Revised November 9, 1998)

**851.6 850.5 Food Service**

If major kitchen equipment or storage facilities are used, except for school activities, an approved District ~~food-service~~ Student Nutrition employee must be on duty. The person or group will be charged for salaries, fringe benefits, and any other out-of-pocket expenses. No food or other items are to be stored in the kitchen except during the hours stated on the ~~Building~~ Facilities Use Permit. The principal will assume responsibility for supervision of the kitchen for school functions not involving use of major equipment or storage facilities (no food service employee required).

The sponsoring organization must apply for and obtain appropriate health permits from the Municipality of Anchorage Health Department prior to the issuance of a permit for use of a kitchen.

The District does not provide to using organizations any expendable supplies (e.g., trays, napkins, etc.) unless previously arranged through the ~~Food Service~~ Student Nutrition Department. Charges will be assessed for such use.

The using organization is responsible for leaving the kitchen in a clean and acceptable condition whether the group is school or nonschool related and/or whether or not a maintenance and operational charge is being made.

**~~851.7 Religious Services~~**

~~Religious services, including Sunday School, may be permitted on an emergency basis. Such permission is subject to periodic review and possible revocation according to the general needs of the District and whether the religious group concerned has made a good faith effort to obtain suitable alternative facilities. This use shall not exceed a period of one year without special permission from the Superintendent or designee. Religious tracts, pamphlets,~~

~~or other printed material shall not be left on classroom bulletin boards or in other school areas.~~

## **852 851 Procedural Information**

### **852.1 851.1 Application Procedures**

Anyone applying for the use of school facilities, except for scheduled school activities, must make advance request to the Rental Office not less than five (5) working days prior to the time it is needed. The time frame for submitted requests for a commercial activity is the exception. (See ~~852.4a~~, 851.4a)

Application for use of school space is made by completing Building Facilities Use Request Application Form and submitting it to the Rental Office. The form must be signed by an authorized representative of the group making application.

Arrangements for space for teaching classes for which tuition is charged or credit being given by a university or college must be made with the college or university concerned. The use of a facility must be requested by the college.

Application for a school facility shall constitute acceptance by the applicant of the responsibilities stated and the willingness to comply with all rules and regulations as outlined regarding the use of facilities.

The permit holder shall file with the Rental Office evidence that a policy of insurance is in full force and effect providing combined single limits for property damage and bodily injury, naming the District as additional insured. The amount of coverage of this policy will be determined by the Rental Manager. The Superintendent or designee may waive the insurance requirement under unique circumstances.

An application may be rejected for lack of appropriate space or if a previous activity sponsored by the applicant resulted in violation of this section or of other specified conditions of a permit.

## **852.2 851.2 Permit Procedures**

Upon receipt of a completed Building Facilities Use Request Application form, the Rental Office will confirm availability of space ~~through the appropriate building principal~~ and issue a permit for the activity ~~if approval of the request can be given.~~ For activities which begin before 5 p.m. on regular school days, availability of the space will be confirmed and approved by the appropriate building principal.

Building Facilities Use Permits will be issued on a first come, first served basis. (Exception: 851.5) Facilities will be reserved only for the available dates ~~for a school calendar that is in effect~~ within the current school year.

Any financial or other commitment given by an applicant to another person, group, or other concern prior to the receipt in hand by such applicant of a Building Facilities Use Permit, shall be at the applicant's own risk and shall have no bearing on the Rental Manager's issuance or denial of such a permit or imposition of conditions on such a permit.

## **852.3 851.3 Cancellation Procedures**

An approved Building Facilities Use Permit shall not be considered by the permit holder as a lease and the District reserves the right to cancel a permit ~~with or without cause and.~~ In the event of such cancellation there shall be no claim or right to compensation on account of any loss, damage, or expense whatever. Cancellation of a permit covering an event which has been contractually arranged is the exception. (See 852.4e.)

~~Long term periodic use~~ Permit holders' activities shall be subject to cancellation for a Category 1 use. When such cancellation is necessary, the ~~long term~~ permit holder must be notified NO LATER THAN two (2) weeks in advance of the canceled date.

The permit holder must notify the Rental Office during working hours of their plans to cancel a scheduled activity prior to the date of intended use. Refunds may be issued as outlined in the Cancellation Policy of the Fee Schedule. ~~The permit holder will be billed for custodial "show-up" time when the scheduled activity~~

~~falls on a weekend or holiday and notification of a cancellation is not received.~~

#### **~~852.4 Commercial Activities~~**

#### **851.4 Use (Category V)**

~~In making space available to the public, the District does not wish to compete with private enterprise or the Municipality of Anchorage. The Board reserves the right to reject any application for use of a District facility when it believes a commercial or Municipal facility could be utilized.~~

When appropriate alternative space is not available for a commercial activity, the Facility Use Application will be processed as outlined below:

- a. Completed Facility Use Applications should be received by the Rental Office at least eight (8) weeks prior to the activity and may be rejected by the District if received less than six (6) weeks prior to the date of the rental.
- b. A damage deposit in the form of a cashier's check of up to \$5,000 shall be required.

Damage deposits required shall be due and payable no later than two (2) weeks prior to the date of use. Damage deposits are refundable to the permit holder if the Facility Use Permit is canceled. A damage deposit will also be refunded within thirty (30) days of a completed event if damage did not occur during the event.

- c. The permit holder shall file with the Rental Office evidence that a policy of insurance is in full force and effect providing combined single limits for property damage and bodily injury, naming the District as additional insured. The amount of coverage of this policy will be determined by the Rental Manager and will be included in the terms and conditions of the rental agreement.
- d. The District reserves the right to cancel a Rental Agreement and Permit in the event of fire, labor disputes, or ~~acts of God~~ natural occurrences such as epidemics, earthquakes, floods,

abnormal weather conditions, or for such other reason which is beyond the control of the District if such action is deemed to be necessary and in the best interest of the District. In the event of such revocation or cancellation, the District will refund any advance payment made and there shall be no claim or right to damages or expenses on the part of the permittee.

- e. ~~Applicants for permits must be able to show that an effort has been made to secure other appropriate facilities before requesting District facilities.~~
- fe. The District reserves the right to deny a permit to a sponsor if the sponsor has previously failed to comply with District policies, rules or regulations or cannot demonstrate adequate experience or ability to successfully promote and produce a public performance in District facilities.
- gf. If the application is approved, a Rental Agreement shall be ~~signed by the permittee and the District~~ issued. This agreement will define the terms and conditions of the facility rental. The agreement may be canceled at any time by the District if the permittee fails to comply with any of the terms or conditions of this agreement.

### **853 852 Rules and Regulations**

- a. No person shall be entitled to the use of school facilities, except for scheduled school activities, unless a ~~Building~~ Facilities Use Permit for such use has been issued and signed by the Rental Manager. A member of the custodial staff must be present for all activities; unless alternative arrangements are outlined in a Memorandum of Agreement with the user.
- b. No sub-leasing of facilities shall be permitted.
- c. The permit holder shall be responsible for the conduct and control of both patrons and participants, and must comply with all applicable state and federal laws, city ordinances, District regulations, by-laws, and policies and permit conditions. All measures necessary to ~~insure~~ ensure the safe,

healthy, and lawful conduct of permit activities shall be undertaken and financed by the permit holder. These measures may include, but are not limited to, crowd control and fire and police protection.

- d. Any other permits required from police, fire, health, or other governmental agencies must be obtained and copies presented to the Rental Manager prior to the issuance of any Building Facilities Use Permit. ~~Where requested, the user shall provide a certificate of insurance.~~
- e. In the event of damage to the facility or equipment (other than normal wear and tear) the permit holder shall accept the District estimate of the amount of same and shall pay all appropriate costs.
- f. All organizations using school facilities shall provide adequate adult supervision who shall remain with the group during all activities and be responsible for the group's conformance with all appropriate rules and regulations.
- g. In accepting a Building Facilities Use Permit the permit holder agrees to ~~hold the District "save harmless" from any damage or claims arising from the action of the permit holder, his/her employees, or patrons while the facility is in use.~~ defend, indemnify, and hold harmless the School District from any and all damage or claims or suit arising from the use of District facilities by the permit holder, his/her/its employees, or patrons. This obligation shall be incumbent upon the permit holder even if the alleged damage, claim or suit specifically alleges negligence on the part of the School District.
- h. ~~Use of tobacco or possession of firearms except in approved areas,~~ possession or use of intoxicating liquor or illegal drugs, fighting, betting, or other forms of illegal activities will not be allowed upon the District premises or within any facility. Possession of firearms is prohibited except when waived by Superintendent for approved classes.
- i. Building Facilities Use Permits include use of normal furniture and large equipment, which is usually assigned to

that particular area of the building (e.g., a piano in an auditorium). The permit holder will be expected to furnish his/her own expendable supplies (e.g., basketballs, volleyballs, etc.).

- j. The ~~Building~~ Facilities Use Permits do not authorize the use ~~of~~ or operation of any school equipment other than that stipulated on the permit.
- k. ~~Building~~ Facilities Use Permits are limited to the specified room or rooms, during the hours and days specified. The permit holder shall insure that the remainder of the building is not entered. Facilities will be opened at the time scheduled for the activity to begin and closed at the time scheduled for its conclusion. There must be strict adherence to the scheduled times. No activity or performance shall last beyond 12:00 midnight, unless an exception is granted by the Superintendent or designee.

(Section 853 k - Revised February 13, 1995)

- l. When an organization is being charged for the use of the facility under Category 5 schedule, set ups will be made by District personnel and a custodian will be available to the organization during the time of use. Category 2, 3, and 4 users must make their own set up and take down except when District staff is required to operate equipment. Category 2, 3 and 4 users must ~~and~~ leave the facility in an ~~acceptably~~ acceptable, clean condition.
- m. Extra costs, including labor costs for special services performed by District employees, will be charged to the using organization when they have requested such service on their application form.
- n. If the facility is not used in accordance with hours shown or additional personnel are required, a revised billing will be made.
- o. The Rental Manager may revoke a ~~Building~~ Facilities Use Permit for violation of these rules and regulations which occur or come to the Rental Manager's attention after issuance of a ~~Building~~ Facilities Use Permit.

- p. A ~~Building~~ Facilities Use Permit may be canceled if a facility is required for school use. A permit may also be canceled due to fires, labor disputes, or ~~acts of God~~ natural occurrences such as epidemics, earthquakes, floods, or abnormal weather conditions.
- q. The District will not be responsible for loss of personal property by individuals or groups when buildings are being used for activities under a ~~Building~~ Facilities Use Permit.
- r. The Rental Manager shall have the authority to impose reasonable conditions in addition to those specified in this section, where necessary.
- s. Organizations failing to use a facility as scheduled will be responsible for the scheduled fee. Failure to use a scheduled facility for two consecutive dates may result in automatic cancellation of the Facilities Use Permit.
- [s] t. General types of nonschool activities prohibited:
- (1) Any activity ~~not listed in the Rental Office~~ without a Facilities Use Permit including such use by District employees.
  - (2) Public dances. All dances must be school sponsored or limited to the listed membership and guests of the sponsoring organization.
  - ~~(3) Use of school facilities and/or equipment which is in direct conflict with private enterprise in the area.~~
  - ~~(4)~~ (3) Training and exhibition of animals, except in approved areas, or when the course of instruction requires the presence of an animal. This does not apply to ~~the training of guide dogs~~ or the use of guide dogs by the blind or the training of guide dogs or search and rescue dogs.
  - ~~(5)~~ (4) Any physical change, at any time, to the building (i.e., electrical wiring, telephone installation, etc.) or grounds, (i.e., temporary structures, out buildings,

etc.) without the prior review and approval of the District's Maintenance Department. It will be the responsibility of the permit holder to forward a copy of the approval and arrangements made with the Director of Maintenance to accomplish the change to the Rental Manager no later than five (5) working days prior to the intended use. Decorations or application of materials to walls, ceilings, and floors will not be permitted without prior approval of the principal.

~~(6)~~ (5) No equipment or goods may be removed or transferred from public school for other than school functions except as listed in section 856.3 of the District Policy.

~~(7)~~ (6) Furniture and/or equipment should not be moved from room to room unless such instructions appear on the Building Facilities Use Permit.

(Section 853 s - Revised August 12, 1991)

(Section 853 s - Revised February 13, 1995)

(Section 853 s - Revised March 25, 1996)

### **854 853 Assignment of Group Priorities**

As Building Use Request Facilities Use Application forms are received they will be processed and permits will be granted in the following categories: (Priority of use shall be in order of category numbers.) However Federal, State, or Municipal election polling places shall receive highest priority in scheduling and be approved without charge.

#### **854.1 853.1 Category 1 - District Educational Use**

The primary and priority use of school facilities shall be for District student educational programs and related extra-curricular activities including activities sponsored by PTA/PTSA, Booster Clubs, School Alumni Foundations or other school parent organizations when school age youth are the prime beneficiaries of scheduled activities. Community School activities are included in Category 1.

**854.2 853.2 Category 2 - ~~School Youth Related Use~~ Non-Profit Youth Organizations**

The second category shall include ~~District related activities such as PTA/PTSA sponsored activities as well as~~ youth activities sponsored by organizations established for school age youth or events in which school age youth are the primary beneficiaries. Examples include Boy Scouts, Girl Scouts, Camp Fire, 4-H Clubs, Y.M.C.A., Boys' and Girls' Club of Alaska, Asian and other Youth Cultural Education Programs, ~~and youth religious education, and recreation programs~~ and supervised youth activities provided by the Municipality of Anchorage Parks and Recreation Department. ~~To fall under Category 2 the youth group must be a non-profit youth organization.~~

(Section 854.2 - Revised September 12, 1994)

**854.3 853.3 Category 3 - ~~Local Non-P~~rofit Adult Organizations**

Category 3 encompasses local non-profit adult organizations whose proceeds are used for cultural, educational, recreational or charitable purposes. This category shall also include employee bargaining units, ~~and all activities sponsored by the federal, state, city, or other governmental entities, official public meetings related to school issues, as well as~~ and adult organizations subject to the exception of activities falling into Category 5.

**854.4 853.4 Category 4 - Educational Institutions**

This category shall include not for profit educational organizations ~~such as including colleges, and universities, community education programs or religious education programs.~~

(Section 854.4 - Revised September 12, 1994)

**854.5 853.5 Category 5 - Commercial Use and Political Use**

This category includes activities where:

- a. The profits earned are accrued to an individual or a profit motive organization. ~~The using organization of record does not directly contract for the activity.~~
- ~~b. The individual organization hires, contracts or gives a percentage reimbursement to an individual or to an organization for the promotion of the activity, unless sponsored by a school associated organization.~~
- e. b. Gate receipts or donations are to be used for partisan or nonpartisan political activities including political education.
- ~~d. Activities from which the sponsor receives a percentage of the gross or net profits.~~
- e. c. Any of the net profit is to be used for other than a cultural, educational, or charitable activity.
- f. d. School facilities are used for private teaching for which a tuition charge is made either by a staff member employed by the District or any other outside agency or person. (Such activities must have specific approval by the ~~Board Superintendent~~ or designee. See Section 855.2 ASD policy.)

It will be considered a tuition charge if the cost to the student exceeds the minimum necessary to provide books, supplies, equipment, and/or insurance for the class. A REGISTRATION FEE for the class shall be considered a tuition charge.

- ~~g.e.~~ Any political candidate ~~conducts a public meeting or or political party~~ conducts a campaign activity. This ~~does not apply~~ includes to current public office holders sponsoring community hearings or meetings of an official and deliberative nature in the conduct of their office.

(Section 854.5 g - Revised September 12, 1994)  
 (Section 854.5 f - Revised August 12, 1996)

**853.6 Joint Use Agreements**

When a Joint Use Agreement for the use of school facilities has been established with an external entity, priority use will be granted within the appropriate group priority.

### **853.7 Adoption of Facilities**

Through the Adoption programs, an organization will be granted priority use, not sole use, of the adopted facility. Priority will be granted within the appropriate group priority.

### **~~855 Financial Considerations~~**

#### **854 Facilities Use Fees**

The following factors are utilized in computing ~~building~~ facilities use costs and charges:

- a. — ~~Utilities (applicable only during the school year).~~
- ba. Operational costs include utilities, staffing, and custodial service and will apply when activities are scheduled on weekends, holidays, when auditoriums are used, or other periods, i.e. summer, when buildings are not normally staffed.
- eb. Special service costs will be charged if an applicant requests special support service such as furniture set up, special clean up, furniture relocation, etc. Such services should be outlined on the [Building Use Request] Facilities Use Application form at the time of application.
- dc. Commercial rental fees will be based on utilities, maintenance, and operational expenses, and comparable commercial or Municipality of Anchorage rates.

(previous Section 855 e - Deleted September 12, 1994)

#### **d. Basis for Fee Requirements**

Rental charges for all categories are set by the School Board.

Category 1 District Educational Use No charge.

The PTA/PTSA, Booster Clubs and School Alumni Foundations or other school parent organizations will be exempt from any Rental Fees when school age youth are the prime beneficiaries of scheduled activities. Community Schools activities are included in Category 1.

Category 2 ~~School Youth Related Organizations.~~ Non-Profit Youth Organizations

A charge based on the ~~Youth Rate Rental Fee~~ Non-Profit Youth Fee Schedule will be assessed for all school youth related organizations ~~on Monday through Saturday.~~ Operational costs will be charged ~~Sundays weekends, for holidays, and when auditoriums are used~~ and other periods when buildings are not normally staffed.

~~The PTA/PTSA, Booster Clubs and School Alumni Foundations will be exempt from any Rental Fees.~~

~~A task force will be created made up of users of our facilities to advise the Community Services/Rentals department. A Task Force of users of District facilities will advise the Community Services/Rentals Department. The Task Force will meet at least annually.~~

(Section 855, Category 2 - Revised August 24, 1992)

(Section 855, Category 2 - Revised August 23, 1993)

(Section 855, Category 2 - Revised September 12, 1994)

Supervised youth activities provided by the Municipality of Anchorage Parks and Recreation Division will be exempt from any Rental Fees.

Category 3 ~~Local Non-Profit~~ Adult Organizations.

~~Rental Charges Monday — Friday.~~ A charge based on the Non-Profit Adult Fee Schedule will be assessed for all non-profit adult organizations. ~~Custodial service charge during regularly staffed hours if gate receipts or donations are~~

~~received by the user. Operational charge for use on weekends or holidays when additional expenses are incurred, and when auditoriums are used. Operational costs will be charged Sundays, weekends, holidays, when auditoriums are used and other periods when buildings are not normally staffed.~~

~~The Federation of Community Councils will be exempt from any Rental Fees.~~

(Section 855, Category 3 - Revised September 12, 1994)

Category 4 Educational Institutions.

~~Rental charge Facilities Use Fees charged during regularly staffed hours, except when auditoriums are used. A charge based on the Educational Institutions Fee Schedule will be assessed for all educational organizations. Operational charge for use on weekends or holidays, when additional expenses are incurred, and when auditoriums are used. Operational costs will be charged Sundays, weekends, holidays, when auditoriums are used and other periods when buildings are not normally staffed.~~

(Section 855, Category 4 - Revised September 12, 1994)

Category 5 Commercial Use.

~~Rental charges for this category shall be set by the Board. Current public office holders sponsoring community hearings or meetings of an official and deliberative nature in the conduct of their office will be exempt from any Rental Fees.~~

Commercial organizations providing services or activities in which school age youth are the prime beneficiaries may be charged for facilities use at the Category 3 Adult Non-Profit rate upon approval of the Superintendent or designee. If approved for the Category 3 Adult Non-Profit rate, the organization will also receive scheduling priority as a Category 3 organization.

(Section 855, Category 5 - Revised September 12, 1994)

## **856 855 Special Provisions**

### **856.1 855.1 Sectarian Religious or Partisan Activities**

Non-school religious or partisan groups may be permitted to use school facilities outside of regular school hours under regular policies for school building use. ~~Student partisan or religious groups may not be organized under school auspices nor may any such group, even under adult sponsorship, use school facilities within the regular school day.~~ Religious or partisan materials shall not be left in classrooms or other school areas.

### **856.11 Legal Requirements**

~~—No books, papers, tracts, or documents of a partisan, sectarian, or denominational character may be introduced in a public school. Advocacy of and partisan, sectarian, or denominational doctrines are is forbidden to be taught in a public school during the hours school is in session. No teacher or school board may receive public money for the maintenance of schools which have not been conducted in accordance with this section. (AS 14.03.090)~~

### **856.2 855.2 Private Teaching in the Schools**

Public school buildings may not be used for private, non-Community School, teaching for which tuition charge is made ~~either by staff members employed by the district or by any other outside agency or persons~~ unless specifically authorized by the Board Superintendent or designee. Those authorized ~~by the Board~~ will be charged ~~the School Youth Related~~ Non-Profit Youth Organization rate (854.2 Category 2), Educational Institution rate (854.4 Category 4) or the Commercial Use rate (854.5 Category 5), as appropriate. Staff members employed by the District and engaged in private, non-Community School, teaching must file a Conflict of Interest as listed in Section 725.4 of District Policy.

(Section 856.2 - Revised August 12, 1996)

**~~856.3~~ 855.3 Use of District-Owned Equipment and Materials by Non-District Individuals or Groups**

**~~856.31~~ Borrowing and Lending of Materials**

District-owned equipment and materials may be loaned to individuals and/or groups if the equipment and/or materials are not needed by the department or a school for the regular instructional program. Approval for the use of non-school equipment and/or material may be given by the Superintendent or designee; approval for the use of school equipment and/or materials may be given by the school principal.

- a. \_\_\_\_\_ Provisions under this section ~~and under Section 850~~ are not intended to preclude nor to inhibit the borrowing/lending of library/media center materials through inter-library loan as established by the Alaska State Library.

**~~856.32~~ Library/Audio-Visual Materials and Equipment**

- b. \_\_\_\_\_ Library/Audio-Visual materials and equipment housed within the facilities of the District but purchased with federal funds are available to private or parochial schools in the Anchorage area as provided by law if not in current use by District programs.

**~~856.33~~ School Library/Media Center Materials Loaned to Students**

- c. School library/media center materials may be loaned to students and to other private citizens living within the school's attendance area and/or through school/community sponsored library/media center programs if not required for use by the school's instructional program.

**~~856.34~~ Audio-Visual Equipment and Materials Housed at District  
\_\_\_\_\_ Audio-Visual Services**

- d. \_\_\_\_\_ Audio-Visual equipment and materials ~~housed at the District Audio-Visual Services Department~~ may be loaned to ~~private individuals and/or non-profit organizations or activities as listed in Section 854, categories 2 and 3.~~

- e. In the case of damage or mistreatment, a reasonable fine may be assessed for repair or replacement of loaned materials or equipment.

### **~~856.351 District Owned Equipment Located in School Buildings~~**

#### **~~856.351 Principal Authority~~**

- a. ~~The principal of a school has the authority to approve or disapprove the use of building equipment for school related groups (i.e., PTA, Junior Achievement, etc.) which are meeting in that principal's building.~~

#### **~~856.352 Users Request Through Rentals~~**

- b f. ~~Other u~~Users of school building facilities shall request use of building equipment through the District rental office ~~as described in Section 850.~~ The principal will advise the rental office as to the availability or non-availability of the requested equipment.

#### **~~856.353 Use of Equipment Outside of Building Approval by Superintendent or Designee~~**

- g. Any requests to use building equipment outside the building where it is normally housed will require the approval of the Superintendent or designee.

#### **~~856.4 855.4 Criteria for w~~Waiver of fFees:**

The waiver of any Facilities Use Fees by the District is discretionary, not mandatory, and must meet one of the following criteria:

- a. Activity is in direct support of school activities, ~~such as, Booster Clubs, PTA's, PTSA's and Alumni Foundations.~~
- b. The activity is co-sponsored by the Anchorage School District.
- c. ~~The organization provides for joint use of facilities to the School District through a written agreement. Joint use of District facilities is provided to the organization through a~~

written agreement; waiver of any Facilities Use Fees must be specified in the written agreement.

- d. The activity is an official public meeting or hearing sponsored by a current public office holder or by ~~the Federation of a~~ Community Councils.

(Section 856.4 - Added September 12, 1994)

- e. A singular activity of an unusual nature deemed to be in the best interest of the community. The waiver requires approval of the Superintendent.

### **~~856.5 Priority Use of School Facilities~~**

#### **~~856.51 Joint Use Agreements~~**

~~When a Joint Use Agreement for the use of school facilities has been established with an external entity, priority use will be granted.~~

#### **~~856.52 Adoption of Facilities~~**

~~Through the Adoption programs, an organization will be granted priority use, not sole use, of the adopted facility.~~