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**SECTION K
SCHOOL AND COMMUNITY RELATIONS**

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PUBLIC INFORMATION PROGRAM

Open communication with the district's students, parents, patrons and the public in general is essential for the school district to operate effectively. The district will make a systematic effort to communicate with the public using newsletters, student handbooks, local media and the district's website.

Board policies and related documents, including current versions of district handbooks, will be posted on the district's website. School building and district report cards and other public information may be available on the district website and will be distributed to the public as determined by the Superintendent or designee. Other public information will be available in district buildings or administrative offices for viewing by the public during the office's normal business hours, as required by law and in accordance with policy BDDL.

The district will utilize the local radio, newspapers and other media to publicize the district's legal obligation as required by the Individuals with Disabilities Education Act (IDEA) and by other applicable law. Notice of district meetings will be made to representatives of the news media, if requested.

The superintendent or designee may adopt administrative procedures to further the goals of this policy.

Adopted: October 15, 2001
Revised: July 18, 2005
Revised: July 17, 2006

Cross Refs: BDDL, Release of Information
DCB, Political Campaigns
EFB, Free and Reduced-Cost Student Nutrition Services
EHB, Technology Usage
IL, Assessment Program
JO, Student Records

Legal Refs: §§ 160.522, 162.1120, 167.645, RSMo.
5 CSR 30-4.040
Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq.
34 C.F.R. Part 300
The Rehabilitation Act of 1973, Section 504
Americans With Disabilities Act, 42 U.S.C. 12101 et seq.

Fort Zumwalt School District, O'Fallon, Missouri

PUBLIC'S RIGHT TO KNOW

The minutes, accounts, reports, surveys, memoranda or other documents prepared for the Board, and any other non-confidential records of the Board, are public documents. They shall be kept in the custody of the superintendent and the Board secretary. The superintendent, Board secretary or a designee will make them available to the public upon request during regular business hours.

Anyone requesting a copy of a public record will be charged the amount for which such duplication costs the district.

Confidential records are not open to the public. These include staff and student personnel records, personal correspondence, minutes of executive sessions and records pertaining to such matters as may be discussed in executive session.

Newspaper articles or bulletins for publicity purposes or general letters to be sent to parents/guardians must be approved by the administrative assistant to the superintendent.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: August 19, 1996

Cross Refs: BDC, Executive Sessions
BDDG, Minutes
BDDH, Public Participation at Board Meetings
BDDL, Release of Information
GBL, Personnel Records
JO, Student Records

Legal Refs: §§ 610.010-.028 RSMo.
P.L. 93-380, Family Educational Rights and Privacy
Act of 1974

Fort Zumwalt School District, O'Fallon, Missouri

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

In compliance with state and federal laws and regulations concerning access to public records, the district will implement the following procedures:

A request by a patron to inspect public records (other than records specifically exempted by law from inspection, such as employee records, student records and other confidential information) will be made at the appropriate administrative office. The request will be made in writing.

Those requesting access will be accommodated by district personnel as soon as is reasonably possible, following approval of the request by the superintendent or his or her designee. Inspection of records will be limited to normal working hours of office personnel.

Persons requesting to inspect district records will be asked to state or describe which records they wish to consult.

Anyone requesting a copy of a public record will be charged the amount which the duplication costs the district.

In the event that a record which has been requested cannot be located or does not exist, the person making the request will be given a written response to that effect.

An eligible student and/or his or her parents/guardians may be permitted to see record pertaining to the student; and, an employee may review his or her own confidential records, in keeping with policies specifically pertaining to such reviews.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

NEWS MEDIA RELATIONS

The Board encourages the development and promotion of positive relationships with the press and other communication media in the community and surrounding geographical area of the district. The superintendent or his or her designee shall plan for periodic releases to the news media which provide information to the community concerning its schools and various phases of the instructional programs.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

SPORTS AND SPECIAL EVENTS NEWS COVERAGE

Recording/Televising School District Activities

Application for rights to televise an event sponsored by the Fort Zumwalt School District must be approved by the superintendent of schools (FILE: KBCE-E). Each proposal will be considered individually in accordance with the policies and legal responsibilities of the Board of Education. This policy shall apply to both live and delayed telecasts.

The request for rights to televise shall include Certificate of Liability Insurance and a properly executed Hold Harmless Agreement on the telecasting station's letterhead, signed by the General Manager of the station. The Hold Harmless Agreement shall read:

"The Station expressly promises and agrees to indemnify and hold the Board of Education, its members, its officers, and employees free and harmless from any and all loss, cost or expense, including attorney's fees on account of or in any way connected with the operation, performance or activities of the station under this agreement."

The superintendent and administrative staff shall develop guidelines regulating the telecasting of any school-sponsored activity of the district.

Adopted: October 19, 1981
Reaffirmed: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

APPLICATION TO TELEVISION ATHLETIC
CONTESTS OR OTHER SCHOOL EVENTS

EVENT: _____

DATE OF EVENT: _____

SITE OF EVENT: _____

SPECIAL REQUESTS: _____

BROADCASTER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

BROADCASTER PHONE: _____

AUTHORIZED BROADCAST SIGNATURE: _____

DATE: _____

APPLICATION IS GRANTED: _____

APPLICATION IS DENIED: _____

FORT ZUMWALT SCHOOL DISTRICT

By _____ Date _____

(Application must be signed by Superintendent)

Two copies shall be made, one for school and one for broadcaster.

Approved: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

SPORTS AND SPECIAL EVENTS NEWS COVERAGE

CATV Telecast Guidelines

The following provisions are established by the Board of Education and shall serve as guidelines for CATV telecasts. The Board reserves the right to review and revise any of these provisions at any time it deems appropriate.

1. All rights for telecasting any school-sponsored activity of the school district are inherent in and the property of the Fort Zumwalt Board of Education. School authorities have both legal and implied obligations which are inherent in the in loco parentis relationship toward students while under jurisdiction of the Board of Education.
2. Arrangements for telecasting school-sponsored events other than athletic games and contests, and student productions, shall be prohibited, unless presented and approved by the superintendent of schools.
3. Commercial announcements on such programs shall not be of a controversial or political nature, and they shall not advertise a product or service which is inappropriate to the aims and purposes of public education (such as liquor, beer, wine, and tobacco products). All advertising shall be submitted to the school district for approval prior to the telecast.
4. Commercials shall not be permitted to interrupt the actual playing time or performance of any school activity.
5. Telecasts of events shall be arranged and conducted without cost to the sponsoring school district, or to visiting school districts.
6. Any and all out-of-town television stations wishing to televise any event sponsored by the school district, must comply with the same policies, rules and regulations as those governing local stations.
7. The originating stations shall provide competent and professional-like telecasting and shall not present or otherwise dramatize any unsportsmanlike conduct, incidents or display on the part of participants and fans.
8. The district will provide available facilities for approved stations but will assume no other expenses in connection with the broadcasts.
9. The construction of any additional broadcast facilities must be approved in advance by the Board; and after their construction they become the property of the Fort Zumwalt School District for future disposition at the discretion of the district.
10. Broadcasting, including CATV and radio rights, will not be granted exclusively to any one station or sponsor.
11. A reasonable rights fee or percent of commercial sales, the amount to be decided in each instance, may be charged each station telecasting an event originating in the school district's facilities.
12. Failure by a station to comply with the terms of the Board's policy and its regulations and procedures shall be considered due cause for the termination of all contracts between the station and the Fort Zumwalt Board of Education.

Adopted: October 19, 1981
Reaffirmed: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

PUBLIC INFORMATION PROGRAM

The district will abide by the Missouri Sunshine Law when making records available to the public. In particular, the following information will be available to the public at the district's administrative offices.

1. Information on the methods and materials used to teach reading in kindergarten through fourth grade in terms understandable to a layperson.
2. The number and percentage of students receiving remediation because they have not met reading standards on the state-mandated reading assessment. The information shall be presented in a way that does not permit personal identification of any student or educational personnel.
3. Information on eligibility for free and reduced-cost school meals.
4. All human sexuality curriculum materials. Parents will be notified regarding the basic content of sexuality instruction and of their right to remove the student from any aspect of the program.
5. Information on procedures for filing a harassment or discrimination complaint will be posted in all buildings in addition to being available in the district office.
6. Information regarding schools identified for improvement, corrective action, restructuring or as persistently dangerous under federal law and an explanation of any options that parents have as a result, including public school choice and supplemental educational services.

The following information will be available to the public at the district's administrative offices as well as by the other methods specified:

1. All written Board policies, related documents and district handbooks will be available on the district's website. Copies of the district's discipline policies will also be provided to the student and parent or legal guardian of every student enrolled in the district at the beginning of every school year.
2. A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public. The district will provide information included in the report card to parents, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents and businesses from outside the district that may be contemplating relocation have access to this information.
3. Information on the district's obligations under the Individuals with Disabilities Education Act (IDEA) will be provided to the public by conducting the following activities prior to November 1 each year:
 - Publish one (1) public notice in local newspapers that describes the school district's responsibility to provide special education and related services to children ages three (3) to 21. The notice must also describe the district's responsibility to refer infants and toddlers suspected of having a disability to the state early intervention system.
 - Air one (1) public notice on local radio and/or television stations during general viewing/listening hours that describes the school district's responsibility to provide special education and related services to children ages three (3) to 21.
 - Place posters/notices in all administrative offices of each building operated by the school district that describe the district's responsibility to provide special education and related services to children ages three (3) to 21.
 - Provide written information through general distribution to the parents/guardians of students enrolled in the school district that describes the school district's responsibility to provide special education and related services to children ages three (3) to 21.

Adopted: October 15, 2001
Revised: July 19, 2004
Revised: July 18, 2005
Revised: July 17, 2006

Legal Refs: §§ 160.522, 162.1120, 167.645, RSMo.
5 CSR 30-4.040
Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq.
34 C.F.R. Part 300
The Rehabilitation Act of 1973, Section 504
Americans With Disabilities Act, 42 U.S.C. 12101 et seq.

Fort Zumwalt School District, O'Fallon, Missouri

COMMUNITY INVOLVEMENT IN DECISIONMAKING

The Board of Education believes that the school district belongs to the people it was created to serve. The Board recognizes that many residents of the district may be especially qualified to take an active part in school affairs because of their training, experience, or personal characteristics, and encourages them to take an active part in school affairs. The Board also believes that effective citizen participation cannot always be obtained if citizens participate in decision making only at the district level. To respond fully to the needs and concerns of individuals and community groups, individual schools in the district must work closely with their own school communities. It is the Board's belief that the individual schools should be the basic unit around which community participation should be encouraged.

The Board shall give substantial weight to the advice it receives from individuals and community groups interested in the district's schools, but shall use its own judgment in arriving at decisions. The following are two major avenues by which the will of the community may influence the Board's decisions and/or the development of Board policies, rules and regulations:

1. Board members themselves will remain mindful that they are elected to represent, and are directly accountable to, the patrons of the district.
2. Patrons of the district will be encouraged to express ideas, concerns, and judgments about the school programs in the following ways:
 - Written suggestions or proposals to the Board.
 - Presentations at hearings.
 - Responses to surveys made through interviews, written instruments or other means conducted under the auspices of the Board.
 - Comments at meetings of the Board.
 - Service on citizens advisory committees.
 - Appropriate input into the district's proposals and applications for federal and state monies.

Adopted: April 5, 1982
Revised: December 3, 1990

Cross Refs: BCE/BCF, Board Committees/Advisory Committees to the Board
BDDH, Public Participation at Board Meetings
BF, Board Policy Development
BFC, Policy Adoption

Legal Refs: Education Consolidation and Improvement Act (ECIA) as part of P.L. 97-35, the
Omnibus Budget Reconciliation Act of 1981

Fort Zumwalt School District, O'Fallon, Missouri

COMMUNITY USE OF SCHOOL FACILITIES

As a service to the community, and in accordance with State law, the Board of Education may allow the use of public school facilities by individuals, groups and associations for educational, recreational, social, civic, philanthropic, and other similar purposes as the Board deems are for the best interests of the community.

Permission to use school facilities will be granted to community organizations and residents by the Superintendent, or his designee, in keeping with the policies, rules and regulations adopted by the Board. However, such use will not interfere in any way with the regular programs and activities of the school district.

A nominal rental fee to cover operational costs (heat, [air conditioning], lights, etc) and custodial service will be charged in accordance with a schedule recommended by the Superintendent and approved by the Board. The fee will not be charged to any school-related organization [unless additional costs are incurred by the district]. The Board may consider waiving the fee for special public programs.

The use of playgrounds and buildings during summer months for recreational purposes shall be governed by the Superintendent according to the Board policies, rules and regulations.

Where required, a certificate of insurance naming the district as "additional insured" shall be provided by the persons or organizations using school facilities prior to the activity.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: August 21, 1995
Revised: August, 16, 1999

Legal Refs: § 177.031, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

APPLICATION FOR SCHOOL FACILITY USAGE

FORT ZUMWALT SCHOOL DISTRICT
110 VIRGIL ST., O'FALLON, MO 63366
(636) 272-6620

FOR DISTRICT OFFICE USE ONLY

BILLING CONTRACT #:

KG-E-1

School Requested:		Area Requested: (i.e. gym, commons, etc.)	
Purpose for which facility is to be used:			Age of Group:
# of Chairs needed:	# of Tables needed:	Other needs:	Estimated Attendance:
Date(s) Requested: Facilities are not available the last two weeks of the school year or any day when school is not in session, including school closings due to inclement weather. Facility usage may be cancelled on other dates when usage conflicts with District programs or activities.		Is Entry Fee Charged? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Day of the Week: (circle) S M T W T F S	Time: _____ to _____

ORGANIZATION INFORMATION:

Name of Organization:			<input type="checkbox"/> Profit	<input type="checkbox"/> Non-Profit
*Name of Person In Charge:	Phone Number:	E-mail Address:	<input type="checkbox"/> Resident	<input type="checkbox"/> Non-Resident
Address:				
_____		_____	_____	_____
Street		City	State	Zip
Alternate Contact Person:			Phone Number:	
_____			_____	

*Person in charge must be in attendance on all assigned dates or notify school of an alternate.

(To Be Completed By Fort Zumwalt)

Facility Usage Fees \$ _____

Custodian(s) Charge \$ _____ (# of custodians ___ x amount of hours ___ x # of days ___ x \$25)

Food Service Worker(s) Charge \$ _____ (# of FSW'S) ___ x amount of hours ___ x # of days ___ x \$25)

Other Charges: (Security, etc.) \$ _____

Total Fees/Charges \$

Charges are estimates based on original hours & dates of contract.
Final charges may change based on actual hours of use.

Dates not available:

--	--	--	--	--

_____ Proof of Insurance Received _____ Hold Harmless Agreement _____ Insurance on File at DAO

Comments/Stipulations _____

Baseball/Softball Practices are Prohibited. No Regulation Soccer Balls

I, the undersigned, have read the "Facility Usage Regulations" of the Fort Zumwalt School District on the back of this form and agree to accept the responsibilities for the above named organization. I also understand that the organization will be required to reimburse Fort Zumwalt School District for any destruction of property or significant damage to equipment. **Prior to facility use, I understand a Certificate of Insurance naming Fort Zumwalt as other insured or a completed/notarized Hold Harmless Agreement must be submitted.**

Signature _____ Date _____

Building Approval:	Date:
District Office Approval:	Date:

**REGULATIONS FOR SCHOOL FACILITY USAGE
FORT ZUMWALT SCHOOL DISTRICT
110 VIRGIL STREET, O'FALLON, MO 63366**

Any group or organization using school facilities will be responsible for proper use of the premises, adult supervision, orderly conduct of the meetings held under its control, and payment of fees and/or damage to school property which was a result of the group or organization's use of the facility. Any organization violating any of the following rules and regulations will be prohibited from use of school facilities.

Throughout the term of the contract, each facility usage must be consistent with information provided on the application form [namely, purpose for which building will be used, number of attendees, age of attendees, charges to participants, person in charge].

A usage permit may not be transferred. Any change in the name and phone number of the person in charge of the facility usage must be reported to the school.

School district activities, even those scheduled on short notice, must take priority over building use by other community groups or organizations. The district reserves the right to cancel contracts for facility usage to accommodate school-related activities.

The use of school facilities must be planned to be over by 9:00 p.m. at elementary schools or 10:00 p.m. at secondary schools.

If inclement weather results in school closing, facilities will not be available for use.

Any group utilizing school facilities must provide adequate adult supervision of the participants throughout the term of the activity. Participants should not arrive before the scheduled starting time. Should members of the group arrive early, supervision is the responsibility of the organization.

Children who accompany group activity participants, but do not participate themselves, must remain in the area assigned to the group and must be properly supervised at all times.

Each participant of the group must cooperate with and follow the directions of the custodial staff.

A group may only use their assigned area of the school. Participants should not be allowed to go into other parts of the building.

Before leaving the facility, the sponsor must check restrooms used by the group to be sure they are left in good order.

Permission to use a building does not include the use of school equipment such as projection equipment, athletic equipment, musical instruments, public address system, etc.

The use, consumption, or sale of drugs or alcoholic beverages is prohibited on school property.

Smoking and use of tobacco products is prohibited on all school property.

No food or drink is permitted in facility without permission of the building principal.

No baseball/softball practice. No regulation soccer balls. No roller skates, or roller blades are allowed in any part of the facility. In addition, street shoes or black sole shoes are not allowed in gymnasiums.

Any damage determined to have occurred during the term of the rental agreement will be the responsibility of the group or organization using the facility.

The Board of Education assumes no liability for any injury to persons to whom a permit is issued, to any person connected with the activity, or to any person who may be in attendance at the sponsored event, nor does the Board assume any liability for damage to property belonging to the permit holder.

Adopted: August 16, 1999
Revised: June 5, 2008
Revised: June 30, 2010

Fort Zumwalt School District, O'Fallon, Missouri

STATEMENT OF CHARGES FOR FACILITY USAGE

FORT ZUMWALT SCHOOL DISTRICT

TO: _____

CONTRACT #: _____

DATE: _____

GROUP: _____

FEE(S) FOR: _____ Date(s) Used: _____ TIME: _____

AMOUNT
DUE:

MAKE PAYMENT TO: FORT ZUMWALT SCHOOL DISTRICT
Attn: Nancy Coleman
9288 Mexico Road
O'Fallon, MO 63366

OFFICE USE

PAYMENT RECEIVED: _____

AMOUNT _____ INITIALS _____

Adopted: August 16, 1999

Revised: September 30, 2003

Fort Zumwalt School District

FORT ZUMWALT SCHOOL DISTRICT
 110 VIRGIL STREET
 O'FALLON MO 63366

APPLICATION FORM AND CONTRACT FOR USE OF AUDITORIUM

1. Name of Applicant _____ Date of Application _____
 (Must be 21 years of age)

2. Address _____

3. Home Phone _____ Cell Phone _____
 Email Address _____

4. Name of Group or Organization: _____ Show Start Time: _____

Check one: a) Fort Zumwalt _____ d) Resident for Profit _____
 b) Civic/Community _____ e) Non-Resident _____
 c) Resident Non-Profit _____

* Resident Groups may be asked to verify residency

5. Type of Activity _____ Number Attending _____

6. Is admission to be charged? _____ Rates: Children _____ Adults _____ Seniors _____

7. Specify dates and times needed (include rehearsal or preparation)

8. A custodian is required for all weekend rentals and days when school is not in session.

District Administration reserves the right to require a security officer at a cost to the applicant.

DATE	CONTRACTED TIMES	
	From	To

9. Do you need to use the dressing room area? _____

10. A limited lighting/sound package can be provided upon request. The control booth and prop storage are not available.

I have read the rules and regulations on the reverse side of this application form and understand and agree to said rules and regulations. My signature also certifies that I am at least 21 years of age.

Signature of Applicant _____ Date _____

\$100.00 deposit required (check or money order only). Make payable to Fort Zumwalt School District.

Auditorium Manager Approval _____ Date _____

Date of Deposit _____ Received by: _____ Proof of Insurance _____

FOR OFFICE USE ONLY

District Office Approval _____

Rental Fee \$ _____ Other Fees \$ _____ Total Fees \$ _____

DISTRIBUTION: (WHITE APPLICANT), YELLOW (AUDITORIUM MANAGER), PINK (DISTRICT OFFICE)

Adopted: July 19, 2004
 Revised: June 30, 2008
 Revised: June 30, 2010

GUIDELINES FOR USE OF DISTRICT AUDITORIUMS

Priority Use

1. District educational programs and student activities
2. School-related activities
3. Civic/community activities
4. Commercial/non-resident activities when approved by Superintendent

When there is a schedule conflict between school activities, the auditorium manager will contact the appropriate supervisors and attempt to resolve conflicts by consensus. If the conflict is not resolved, the auditorium manager will, except in special circumstances, give priority consideration in the following order: high school, middle school, elementary.

Once a community activity is scheduled, it will not be eliminated or rescheduled for a school activity without consultation and agreement of the affected party except when, in the judgment of the Superintendent or his/her designee, there is no other alternative.

Scheduling

The auditorium manager is delegated the authority for scheduling activities in the auditorium. Applications must be made on the district auditorium usage form. During regular school hours, the auditorium is available only for educational or activity programs. Exceptions must be approved by the Superintendent or his/her designee.

District activities will be scheduled between April 1 and the beginning of the upcoming school year. District activities not pre-scheduled may lose their preferential consideration.

The district will accept community use requests for the auditorium for the coming year beginning June 16. Community usage will be on a first come, first served basis. The auditorium will be available for community use whenever it is unscheduled for school use provided the request is outside of normal school hours and appropriate approved personnel are available to open and supervise the building.

The auditorium may not be reserved for extended periods of time for set-up/rehearsals. Arrangements for special activities, e.g. high school drama productions, shall be approved by the auditorium manager as the schedule permits.

Regulations for Use of Auditorium

All activities must be finished by 10:00 p.m. unless an exception is approved in advance by the auditorium manager.

Crowds are not to exceed the capacity of the auditorium (North High – 500; South High – 700; West High – 700; East High - 690). No standing room only.

No food or drink, or smoking is permitted in the auditorium complex.

No selling of concessions will be permitted in the auditorium or lobby.

No alcoholic beverages or smoking are allowed on school premises.

No activity will be permitted that might endanger the auditorium facilities or the persons attending.

Rental groups are responsible for providing appropriate supervision of participants.

Each contracted day is not to exceed eight hours and must be scheduled on consecutive days. Contracted days that exceed eight hours will incur additional charges.

Commercial, community or non-resident usage must be approved by the Superintendent or his/her designee. Liability insurance in the amount of \$1,000,000 must be provided by individuals or groups renting the auditorium. A certificate of insurance with the district named as an "additional insured" on the certificate is required. A limited light and sound system will be provided as part of the contract. Rental groups must provide an operator for this equipment. The control booth and prop storage will not be available.

Props, scenery, equipment, etc. shall not be brought in and left in the auditorium prior to performance/rehearsal.

Scenery and other equipment provided by the organization using the auditorium must be removed from the building promptly after the event. If such equipment, materials or rubbish is not removed by the sponsoring organization, the party to whom the permit was issued will be required to pay a removal and clean up charge.

Rental will include auditorium, auditorium lobby, back stage area and dressing rooms. Rental does not include classroom space. Band and Orchestra rooms with equipment/computers stored in them may not be rented.

The district is not responsible for loss or theft of personal items left in dressing rooms, stage areas, etc.

In the case of severe weather, cancellations will be determined by the Superintendent or his/her designee.

Fees and Deposits for Use of Auditorium

All school events, the primary purpose of which is student performances recognition, and other school-related activities will be without charge. Other usage will be determined as follows:

AUDITORIUM FEE SCHEDULE PER HOUR			
FACILITY	RESIDENT		NON-RESIDENT
	(Non-Profit)	(Profit)	
Auditorium	75.00	125.00	300.00

A \$100 deposit will be required at the time the application is submitted to be used against any damages to property or equipment. Any damage determined to have occurred during the term of the rental agreement will be the responsibility of the renting group. The repair cost will be deducted from the deposit. If the cost exceeds the amount of the deposit, the applicant will be billed for the balance. If there is no damage, the full deposit will be applied to the total charges.

Custodial/Food Service Assistance

The administration of Fort Zumwalt may require custodial assistance if deemed necessary. In cases when custodial assistance is needed or required, an additional charge of twenty-five (25) dollars per hour will apply with a minimum work time of four hours. Organizations will be billed for these charges and the custodian will be paid through District payroll.

Security Assistance

The administration of the Fort Zumwalt School District may require police/security assistance dependent upon the activity and/or the amount of participants/attendees. When required, an additional fee will apply. Organizations will be billed for all charges. Police/Security will be paid by the Fort Zumwalt School District.

COMMUNITY USE OF SCHOOL FACILITIES

The following rules and regulations apply to all use of district facilities:

GUIDELINES FOR APPLICATION FOR SCHOOL FACILITY USAGE

1. Any individual, group, or organization desiring to use school facilities after school hours or on weekends must complete an Application for School Facility Usage. There shall be no exceptions for district employees.
2. The application must be submitted to the principal of the building who will check the regular school activities calendar to determine availability. Applicants will be asked if they are applying for usage at other facilities in the district. Applications for more than one evening each week, more than one facility in the district, or usage for practice of a particular sport outside the normal season of that sport shall only be considered if space is available. The Superintendent or his designee may limit the number of facilities or usages by a group or organization.
3. High School Gymnasiums are not available for use by the general public due to the demanding schedule of each high school activity program. Recognized programs, comprised of Fort Zumwalt students, designed to develop talent for each specific high school will be allowed four Saturdays each year for high school gymnasium use as a means of enhancing the purpose of their program. Scheduling opportunities for use of the gymnasium will be completed once the high school activity calendar is established and under the direction of the activity coordinator. Since these organizations have no direct affiliation with the Fort Zumwalt School District, they must present a certificate of insurance and cover any cost for supervision and/or cleanup as determined by the District.
4. Varsity athletic fields are not available for use by the general public due to the demanding schedule of each high school activity program. Recognized programs, comprised of Fort Zumwalt students, designed to develop talent for each specific high school will be allowed five (5) days each fall and two (2) days in the spring for varsity field use as a means of enhancing the purpose of their program. Scheduling opportunities for use of the varsity field will be completed once the high school activity calendar is established and under the direction of the activity coordinator. Since these organizations have no direct affiliation with the Fort Zumwalt School District, they must present a certificate of insurance and cover any cost for supervision and/or cleanup as determined by the District.
5. After processing at the building level, the application will then be forwarded for review and final approval by the Superintendent or his designee. In no case shall verbal commitments for use of facilities be considered binding upon the District.
6. Groups or organizations based within the Ft. Zumwalt School District will receive consideration before those located outside the district.
7. The signing of the Application for School Facility Usage shall be interpreted as a guarantee to the district that the organization will be responsible for proper use of the premises, adult supervision, orderly conduct of the meetings held under its control, and payment of fees and/or damage to school property which was a result of the organization's use of the facility.
8. A representative of the group or organization wishing to use district facilities must obtain application forms and regulations from the school. Once the application form has been filled out and the regulations read and initialed, the applicant should return paperwork to the school for processing. Any required fees, deposits, and/or certificates of insurance are due prior to use.
9. Any organization or group not located within the boundaries of the Fort Zumwalt School District shall be required to provide a Certificate of Insurance in the amount of \$1,000,000, naming the district as an "additional insured" on the Certificate. A Certificate of Insurance or Hold Harmless Agreement will be required for in-district groups or organizations.
10. Facility usage permits will terminate at the end of the school year. Principals will begin receiving applications on **June 15** for the following school year. No applications will be received prior to this date. Usage will be approved each year according to the priority order established by the district.
11. Priority Use of School Facilities:
 1. District educational programs and school/school-sponsored activities
 2. School-related activities
 3. Youth Activities (resident)
 4. Civic/community activities
 5. Other (non-resident activities)

12. Use of any District athletic field is a privilege which requires groups to follow all District Guidelines. Outdoor Facilities at the elementary and middle schools are available for community use on a first come-first served basis. High School athletic fields are available by permit use only as to not let usage interfere with District athletic and activity schedules. **Fields other than lighted stadiums can only be used during daylight hours on all campuses for insurance purposes. Portable lighting of any type is not allowed on school district property.**

Outdoor facilities may not be used by profit organizations without permission of the Superintendent. The building principal may make exceptions for school sponsored activities.

13. Facilities will not be rented during summer months when school is not in session.
14. As a general rule, classrooms will not be rented.
15. A usage agreement may not be transferred. Any change in the name and phone number of the person in charge of the facility usage must be reported to the school.
16. Elementary school facilities close at 9:00 p.m.; secondary school facilities at 10:00 p.m.
17. Approval of an application for usage when staff members are not regularly scheduled to work shall be contingent upon availability of custodian(s) and/or food service employee(s) who currently work in that school. Custodians and food service workers will work a minimum of 4 hours.
18. Fees paid in advance should accompany the Facility Usage Report. All other fees will be billed by the office of the Assistant Superintendent of Facilities and Construction.
19. The District prefers that all charges be paid by check. If the school employee accepts payment, a receipt should be issued and the payment should accompany the Facility Usage Report.
20. A refundable deposit, determined by the Superintendent or his designee, may be required when an application is processed, to be used against any damages to property/equipment or out-of-the-ordinary cleaning as a result of the rental. If the facility is left in good order, the deposit will be returned after the contract for facility usage has been completed.
21. The building principal shall submit a Facility Usage Report, along with payment or billing instructions, to the Assistant Superintendent – Facility and Construction immediately following any usage for which fees are charged. All invoicing and/or depositing of fees for facility usage will be handled by District Office.
22. The building principal will be responsible for notifying the person in charge of any unacceptable behavior or violations of the facility usage regulations. For minor infractions, one warning letter will be sent. Any subsequent infractions will be cause for cancellation of the group's usage agreement.
23. The Superintendent or his/her designee may deny usage if the group or organization seeking to rent the facility has not complied with these guidelines or allows any illegal or dangerous activities to take place in the facility.

FEES FOR USE OF SCHOOL FACILITIES

NO CHARGE

No charge for school facility usage will be made for the regular meetings of the following organizations:

Parent/Teacher Councils

Booster Clubs

Non-profit *district* youth-related organizations (Unless a fee is charged to participants)

Charges will be made for special activities sponsored by these groups whenever additional cost is accrued by the school district. *Groups will be charged \$25.00 per hour for a custodian when activities are scheduled on weekends or days when custodians are not regularly scheduled to work. A minimum of four hours will be charged for custodial use.*

The use of buildings by teacher organizations will be in accordance with current district policy.

For all other organizations and meetings, the following schedule of facility charges will be made. Appropriate additional charges may be made for facilities or service not included in the rates listed below, e.g. custodial, food service, police security.

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The profit organization fee will be charged to a group or company whose use of facilities is related to a profit-making business or who will be charging a fee to participants or admission to the activity. The district reserves the right to determine the fee based upon the purpose of the activity, how the fees or profits will be used, and whether the program will benefit district youth.

RESIDENT RATES PER HOUR (Custodial/Food Service Assistant not included)		
FACILITY	NON-PROFIT ORGANIZATION	PROFIT/WEEKEND NON-PROFIT ORGANIZATION
Classroom	10.00	30.00
Small Gym (Elementary)	20.00	30.00
Multi-Purpose Room (Elementary)	25.00	40.00
Small Gym (Secondary)	20.00	40.00
Large Gym (Secondary)	25.00	50.00
Commons Area (Secondary)	20.00	40.00
Cafeteria	20.00	40.00
Kitchen*	20.00	40.00

*Food Service employee must be present (minimum of 4 hours).

NON-RESIDENT/WEEKEND NON RESIDENT RATES PER HOUR (Custodial/Food Service Assistance not included)	
FACILITY	RATE
Classroom	30.00
Small Gym (Elementary)	80.00
Multi-Purpose Room(Elementary)	100.00
Small Gym (Secondary)	100.00
Large Gym (Secondary)	120.00
Commons Area (High School)	100.00
Cafeteria	100.00
Kitchen*	120.00

*Food Service employee must be present (minimum of 4 hours).

AS A RULE SCHOOL LIBRARIES WILL NOT BE RENTED UNLESS THE BUILDING PRINCIPAL APPROVES THE USE OF THE LIBRARY.

Custodial/Food Service Assistance

On days when school is not in session, custodial assistance is required. As well, building and/or district administration may require custodial assistance if deemed necessary. In such cases when custodial or food service assistance is needed or required, an additional charge of twenty-five (25) dollars per hour will apply with a minimum work time of four hours. Organizations will be billed for all charges. Custodians and Food Service employees will be paid through District payroll.

Security Assistance

The administration of the Fort Zumwalt School District may require police/security assistance dependent upon the activity and/or the amount of participants/attendees. When required, an additional fee will apply. Organizations will be billed for all charges. Police/Security will be paid by the Fort Zumwalt School District.

Turf Fields

As a rule varsity fields are not available for public use, however, recognized programs comprised of Fort Zumwalt students, designed to develop talent for each specific high school will be allowed five (5) days use of the turf field in the fall and two (2) days use in the spring as a means of enhancing the purpose of their program. Since these organizations have no direct affiliation with the Fort Zumwalt School District they must present a certificate of insurance, follow all rules and regulations concerning use of the field

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and cover all charges assigned by the School District. A \$200.00 deposit must be given at the time of application which will be applied to payment on the final invoice.

TURF FIELD FEES (Custodial charges not included)	
Field Rental	\$150.00 per hour*
Lights	\$100.00 per hour

Security	\$ 30.00 per hour
Event Supervisor	\$ 30.00 per hour (Required for Night use)
Custodial Charges	\$ 25.00 per hour
Other Charges	As determined

*Fee is waived for the programs described above.

Turf Field Regulations

- A. No food and beverages on the field.
- B. No chewing gum and tobacco on the field.
- C. No smoking on the field or on school district property.
- D. No open flames, fireworks, welding, etc. on the field.
- E. Keep field areas free of litter, debris, mud, dirt and oil spillage.
- F. Utilize trash and litter containers.
- G. Set up drinks for athletes during practice breaks off the field.
- H. No vehicles, grills, generators or any other mechanical equipment is allowed on the field.
- I. No parking vehicles on the field.

GUIDELINES FOR USE OF DISTRICT AUDITORIUMS

Priority Use

- 1. District educational programs and student activities
- 2. School-related activities
- 3. Civic/community activities
- 4. Commercial/non-resident activities when approved by Superintendent

When there is a schedule conflict between school activities, the auditorium manager will contact the appropriate supervisors and attempt to resolve conflicts by consensus. If the conflict is not resolved, the auditorium manager will, except in special circumstances, give priority consideration in the following order: high school, middle school, elementary.

Once a community activity is scheduled, it will not be eliminated or rescheduled for a school activity without consultation and agreement of the affected party except when, in the judgement of the Superintendent or his/her designee, there is no other alternative.

Scheduling

The auditorium manager is delegated the authority for scheduling activities in the auditorium. Applications must be made on the district auditorium usage form.

During regular school hours, the auditorium is available only for educational or activity programs. Exceptions must be approved by the Superintendent or his/her designee.

District activities will be scheduled between April 1 and the beginning of the upcoming school year. District activities not pre-scheduled may lose their preferential consideration.

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The district will accept community use requests for the auditorium for the coming year beginning July 1. Community usage will be on a first come, first served basis. The auditorium will be available for community use whenever it is unscheduled for school use provided the request is outside of normal school hours and appropriate approved personnel are available to open and supervise the building.

The auditorium may not be reserved for extended periods of time for set-up/rehearsals. Arrangements for special activities, e.g. high school drama productions, shall be approved by the auditorium manager as the schedule permits.

Regulations for Use of Auditorium

All activities must be finished by 10:00 p.m. unless an exception is approved in advance by the auditorium manager.

Crowds are not to exceed the capacity of the auditorium (North High – 500; South High – 700; West High - 700). No standing room only.

No food or drink, or smoking is permitted in the auditorium complex.

No selling of concessions will be permitted in the auditorium or lobby.

No alcoholic beverages or smoking are allowed on school premises.

No activity will be permitted that might endanger the auditorium facilities or the persons attending.

Rental groups are responsible for providing appropriate supervision of participants.

Each contracted day is not to exceed eight hours and must be scheduled on consecutive days. Contracted days that exceed eight hours will incur additional charges.

Commercial, community or non-resident usage must be approved by the Superintendent or his/her designee. Liability insurance in the amount of \$1,000,000 must be provided by individuals or groups renting the auditorium. A certificate of insurance with the district named as an “additional insured” on the certificate is required. A limited light and sound system will be provided as part of the contract. Rental groups must provide an operator for this equipment. The control booth and prop storage will not be available.

Props, scenery, equipment, etc. shall not be brought in and left in the auditorium prior to performance/rehearsal.

Scenery and other equipment provided by the organization using the auditorium must be removed from the building promptly after the event. If such equipment, materials or rubbish is not removed by the sponsoring organization, the party to whom the permit was issued will be required to pay a removal and clean up charge.

Rental will include auditorium, auditorium lobby, back stage area and dressing rooms. Rental does not include classroom space. Band and Orchestra rooms with equipment/computers stored in them may not be rented.

The district is not responsible for loss or theft of personal items left in dressing rooms, stage areas, etc.

In the case of severe weather, cancellations will be determined by the Superintendent or his/her designee.

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Fees and Deposits for Use of Auditorium

All school events, the primary purpose of which is student performances recognition, and other school-related activities will be without charge. Other usage will be determined as follows:

AUDITORIUM FEE SCHEDULE PER HOUR			
	RESIDENT		NON-RESIDENT
FACILITY	(Non-Profit)	(Profit)	
Auditorium	75.00	125.00	300.00

A \$100 deposit will be required at the time the application is submitted to be used against any damages to property or equipment. Any damage determined to have occurred during the term of the rental agreement will be the responsibility of the renting group. The repair cost will be deducted from the deposit. If the cost exceeds the amount of the deposit, the applicant will be billed for the balance. If there is no damage, the full deposit will be applied to the total charges.

Custodial/Food Service Assistance

The administration of Fort Zumwalt may require custodial assistance if deemed necessary. In cases when custodial assistance is needed or required, an additional charge of twenty-five (25) dollars per hour will apply with a minimum work time of four hours. Organizations will be billed for these charges and the custodian will be paid through District payroll.

Security Assistance

The administration of the Fort Zumwalt School District may require police/security assistance dependent upon the activity and/or the amount of participants/attendees. When required, an additional fee will apply. Organizations will be billed for all charges. Police/Security will be paid by the Fort Zumwalt School District.

Adopted: April 5, 1982
Revised: August 1, 1983
Revised: August 16, 1986
Revised: October 5, 1987
Revised: October 3, 1988
Revised: August 5, 1991
Revised: August 3, 1992
Revised: August 21, 1995
Revised: April, 1996
Revised: August 16, 1999
Revised: August 20, 2002
Revised: July 19, 2004
Revised: June 30, 2008
Revised: March 16, 2009
Revised: June 21, 2010
Revised: June 29, 2010

Fort Zumwalt School District, O'Fallon, Missouri

PUBLIC GIFTS TO THE SCHOOLS

The superintendent is authorized to accept donations and gifts to the district, and others whom he or she may designate will be authorized to accept gifts for particular schools on behalf of the Board. The donor will be officially thanked in the Board's name and all major donations or gifts will be reported to the Board and publicly announced.

In instances where the superintendent or his or her designee doubts the appropriateness or usefulness of a proposed donation or gift, the item(s) may be declined or the matter may be referred to the Board.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

PUBLIC SOLICITATIONS IN THE SCHOOLS

The Board of Education discourages activities that involve students in solicitation for fund raising programs that are not school related. The administration should avoid exploiting teachers and students whether by advertising or otherwise promoting products or services, soliciting funds or information, or securing participation in non-school related activities.

The following procedures shall serve as guidelines for the distribution of informational materials to students and staff members of the Fort Zumwalt School District. The guidelines are as follows:

- **High School Level:**
Materials will not be distributed to students at the high school level but material from organizations or agencies of a non-profit nature can be **posted on a community bulletin board** only after approval has been obtained by the Fort Zumwalt District Office. All materials must state, "Not Affiliated with the Fort Zumwalt School District", in order to be considered. Only materials from organizations which are chartered to provide services within the Fort Zumwalt School District boundaries will be considered. The only materials that may be considered for distribution to students in the Fort Zumwalt School District and at the discretion of the Fort Zumwalt District Office, are those from institutions of higher education, City of St. Peters, City of O'Fallon, City of Dardenne Prairie, and any information pertaining to a Fort Zumwalt School District event.

- **Middle and Elementary School Level:**
Materials will not be distributed to students but material from organizations or agencies of a non-profit nature can be **displayed only in the information racks** located at the entrance of the schools once approval has been obtained by the Fort Zumwalt District Office. All materials must state, "Not Affiliated with the Fort Zumwalt School District", in order to be considered. Only materials from organizations which are chartered to provide services within the Fort Zumwalt School District boundaries will be considered. The only materials that may be considered for distribution to students in the Fort Zumwalt School District and at the discretion of the Fort Zumwalt District Office, are those from institutions of higher education, City of St. Peters, City of O'Fallon, City of Dardenne Prairie, and any information pertaining to a Fort Zumwalt School District event.

- **Fort Zumwalt Staff Members:**
Materials will not be distributed to staff members but material from organizations or agencies of a non-profit nature can be **displayed only in the teacher workrooms** once approval has been obtained by the Fort Zumwalt District Office. All materials must state, "Not Affiliated with the Fort Zumwalt School District", in order to be considered. Only materials from organizations which are chartered to provide services within the Fort Zumwalt School District boundaries will be considered. The only materials that may be considered for distribution to staff in the Fort Zumwalt School District and at the discretion of the Fort Zumwalt District Office, are those from institutions of higher education, City of St. Peters, City of O'Fallon, City of Dardenne Prairie, and any other information pertaining to a Fort Zumwalt School District event.

All materials must be submitted to the Administrative Assistant to the Superintendent at the Fort Zumwalt District Office to obtain approval prior to distribution.

Materials must be boxed, bundled, and labeled as to building in order for the district to distribute to each location.

In certain circumstances, outside organizations may deliver approved material directly to buildings for distribution, rather than having it delivered through inter-school mail. The material delivered must also have prior approval by the Administrative Assistant to the Superintendent.

Adopted: April 5, 1982
Revised: August 15, 1994
Revised: June 30, 2008
Fort Zumwalt School District, O'Fallon, Missouri

VISITORS TO PROPERTY/EVENTS

Parents and patrons of the school district may visit district schools and join the Board in improving the instructional program. However, all visitors during the regular school day, shall sign or check in at the building office prior to proceeding elsewhere in the building. Regular classroom observations by visitors are discouraged. Any necessary classroom observations must be requested, in advance, through the building principal. With approval the visitor should follow regular check-in procedures on the day of the observation.

The Board and administration will not tolerate any person or persons whose presence disturbs classes or school activities. If such persons will not leave the school premises upon request, the superintendent, building principal or his or her designee may contact the proper legal authorities, file a report or sign a complaint on behalf of the district.

The Board discourages using the school as a site for parents without custody to visit their children. The principal may deny the parent without full or joint legal or physical custody the opportunity to deliver packages, gifts, messages, etc., to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian.

School Events

The Fort Zumwalt School District believes that school events are a vital part of the total educational program and should be used as a means for developing wholesome attitudes, positive social interaction, good sportsmanship and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school community relations.

To this end, the Board encourages district patrons to exhibit good sportsmanship, citizenship, ethics and integrity at all district events. The district will work with the Missouri State High School Association (MSHSAA) and other organizations to promote good behavior by the patrons at athletic and other events. The Board will work with parents, alumni associations and local service organizations to keep appropriate behavior a top priority.

The superintendent will establish procedures for crowd control at district events consistent with this policy. In the event that a visitor's or spectator's conduct becomes disruptive, threatening or violent, the superintendent, building principal or designee may request the visitor to leave and may then contact the proper legal authorities if necessary. In extreme situations the superintendent or designee may inform a visitor that he or she is not welcome back on school property. If the visitor returns to school property, the superintendent, building principal or designee may file a trespassing charge on the district's behalf.

Persons Prohibited on or Near District Property or Transportation

The district prohibits all persons who have pled guilty or *nolo contendere* to or have been convicted of or found guilty of violating the following provisions from being on or within 500 feet of any school building, district property, district activity or any vehicle used to transport students:

1. Any of the provisions in Chapter 566 of the Missouri Revised Statutes.
2. Incest, § 568.020, RSMo.
3. Endangering the welfare of a child in the first degree, § 568.045, RSMo.
4. Use of a child in a sexual performance, § 568.080, RSMo.
5. Promoting a sexual performance by a child, § 573.090, RSMo.
6. Sexual exploitation of a minor, § 573.023, RSMo.
7. Promoting child pornography in the first degree, § 573.025, RSMo.
8. Furnishing pornographic material to minors, § 573.040, RSMo.

Despite the prohibition in this section, the superintendent may grant permission for a parent, guardian or custodian of a student to be on district property for the limited purpose of attending meetings with district staff or other events. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian, or custodian will be supervised at all times. If permission is not granted, the parent, guardian or custodian may seek permission from the Board. The superintendent will inform the principal and other relevant district staff of the scope of the permission granted.

Registered Sex Offenders

Sex offenders required to be listed on the Missouri Highway Patrol's sex offender registry, or who have pled guilty, pled *nolo contendere* or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on district property or at district activities held on district property except to attend meetings of a public governmental body. The superintendent may also make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student, may benefit the student educationally, or in situations where the parent, guardian, or custodian will be supervised at all times. This section may not apply to a student entitled by law to be on school grounds for educational services if the student's presence is necessary to obtain those services. This section does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

Adopted: April 5, 1982
Revised: October 15, 2001
Revised: June 28, 2007

Cross Refs: ECA, Building and Grounds Security
KG, Community Use of School Facilities

Legal Refs: *U.S. Postal Service v. Greenbaugh Civil Assns.*, 453 U.S. 114 (1981)
Embry v. Lomis, 215 F. 3d 884 (8th Cir. 2000)
Lovern v. Edwards, 190 F. 3d 648 (4th Cir. 1999)
Vukadinovich v. Bd. Of School Trustees of Mich., 978 F. 2d 403 (7th Cir. 1992)

Fort Zumwalt School District, O'Fallon, Missouri

AUDIO AND VISUAL RECORDING

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

Definitions

Visual Recording – Registering visual images on film, tape, digitally or by other mechanical or electronic means.

Audio Recording – Registering sounds on tape, digitally or by other mechanical or electronic means.

Outside Entity – Any individual, group, organization or corporation other than the administration, officers, staff or students of the Fort Zumwalt School District or individuals authorized to act for the district.

Recording by Outside Entities

The Fort Zumwalt School District prohibits the use of video or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

1. Performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Fort Zumwalt School Districts Board of Education or committees appointed by or at the direction of the Board.
4. Outside entities, including student-initiated groups, using or renting district facilities in accordance with Board policies and established administrative procedures.
5. Parents and Guardians making record of an event in their child's life for personal use so long as they agree not to post pictures, videos or recordings of any other student on the web for public viewing. Misuse of this opportunity will result in restriction of rights to record.

Recording by Students

The Fort Zumwalt School District prohibits the use of video or audio recording equipment on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

Recording of Meetings

The Board of Education prohibits the use of audio, video or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

Adopted: June 30, 2008

Revised: June 21, 2010

Cross Refs: BDA, Board Meetings

BDC, Closed Meetings, Records and Votes

BDDL, Release of Information

ECA, Buildings and Grounds Security

IGDA, Student-Initiated Group Use of District Facilities

JO, Student Records

Legal Refs: §§ 610.010 - .035, RSMo.

The Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487

34 C.F.R. Part 300

The Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g

34 C.F.R. Part 99

Fort Zumwalt School District

110 Virgil Street

O'Fallon, MO 63366

PUBLIC COMPLAINTS

The Board recognizes that situations may arise in the operation of the system which are of concern to parent/guardians or the public. Such concerns are best dealt with by addressing them at the level where the concern originated through communication with appropriate staff members and officers of the system such as the faculty, the principals, the central office and the Board. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

The following guidelines are suggested as the proper procedure to be followed by persons with question or complaints:

1. Complaints on behalf individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the system should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

The Board considers it the obligation of employees of the system to entertain the questions of parents/guardians or the public.

Adopted: April 5, 1982
Revised: August 19, 1996
Revised: August 18, 2003

Cross Refs: ACG, Resolution of Discrimination Complaints
BDDH, Public Participation at Board Meetings
GBM, Staff Complaints and Grievances
IGBCA, Programs for Homeless Students
JFH, Student Complaints and Grievances

Legal Refs: No Child Left Behind Act of 2001, P.L. 107-110

Fort Zumwalt School District, O'Fallon, Missouri

PUBLIC COMPLAINTS ABOUT THE
INTERSCHOLASTIC ATHLETIC PROGRAM

GUIDELINES FOR ADMINISTERING THE INTERSCHOLASTIC
ATHLETIC PROGRAM COMPLAINT PROCEDURE

1. All complaints registered by students or parents against or regarding an individual coach's performance must be discussed with the coach.
2. The five steps of the Interscholastic Athletic Program Complaint Procedure must be followed in sequence without variance.
3. All formal complaints received beyond Step 1, must be reported on the Complaint Forms developed for this purpose. The Complaint Forms will be available in each building principal's office.
4. To facilitate the implementation of the complaint procedure, and to report other items of interest to parents, a meeting will be established before any regular sports competition takes place for the team and after the final team roster has been formed. At the meeting, the Formal Complaint Procedure, as well as coaches' expectations, lettering requirements, absentee procedure, sportsmanship, travel arrangements and student accident insurance will be discussed. Parents will be required to sign a statement signifying their receipt of rules and procedures. Athletes will not be allowed to participate in any regular season contest until parents have either attended this preseason meeting or have arranged for an opportunity with the coach, to sign for the receipt of the rules and regulations.

Adopted: August 16, 1993

Fort Zumwalt School District, O'Fallon, Missouri

PUBLIC COMPLAINTS ABOUT THE
INTERSCHOLASTIC ATHLETIC PROGRAM

FORT ZUMWALT SCHOOL DISTRICT
INTERSCHOLASTIC ATHLETIC PROGRAM COMPLAINT FORM

- Step 2 - Activities Coordinator
- Step 3 - Building Principal
- Step 4 - Superintendent of Schools
- Step 5 - Board of Education

DATE: _____

TO: _____
Name

FROM: _____
Name

POSITION: _____

SCHOOL: _____

HOME ADDRESS: _____
Street City State Zip

HOME TELEPHONE NUMBER: (_____) _____

1. State briefly the complaint:

2. When did the informal discussion with your coach or assistant coach occur and what was the result?

3. What resolution do you request to settle this complaint?

Approved: August 16, 1993

Fort Zumwalt School District, O'Fallon, Missouri

PUBLIC COMPLAINTS ABOUT THE
INTERSCHOLASTIC ATHLETIC PROGRAM

FORT ZUMWALT SCHOOL DISTRICT
INTERSCHOLASTIC ATHLETIC PROGRAM COMPLAINT DISPOSITION FORM

DATE: _____

TO: _____
Name of Person Initiating This Complaint

FROM: _____

1. Complaint registered:

2. Decision:

Signed: _____

Approved: August 16, 1993

Fort Zumwalt School District, O'Fallon, Missouri

PUBLIC COMPLAINTS ABOUT THE
INTERSCHOLASTIC ATHLETIC PROGRAM

INTERSCHOLASTIC ATHLETIC PROGRAM
COMPLAINT PROCEDURE

It is desirable that all student and/or parent complaints with the Interscholastic Athletic Program, be resolved at the earliest possible time and at the most immediate level or supervision. It is also the intent of the Board of Education that any parental employment of this process will in no way jeopardize the status of a student's participation in the sports program.

Students or parents who have a complaint regarding an Interscholastic Athletic Program matter, should follow the procedure listed below:

- * Step 1. The student or parent should present the complaint orally to the coach or assistant coach. A meeting should be arranged in person or by phone, and should not involve time taken from a regular practice session or athletic contest. Every attempt will be made to resolve the complaint immediately when it is received. If the complaint is resolved, no further action is necessary, and the matter is considered closed.
- * Step 2. If the coach or assistant coach has not resolved the complaint at the Step 1 level, the student or parent should present the complaint to the Activities Coordinator of the building on the Interscholastic Athletic Complaint Form (See KLA-E-1). A meeting will be scheduled within three (3) school days of the receipt of this written complaint. The Activities Coordinator will have three (3) school days to respond in writing using the Interscholastic Athletic Complaint Disposition Form (See KLA-E-2). If the problem is resolved, the matter is considered closed.
- * Step 3. If after Step 2, the complaint remains unresolved, the student or parent may make a written presentation of the complaint to the Principal of the building. A meeting will be scheduled within three (3) school days of the receipt of the complaint. The Principal will respond within three (3) school days of the meeting, using the Interscholastic Athletic Program Complaint Disposition Form (See KLA-E-2). If the matter is resolved, the matter is considered closed.
- * Step 4. If after Step 3, the complaint remains unresolved, the student or parent may make a written presentation to the Superintendent of the Schools. A meeting will be scheduled within three (3) school days of the receipt of the complaint. After the meeting, the Superintendent will respond within three (3) school days in writing. If the problem is resolved, the matter is considered closed.
- * Step 5. If after Step 4, the Superintendent of Schools does not resolve the complaint, the student or parent may appeal the matter to the Board of Education Sports Committee**. The committee will review the student or parent complaint and all previous attempts at resolution in steps 1 through 4. The Superintendent will forward the written decision of the Sports Committee to the complainant immediately following the decision.

The Board of Education Sports Committee will consist of three members of the Board of Education, appointed by the entire Board, for the express purpose of resolving complaints by students and parents regarding the sports program. The Board of Education authorized the committee to resolve matters of conflict and no appeal is available to the entire Board.

Adopted: August 16, 1993
Fort Zumwalt School District, O'Fallon, Missouri

* When the participation of a student in sports programs is in question, the time constraints listed in each step will be accelerated so as to minimize any time lost from participation in practice and/or athletic contest.

PUBLIC COMPLAINTS ABOUT THE CURRICULUM AND
INSTRUCTIONAL OR MEDIA MATERIALS

The Fort Zumwalt Board of Education has the ultimate responsibility for establishing the curriculum and for purchasing instructional and/or media materials to be used in the district. While the Board recognizes the right of students to free access to the many different types of books and instructional materials, the Board also recognizes the right of teachers and administrators to select books and other materials in accord with current trends in education and the established curriculum.

It is therefore the policy of the Board to require that books and other instructional materials shall be chosen for values of educational interest and the enlightenment of all students in the community. Instructional materials shall not be excluded on the basis of the writer's racial, nationalistic, political, or religious views. Every effort will be made to provide materials that present all points of view concerning the international, national and local problems and issues of our times. Multi-cultural and gender-fair concepts will be criteria for selection of materials. Books, or other instructional or media materials of sound factual authority, shall not be proscribed or removed from library shelves or classrooms on the basis of partisan or doctrinal approval or disapproval. The Board will strive to provide stimulating, effective materials that will be appropriate to the community's values and the students' abilities and maturity levels.

Despite the care taken to select those materials deemed to be educationally useful, occasional objections to the selection of instructional materials may be made by the public. However, the principles of academic freedom and the freedom to read must be defended, rather than the materials.

If a challenge is made, it should be properly channeled through guidelines and procedures established by the Board of Education.

Adopted: April 5, 1982
Revised: February 22, 1983
Revised: December 3, 1990
Revised: August 19, 1996

Cross Refs: IIA, Instructional Materials
IIAC, Instructional Media Centers/School Libraries

Legal Refs: Board of Education, Island Trees Union Free School
District v. Pico, U.S. Supreme Court, June 1982

Fort Zumwalt School District, O'Fallon, Missouri

CITIZEN'S REQUEST FOR RECONSIDERATION OF MEDIA

Media consist of all types of print and nonprint materials, i.e., texts, books, films (16mm and 8mm), filmstrips, tapes, records, study prints, pictures, transparencies and all other printed or published items.

Type of media _____

Name of item and/or title _____

Publisher/Producer/Author _____

Request initiated by _____

Telephone _____ Address _____ City _____

Complainant represents: _____ Self

_____ Organization _____
(Name of Organization)

_____ Other Group _____
(Name of Group)

1. Did you read, view, or listen to the complete item? Yes _____ No _____

2. How was the item acquired? (Assignment, free selection, from a friend, etc.) _____

3. Is item part of a set or series? Yes _____ No _____

If yes, did you read, view or listen to all of the set or series? Yes ___ No ___

4. What is objectionable regarding the item and why? (Be specific) _____

5. What do you feel might be the result of using this item? _____

6. How did you react to the objectionable part of the item? _____

7. Were there good sections included in the item? Yes _____ No ___

If yes, please list them: _____

8. Did you locate reviews of the item? Yes _____ No _____

If yes, please cite them: _____

If no, why not? _____

9. Did the review(s) substantiate your feelings? _____

10. What do you believe is the theme of this item? _____

11. Is there any educational or literary merit to the item? Yes ___No ___If yes, indicate such and provide approximate grade level(s)

12. How do you see the item being utilized in an educational program?

13. What item of equal or better quality do you suggest be provided to replace the item in question? _____

14. What do you suggest be done with the item in question? _____

Date

Signature of Complainant

Date Received

Received By

Approved: April 5, 1982
Revised: February 22, 1983

Fort Zumwalt School District, O'Fallon, Missouri

PUBLIC COMPLAINTS ABOUT MEDIA

In the event that a public complaint is received concerning media^{* *}, the following procedures will be implemented. The process described below is intended to assure that carefully considered judgments are made in the response to criticism or objections.

1. All complaints to staff members will be reported immediately to the building principal involved whether the complaint is by telephone, letter or by personal conference.
2. All complainants shall have a personal conference with the staff member responsible for the use of the media and the building principal.
3. If the citizen further registers the complaint, he or she will be given copy of the Citizen Request For Reconsideration of Media form (File: KLB-E), which must be completed and returned to the superintendent.
4. Media subject to the complaint will be removed from use pending committee study and final action by the Board of Education.
5. The superintendent of schools will establish a Review Committee consisting of a librarian, a teacher, a building principal, an assistant superintendent, and a student or parent.
6. The Review Committee will:
 - A. Read and examine media referred to the committee.
 - B. Check general acceptance of media by reading reviews.
 - C. Review "Students Right to Read" and the "Student Bill of Rights" statement.
 - D. Weigh values and faults against each other and form opinions based on the media as a whole and not on passages pulled out of context.
 - E. Afford those persons or groups questioning school media the opportunity to meet with the committee and to present their opinions.
 - F. Meet to discuss the media.
 - G. Return a written report of its findings to the superintendent or his or her designee. The committee will recommend the questioned media be:
 1. RETAINED WITHOUT RESTRICTION
 2. RETAINED WITH RESTRICTION
 3. NOT RETAINED
7. The superintendent will report the recommendation of the Review Committee to the complainant.
8. The complainant (if not satisfied) may appeal to the Board of Education by so stating in a letter to the superintendent.
9. In case of an appeal, the superintendent will report the recommendation of the Review Committee and the written appeal to the Board of Education. The Board of Education decision will be final.
10. The decision of the Board of Education will then be reported to the principal and other appropriate professional personnel and then to the complainant. The principal will then instruct the teacher/librarian to carry out the recommendation of the Board of Education.
11. A decision regarding the retention or non-retention of media will stand for five (5) years from the date of the Review Committee's decision.

Approved: April 5, 1982
 Revised: February 22, 1983
 Revised: April 1, 1991

* Media consist of all types of print and non-print materials, i.e., texts, books, films (16mm and 8mm), filmstrips, tapes, records, study prints, pictures, transparencies and all other printed or published items.

Revised: June 28, 2007

Fort Zumwalt School District, O'Fallon, Missouri

RELATIONS WITH COMMUNITY ORGANIZATIONS

The Board of Education assumes the primary responsibility for the formal education of the children and youth of the community. However, the Board recognizes that many governmental agencies and community organizations, while not primarily concerned with education, play a definite role in education.

Therefore, it will be the desire of the Board to establish positive working relationships with all other public and private organizations which contribute to the education process and to the general welfare of the citizens of the community.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

RELATIONS WITH PARENT/GUARDIAN ORGANIZATIONS

The Board endorses the creation of parent/guardian organizations and parent/guardian/teacher organizations as appropriate means of achieving effective and maximum feasible involvement of mothers, fathers and other guardians of students in the affairs of our schools. The Board expects all staff members -- but most particularly principals -- to work closely and in harmony with the officers and directors of all organizations in the pursuit of the following goals:

1. To involve parents/guardian and school personnel in a cooperative and sustained system of activities which will increase the educational opportunities of the children both in school and at home.
2. To improve school-home relationships by enabling parents/guardians and school personnel to:
 - A. Define their relationship to each other;
 - B. Define their roles as they pertain to the children served by the schools; and
 - C. Identify family needs and resources, including those of community as well as school needs and resources.
3. To provide teachers and administrators with opinions and viewpoints that will lead to a better analysis of the needs of students and more relevant program planning.
4. To sustain parent/guardian interest through a program of training and consultative services.
5. To develop the skills needed by school personnel to function effectively in a working relationship with parents/guardians and other community members. The Board encourages parent/guardian organizations to concentrate their efforts on supporting school educational activities and confine fund raising to limited and clearly defined educational purposes.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

RELATIONS WITH PARENT/GUARDIAN ORGANIZATIONS

Meeting the educational needs of each child in the Fort Zumwalt School District is the focus of all efforts by district personnel. Parent/guardian and community support organizations have provided invaluable help in enriching the district's educational programs. It is the position of the Board of Education that cooperation between parents/guardians, teachers, administrators, and other staff members is vital in establishing and maintaining high educational standards and opportunities.

Parents/guardians and other citizens are encouraged to participate in support groups within the school district. These groups include Parent-Teacher Councils, Citizens Advisory Committee, Fort Zumwalt Booster Club, and Fort Zumwalt Band Parents Organization. The following guidelines exist to strengthen the bond between support organizations and school district personnel in an effort to most effectively serve the students for whom we are responsible.

Guidelines

In the Fort Zumwalt School District, the Board of Education and administrative personnel have cited as a high priority a long-range plan which encompasses programs, facilities, and forecasting of student needs. In the past, adult support groups have actively functioned to assist in providing facilities, opportunities, and equipment which became and integral part of the long-range plan for the district.

In the desire to maintain this cooperative relationship, the following guidelines should serve to standardize procedures among each building in the district and the support organizations which function within these buildings.

1. Support organizations should implement generally accepted procedures of effective organizations. Each spring the support organization should:
 - Elect officers for the coming school year.
 - Establish meeting dates for the coming school year.
 - Identify special activities and dates for such activities.
 - Construct a budget showing anticipated revenue and expenditures for the coming school year.
2. Support organizations are encouraged to undertake only one major fund-raising activity in the course of a school year.
3. A minor (or secondary) fund-raising project may be necessary in order to finance a specific program.
4. Donated items (money, equipment, materials, etc.) become the property of the Fort Zumwalt School district. Such items should be purchased by established business office procedures to comply with legal and audit requirements. (This is necessary and important for reasons of insurance, liability, maintenance, and inventory.)
5. Donated items should be of a nature as to fall within the long-range plan of the Fort Zumwalt School District. Guidelines established for safety, health, and projected program and facility needs must be considered when selecting items to be donated to the school district. The building principal and the administrative assistant to the superintendent will assist support organizations in the identification of program needs.
6. When scheduling activities for support organizations, appropriate school district personnel should be consulted. Establishing dates, places and times for activities should not interfere with the instructional program or prearranged activities. Consultation and joint planning with the building principal or his or her designee will eliminate these conflicts.
7. The building principal or his or her designee should serve as a member of, or in an advisory capacity to, the executive board of support organizations.
8. Purchases of donated items by support organizations should be made through the district's enterprise accounting fund. Savings can often be made through school district cooperative purchasing and financial accountability increases under this arrangement. The building principal can explain district account procedures to the support organization leaders.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

RELATIONS WITH BOOSTER ORGANIZATIONS

The Board recognizes that the endeavors and objectives of booster organizations and similar groups can be a valuable means of stimulating interest in and endorsement of the aims and achievements of our public school system.

Generally, actions initiated by boosters provide the atmosphere and climate to weld together desirable community-school relationships.

Booster-proposed plans, projects or movements must be evaluated and promoted in light of their stated contribution to the academic as well as the athletic and musical programs of the schools. Careful consideration must be given to the total value of all students rather than to specific elements such as athletic teams and music participants. Care must be taken to avoid compromising or diluting the responsibilities and authorities of the Board.

Therefore, any plan, projects or movement instituted to expand, modernize, renovate or otherwise render maintenance to school controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies, will be presented to the Board for its consideration, comments, evaluation and approval. This must be done before any public announcement is made.

Adopted: April 5, 1982

Cross Refs: KH, Public Gifts to the Schools
KMA, Relations with Parent/Guardian Organizations
KMA-R, Relations with Parent/Guardian Organizations

Fort Zumwalt School District, O'Fallon, Missouri

CLUB SPORTS

The Board of Education recognizes the benefit to young people of club sports, that is, sports teams where students and sometimes non-students participate during non-school time. However, such teams are not school-sponsored and should not be viewed by the public as sanctioned by or affiliated with the District. It is important for insurance and liability reasons that District officials ensure that schools not appear to be placing the imprimatur of the school on any club team.

Some of the steps that should be taken by District officials to avoid this erroneous perception by the public are as follows:

1. Each year, principals should announce to parents in a newsletter or other written communication that the District does not sponsor club teams and that, therefore, the District does not hire coaches, nor does it monitor a club team's activities.
2. The school should not allow club teams to be included in school activities such as coronation or pep assemblies, sports banquets, or awards ceremonies.
3. Club team trophies and other memorabilia should not be on display in school trophy cases or other school-maintained displays.
4. While it is difficult for the District to control a club team's use of the school's name, the school mascot, or school letters, the school should discourage teams from such activities and should not sanction their use by a club team.
5. Club teams should be treated like other non-school-sponsored student groups for purposes of use of school facilities, announcements and distribution of literature at school.
6. Club teams that rent or use school facilities should be advised of the District's position on this matter by the appropriate school official.

Adopted: August 18, 2003

Fort Zumwalt School District, O'Fallon, Missouri

WEB PAGE USAGE

The Fort Zumwalt School District web site has been established as an opportunity to educate and inform the public. It is a means for students and staff to contribute to the district's presence on the Internet, as well as providing information about the district goals, school-authorized activities, curriculum and instruction, and related materials and information about our schools and our mission. Intended audiences include our parents, patrons, students and employees as well as prospective students and their parents, prospective employees, alumni and the community at large.

Faculty and students wishing to create web pages as a part of the district web site need to familiarize themselves with and adhere to this policy and regulation KW-R. Failure to comply with this policy and the corresponding regulations may result in the loss of authoring privileges or other more stringent disciplinary measures. Publishing privileges are provided to staff members who have been authorized to do so by the District. Students currently enrolled in a computer course or affiliated with a recognized student organization, and who have demonstrated skills for creating a web page, will be given the opportunity to create a web page under the supervision of their course instructor or group sponsor.

Adopted: January 18, 2000

Fort Zumwalt School District, O'Fallon, Missouri

ADMINISTRATIVE WEB PAGE REVIEW/APPROVAL FORM

Directions for teachers and principals:

1. Print out this form
2. Fill in the blanks below and attach web page materials to be reviewed/approved/updated.
3. Send to the Administrative Assistant to the Superintendent, at the District Office.

Building _____ **Review Date** _____

Administrator _____ **Approval Date** _____

File names or pages and graphics reviewed (Please attach a print copy of web pages):

Current Location of Files (Server and Directories):

Checklist:

- Date of last update _____
- Name/initials of page sponsor _____
- Link to www.fz.k12.mo.us at **bottom of each page**.
- All links on page(s) are accurate and link to working pages.
- Page(s) are in compliance with all district guidelines.

Submitted by: _____ **Date:** _____

Adopted: January 18, 2000
Revised: August 18, 2003

Fort Zumwalt School District, O'Fallon, Missouri

WEB PAGE CONSENT FORM

Directions for principals and teachers:

1. Print out this form.
 2. Have parents sign form.
 3. Attach form to artwork (web page(s) and send to Administrative Assistant to the Superintendent.
-

Dear Parent/Guardian:

Your student has created a work that we would like to display on the Fort Zumwalt School District web site. If you agree, your student will be identified by first name only.

To publish your student's work on the Fort Zumwalt School District web site, you must fill out the form below and return this form to your child's teacher.

Sincerely,

Teacher/Principal

This signed form will be attached to the student's creation (e.g., artwork, poetry, short essays, web designs, graphics, etc.) being submitted for publication on the Fort Zumwalt School District web site. Student creations will be selected by a student's teacher and/or principal, who will then submit creations and forms to the Administrative Assistant to the Superintendent, at the District Office.

Student's Name (Please Print) _____ School Name _____

I give Fort Zumwalt School District permission to publish my student's creation on the district's web site.

Parent/Guardian Signature _____ Date _____

Teacher/Principal Signature _____ Date _____

Adopted: January 18, 2000
Revised: August 18, 2003

Fort Zumwalt School District, O'Fallon, Missouri

WEB PAGE USAGE

CONTENT STANDARDS

All subject matter on the Fort Zumwalt School District web pages and their links must relate to curriculum and instruction, school-authorized activities or information about the Fort Zumwalt School District or its mission. Staff or student work may be published only as it relates to a class project, course or other school-related activity. Any staff or student work needs the following disclaimer posted on the home page:

"Neither students, staff, or other individuals may use the Fort Zumwalt School District web pages to provide access to their personal pages or other servers or online services."

The web page cannot be used for personal agendas or personal opinions. No commercial advertisements will be allowed in web pages.

STUDENT AND STAFF SAFEGUARDS

1. Any affiliation or linking to the Fort Zumwalt School District web site must be approved by the District webmaster. Requests should be made in writing at least two weeks prior to implementation.
2. Student work may be published on the Fort Zumwalt School District web site **only** after approval and with written consent from the parent/guardian under the following guidelines:
 - All Student work published must pertain to a class project, course or other school-related activity.
 - Only the first name of the student will be used to identify his or her work. This applies to grades PreK-12.
3. No personal information of students or staff shall be published on the district web pages.
4. No photographs of Fort Zumwalt School District students or staff shall be published on the district web site.
5. Personal web pages of students are not permitted as a part of the Fort Zumwalt School District web site. Links to personal student web pages from the Fort Zumwalt School District web site are not permitted.
6. Published email addresses are restricted to authorized staff members only. No student email addresses will be allowed.

OWNERSHIP AND RETENTION

All web sites created as part of a class project, course or other school-related activity, and incorporated into the District web page, are property of the school district. Such web pages will be deleted upon a students' graduation or when they move to another district, unless prior arrangements are made with the district webmaster.

GENERAL GUIDELINES

All documents on the Fort Zumwalt School District web site must conform to school board policies and regulations as well as established school guidelines. Copies of board policies are available in each building. Staff members and club sponsors developing, maintaining, or supervising creation of a web page are responsible for complying with these and other policies. Some of the relevant issues and related board policies include the following:

1. Web page publications must be in compliance with all state, federal, and international laws concerning copyright, intellectual property, and use of telecommunications.

2. All content must be directly related to curriculum, instruction, school-authorized activities, and/or general school information that is appropriate and of interest to others, or information that relates to schools within the district. Faculty, staff and alumni information is to be professional in nature. Personal information is prohibited.
3. It shall be the responsibility of the school principal to approve all content on any proposed student or staff web page and forward such content to the district's webmaster for final review, approval and placement on the District web site. Contents are to be reviewed not less than once per quarter and updated as needed in conjunction with the revised date posted on the web site. An approval form signed by the principal should accompany all updates. The author of the web page will be notified by the webmaster that an update is needed. Pages that are outdated sixty (60) days or more will be removed from the web site.
4. All web page work must be free of spelling and grammatical errors. Documents may not contain objectionable material or point (link) directly to objectionable materials. Objectionable material is defined as material that does not meet the standards for instructional resources specified in the District Policy Manual. Questions regarding the quality or propriety of web page material, appearance, and content, will be the decision of the district webmaster or the superintendent.
5. External links will be kept to an absolute minimum. The webmaster must evaluate all external links included as a part of submitted web pages, but the inclusion of such links will, for the vast majority of instances, be disallowed. If an external link is allowed, the following disclaimer will appear on each page where the link is placed:

“Although the Fort Zumwalt School District attempts to restrict external links to web sites of appropriate educational content, neither _____ school or Fort Zumwalt School District is responsible for questionable or controversial content found through links external to this site.”

6. Web pages may not be linked to entities whose primary purpose is commercial and/or political advertising.
7. All communications via the district web pages will comply with the district Computer Network and Internet Use Policy and the District's Student Discipline Policy. Offensive behavior as expressly prohibited by this policy includes religious, racial and sexual harassment and/or violence.
8. Any deliberate tampering with or misuse of District network service or equipment will be considered vandalism and will be handled in accordance with the district policies related to such matters.
9. Copyright law and District copyright procedures must be followed.
 - It is the intent of the Board to delineate, enforce and abide by the provisions of current copyright laws as they affect the school district and its employees.
 - Copyright materials, whether they are print or non-print, will not be duplicated unless such reproduction meets “fair use” standards, or unless written permission from the copyright holder has been received.
 - No unlawful copies of copyrighted material may be produced or transmitted.
10. No one is to use photographs, drawings, video clips, or sound clips on a web page without permission of the creator of the material or the copyright holder.
11. Web page creators may not post any copyright or trademark material without permission.
12. All communications via the district web pages must have no offensive content. This includes violence, profanity, racial and sexual harassment, or derogatory comments and/or graphics about any individual student, staff member or school.
13. Terms of the Fort Zumwalt School District Web Page Guidelines are subject to revision as usage and conditions warrant. Questions regarding this information may be directed to:

Fort Zumwalt School District
Office of the Superintendent
110 Virgil St.
O'Fallon, MO 63366

TECHNICAL STANDARDS

Each web page added to the district site must contain elements that will provide general consistency for district web pages.

1. The opening page of a student/staff web page should contain the following information:
 - District Name
 - School Name and Address
 - Principal's Name
 - Faculty Sponsor's Name
 - Specific Title of Page – Wrestling Club, Music Boosters, etc.
2. At the bottom of each page there must be an indication of the date of the last update to that page and the name of initials of the person(s) responsible for the page or update. It shall be that person's responsibility to keep that page updated.
3. At the bottom of each page there is to be a link returning the user to the appropriate point in the page or to the district web site. Such links will be created with the assistance of the webmaster.
4. The district will develop additional consistency standards as the need arises.
5. In developing web pages, consideration should be given to minimizing loading time. Some large graphics and animations that require increased loading time may be inappropriate for the web site and disapproved. As a general rule, a web page should not take longer than one minute to download over a 14.4K modem connection. Graphics files shall be under 60K in size unless a special situation exists that requires a larger graphic.
6. Web pages are not to contain links to unfinished, "under construction" pages.
7. Uploading of student/staff web pages to the district web site will be done only by the district webmaster. There are to be no other Web/FTP configurations employed.
8. The authorized teacher who is publishing the final web page(s) for themselves or for a student, class, club or other authorized school-related group will edit and test the pages for accuracy of links, and check for conformance with standards outlined in this policy.
9. Any graphics, sounds, or video used on web pages must conform to the format currently approved by the district.
10. Final decisions regarding active web pages will rest with the district webmaster.

Adopted: January 18, 2000

Fort Zumwalt School District, O'Fallon, Missouri