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## 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

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.

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 media available in promoting good public relations. Guidelines are available in the Communications Handbook.

(Section 822 - Revised August 22, 1988)

## **823 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 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 and high schools shall be the responsibility of the principals working with the Public Affairs staff as appropriate.

#### **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.

## **824 Board Meetings**

### **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.

## **825 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.

### **825.1 Public Access to District Records**

### **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 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 825.6.

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

### **825.3 Exemptions for Particular Records**

- a. The following records will not be open to the public 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.
- (6) Any document 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).
- (7) 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.

- (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.
- (9) Communications between the District and the District's attorneys concerning legal questions, opinions, pending or actual litigation or other information generally included within the attorney-client privilege or the result of attorney work product.
- (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).
- (11) Circulation records of District-operated libraries to the extent that such records would contain personally identifiable information.
- (12) Test questions and answers to be used in future employment or academic examinations.
- (13) Records of security systems and procedures established for the purpose of the protection of persons or property.
- (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.

#### **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.

### **825.5 Definitions**

"Record" means any document, paper, book, letter, drawing, map, plat, photo, photographic file, motion picture film, microfilm, microphotograph, exhibit, magnetic tape, 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.

### **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 acquired 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).

### **825.7 Appeal Procedure**

If within ten working days 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 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 Parent Involvement**

Given the key role of parents in promoting effective schooling, the Anchorage School District administration will assist schools in developing comprehensive, continuing programs of parent involvement at all grade levels. The district will provide welcoming opportunities for parent participation in resolving concerns. The major goal is to promote greater student success in all curricular areas by making schools and parents more productive partners in their children's education. To support the mission of Anchorage schools to educate all students for success in life, schools and parents must work as knowledgeable, respectful partners.

a. Definition

The term "parental involvement" means the participation of parents in regular, two-way meaningful communication involving student academic learning and other school activities, including providing opportunities and support for the following:

- (1) That parents play an important role in supporting their child's learning and the overall educational program and environment of the school;
- (2) That parents are encouraged to be actively involved in their child's education at school and at home; and
- (3) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child. The district shall provide full opportunities for the participation of all parents, including those with limited English proficiency, parents with disabilities, and parents of migratory children.

b. Planning

As part of their annual improvement planning, schools and the district, with the involvement of parents, will develop and evaluate comprehensive plans for parent involvement. These plans should be designed to detail ways in which the district or school will:

- (1) Involve parents in developing district or school improvement plans
- (2) Offer technical assistance and coordination to help schools plan parent involvement activities to improve student and school academic performance
- (3) Build school and parent capacities for strong parent involvement
- (4) Coordinate and integrate parent involvement strategies with other programs
- (5) Annually evaluate with parents the effectiveness of the policy as implemented in each school and the district in achieving academic improvement. The evaluation must include identification of barriers to parent involvement, especially barriers to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or belong to a racial or ethnic minority.

c. School and District Responsibilities

- (1) Help parents understand state and local assessment of their children's progress and how to monitor progress and work with educators
- (2) Provide parents with materials and training to improve their children's achievement, such as literacy training, use of technology, and enhancing parenting skills
- (3) Educate teachers, administrators, and other school staff about the value of and methods of reaching out to parents as equal partners

- (4) To the extent practicable, ensure that information about school and parent programs is in a format and language parents can understand.

d. District Support

The District will support schools and programs in their efforts by doing the following:

- (1) Publicizing its commitment to parent involvement in the public schools
- (2) Identifying promising programs and practices related to parent involvement
- (3) Targeting funds for the development of programs, demonstration projects, and evaluations
- (4) Providing technical assistance and support to develop effective parent involvement programs by doing the following:
  - A. Sharing information and research on parent involvement and effective practices;
  - B. Developing in-service education programs on cultural awareness and parent involvement for teachers, administrators, and parents that will assist in meeting the individual needs of diverse cultural and linguistic populations; and
  - C. Working with colleges and universities that train teachers and administrators to develop effective pre-service programs in school and family connections.
- (5) Complying with state and federal parent involvement requirements; and
- (6) Providing ongoing follow-up and evaluation of the parent involvement efforts as required
- (7) The superintendent or designee will develop a method for measuring and reporting the results of each school's annual evaluation.

(Section 442.4 - Added June 12, 1989)  
(Section 442.4 moved to Section 830 – June 24, 2002)  
(Section 831 – Revised August 28, 2006)

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

The Board encourages local citizens representing various occupations and interests to visit the schools periodically to share their expertise and interests 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.

### **832.1 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; or
  - (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 position or candidate is presented or invited, equal time must be provided, under the same conditions, to the other major positions or candidates. This includes candidates and sponsors of initiatives or ballot propositions.

### **832.2 Promotion and Advertising**

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. 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.

### **832.21 Commercially Sponsored Programs**

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

### **832.22 Commercial Publications and Materials**

Materials from businesses and commercial interests 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 ensure that all perspectives are represented.

### **832.23 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.

### **832.3 Citizen's Assistance to School Personnel**

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.

Citizens who wish to volunteer their time and talents to serve in schools are encouraged and their services are to be coordinated through the unit principal for those categories of activities for which the Superintendent or authorized designee has approved 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 - Revised March 16, 1987)

#### **832.4 Trespassing**

(See Policy Section 455)

#### **833 Donations**

- a. The Board welcomes donations to the District or specific schools from individuals, school and community organizations, and businesses in order to provide additional opportunities to the students that are outside the budget. Donations contributed by organizations or individuals must be approved by the respective principal of the school receiving the donation, or by the appropriate department/program director. The principal or director will notify the Assistant Superintendent. The District cannot accept a donation that is otherwise prohibited by the Municipal Code of Ethics.
- b. Any real or personal property donated to the District or to a particular school shall be considered school district property. The donation must be 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 donation may be made at the school or department/program level. Formal recognition may 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)

(Section 833 - Revised September 22, 2008)

## **840 Participation of Staff and Students in Community 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 appear at community organizations as observers and speakers.

## **841 Political Activities in the Schools**

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. This provision is not intended to prohibit student involvement in campaigns pursuant to approved instructional programs.

During the school day candidate forums are allowed only if sponsored by a non-partisan group and approved by the superintendent or designee. Partisan groups may rent school district facilities pursuant to ASD Policy 855.1.

Current office holders or candidates running for election are encouraged to visit schools to learn more about our programs and facilities. Any political activity during the school day may only occur in an organized forum approved under this section. Photographs or images taken on or of school property, students, or the name or logo of the district or a school may not be used for political or campaign purposes. Student images may be used with express written parental permission. A candidate may not indicate, directly or indirectly, endorsement by the Anchorage School District.

School employees' personal rights regarding political activity are in ASD Policies 264.4, 539.5, 673, and 875 and the Municipal Ethics Code Chapter 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. When encouraging student civic involvement, teachers shall not advocate regarding choices of candidates or issues. While on duty, teachers and other employees

may not engage in political campaigning, political endorsement, or campaign fundraising.

Teachers may not recruit their own pupils for political campaigning or fundraising.

AS 14.03.090

(Section 841 - Revised March 24, 2008)

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

School District employees may seek but not hold elected public office while employed by the District. Employees are not prohibited from serving on the Assembly, Community Council Boards, or local Service Area Boards.

Any 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 Chapter 1.15) 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 841.1 - Revised March 24, 2008)

(Section 841.11 - Revised December 9, 1996)

(Section 841.11 - Revised January 26, 1998)

(Section 841.13 - Revised October 13, 1986)

(Section 841.13 - Revised February 23, 2000)

(Section 842 - Deleted March 24, 2008)

### **843 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.

### **843.1 Citizens 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 a discussion and/or an investigation, 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.

### **843.2 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)

**844 Soliciting Funds and Materials**

Collections taken in the school must have the approval of the principal and follow the fund-raising guidelines in School Board Policy Section 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.

**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.

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

Contests and activities involving participation by students or the granting of awards or prizes to 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. Such activities must be judged to have significant educational value for the participants before permission may be granted.

## **850 Use of School Facilities**

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

Permits will not be granted for any activity which in the judgment of the 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 and there is competition for the ASD's space.

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 Facilities Use Permit for such use has been issued and signed by the Rental Manager.

(Section 850 - Revised February 13, 1995)

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

School facilities located on a military reservation shall be open for after school use to bona fide on-base and on-post organizations and organizations approved by the installation commander. 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.

## **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.

## **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.
- 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 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).

#### **850.4 Optimum Facilities Use**

- a. Scheduling of gymnasiums and multi-purpose rooms for Category 2 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)

#### **850.5 Food Service**

If major kitchen equipment or storage facilities are used, except for school activities, an approved District 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 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 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 non-school related and/or whether or not a maintenance and operational charge is being made.

## **851 Procedural Information**

### **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 851.4a)

Application for use of school space is made by completing a Facilities Use 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.

### **851.2 Permit Procedures**

Upon receipt of a completed Facilities Use Application form, the Rental Office will confirm availability of space and issue a permit for the activity. 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.

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 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 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.

### **851.3 Cancellation Procedures**

An approved Facilities Use Permit shall not be considered by the permit holder as a lease and the District reserves the right to cancel a permit. 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.

Permit holders' activities shall be subject to cancellation for a Category 1 use. When such cancellation is necessary, the 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.

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

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 cashiers 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 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. 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.

- f. If the application is approved, a Rental Agreement shall be 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.

**852 Rules and Regulations**

- a. No person shall be entitled to the use of school facilities, except for scheduled school activities, unless a 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 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 Facilities Use Permit.
- 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 Facilities Use Permit the permit holder agrees to 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, 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. 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 Facilities Use Permit does not authorize the use of operation of any school equipment other than that stipulated on the permit.
- k. 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 leave the facility in an 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 Facilities Use Permit for violation of these rules and regulations which occur or come to the Rental Manager's attention after issuance of a Facilities Use Permit.
- p. A 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 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 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.
- t. General types of non-school activities prohibited:
  - (1) Any activity 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) 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 use of guide dogs by the blind or the training of guide dogs or search and rescue dogs.
- (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.
- (5) No equipment or goods may be removed or transferred from public school for other than school functions except as listed in section 855.3 of the District Policy.
- (5) Furniture and/or equipment should not be moved from room to room unless such instructions appear on the Facilities Use Permit.

(Section 853 s - Revised August 12, 1991)  
(Section 853 s - Revised February 13, 1995)  
(Section 853 s - Revised March 25, 1996)

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

As 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.

**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.

(Section 853.1 - Revised May 24, 2004)

**853.2 Category 2 - Community Schools**

The second category shall include community schools operating under a contract or memorandum with the District.

(Section 853.2 - Added May 24, 2004)

**853.3 Category 3 - Non Profit Youth Organizations**

The third category shall include 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, youth religious education, recreation programs and supervised youth activities provided by the Municipality of Anchorage Parks and Recreation Department.

(Section 854.2 - Revised September 12, 1994)

(Section 853.3 - Renumbered May 24, 2004)

**853.4 Category 4 - Non Profit Adult Organizations**

Category 4 encompasses local nonprofit adult organizations whose proceeds are used for cultural, educational, recreational or charitable purposes. This category shall also include employee bargaining units, all activities sponsored by the federal, state, city, or other governmental entities, and adult organizations subject to the exception of activities falling into Category 6.

(Section 853.4 - Renumbered May 24, 2004)

**853.5 Category 5- Educational Institutions**

This category shall include not for profit educational organizations including colleges and universities.

(Section 854.4 - Revised September 12, 1994)

(Section 853.5 - Renumbered May 24, 2004)

### **853.6 Category 6- Commercial Use and Political Use**

This category includes activities where:

- a. The profits earned are accrued to an individual or a profit motive organization.
- b. Gate receipts or donations are to be used for partisan or nonpartisan political activities including political education.
- c. Any of the net profit is to be used for other than a cultural, educational, or charitable activity.
- 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 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.

- e. Any political candidate or political party conducts a campaign activity. This includes 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)

(Section 853.6 - Renumbered May 24, 2004)

### **853.7 Joint 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.

(Section 853.7 - Renumbered May 24, 2004)

### **853.8 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.

(Section 853.8 Renumbered May 24, 2004)

### **854 Facilities Use Fees**

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

- a. 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.
- b. 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 Facilities Use Request form at the time of application.
- c. 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.

(Section 854.d - Revised May 24, 2004)

Category 2 Community Schools.

The charge for facilities use, if any, shall be set forth in the contract or memorandum of agreement between the District and the community school.

(Section 854.d - Category 2 - Added May 24, 2004)

Category 3 Non-Profit Youth Organizations.

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

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 and bona fide on-base and on-post organizations for base and post schools will be exempt from any rental fees.

Category 4 Non Profit Adult Organizations.

A charge based on the Non Profit Adult Fee Schedule will be assessed for non profit adult organizations. Operational costs will be charged Sundays, weekends, holidays, when

auditoriums are used and other periods when buildings are not normally staffed.

Community Councils will be exempt from any rental fees.

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

Category 5 Educational Institutions.

A charge based on the Educational Institutions Fee Schedule will be assessed for all educational organizations. 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 6 Commercial Use.

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 4 Adult Non Profit rate upon approval of the Superintendent or designee. If approved for the Category 4 Adult Non Profit rate, the organization will also receive scheduling priority as a Category 4 organization.

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

(Section 854.d Categories 3-5 Renumbered May 24, 2004)

**855 Special Provisions**

**855.1 Religious or Partisan Activities**

Non-school partisan or religious groups may be permitted to use school facilities outside of regular school hours under regular policies for school building use. Religious or partisan materials shall not be left in classrooms or other school areas.

### **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 unless specifically authorized by the Superintendent or designee. Those authorized will be charged 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)

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

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 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.
- 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.
- 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.

- d. Audio-Visual equipment and materials may be loaned to 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.
- f. Users of school building facilities shall request use of building equipment through the District Rental Office. The principal will advise the rental office as to the availability or non-availability of the requested equipment.
- g. Any requests to use building equipment outside the building where it is normally housed will require the approval of the Superintendent or designee.

**855.4 Criteria for Waiver of Fees**

- a. Activity is in direct support of school activities.
- b. The activity is co-sponsored by the Anchorage School District.
- c. 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 a Community Council.
- e. A singular activity of an unusual nature deemed to be in the best interest of the community. The waiver requires approval by the Superintendent.

(Section 856.4 - Added September 12, 1994)

(Section 810-855.4 - Revised May 21, 2001)

**860 Relations with Public and Civic Agencies, Associations, Organizations, and Non-Public Schools**

**861 Other Governmental and Community Agencies**

It shall be the policy of the Board to cooperate fully with the official community agencies concerned with the welfare of children.

**862 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.

**(Sections 870-875 moved to Policy Section 900 - September 22, 2008)**

(Section 870-875 - originally approved February 26, 2007)