

SECTION K: SCHOOL-COMMUNITY-HOME RELATIONS

Section K of the NEPN/NSBA classification system contains policies, regulations, and exhibits on the District's intent to promote and maintain positive and effective school-community-home relations. This section also includes information relative to the various parent organizations within the District, as well as the process for the processing of public complaints about instructional resources.

- KA School-Community-Home Relations**
- KBE Relations with Parent Organizations**
- KDB Freedom of Information Act (FIOA)**
- KEC Public Concerns/Complaints About Instructional Resources**

SCHOOL-COMMUNITY-HOME RELATIONS

The Caesar Rodney School District Board of Education believes:

- the education of students is best achieved through the cooperative efforts of students, parents/guardians, District staff, and community members;
- parents/guardians should actively participate in the education of their children, by demonstrating interest in and support for their school and the District, and by becoming informed about their role as partners in education; and
- community members should assist in the development of District students into responsible citizens through appropriate involvement in their education.

In support of these beliefs, the Board is committed to fostering the meaningful involvement of parents/guardians and community members in our schools and the District, understanding that involvement will vary from one person to the next and from school to school.

The Board encourages all District staff to demonstrate commitment to the involvement of parents/guardians and community members in the educational process.

Adopted: August 2004

RELATIONS WITH PARENT ORGANIZATIONS

The Caesar Rodney School District Board of Education recognizes that parent-teacher organizations make a significant contribution to continuous school and community understanding of the educational process. As a result, the District strives to foster relationships with parents/guardians that encourage the home and school to work together toward establishing and achieving common educational goals for students.

To this end, the Board encourages the maintenance of formal parent organizations at each school to enhance communications between parents/guardians and school officials. The Board also encourages staff members to actively participate in these organizations.

Adopted: August 2004

Caesar Rodney School District, Wyoming, Delaware

Surveys conducted by outside agencies, organizations, businesses or individuals shall not be administered to students unless approved by the Board based on the Superintendent's recommendation.

Caesar Rodney School District

First Reading:	December 2013
Revised:	December 2013
Second Reading:	January 2014
Third Reading:	February 2014
Adopted:	February 19, 2014

Student Surveys

Parents, guardians and emancipated students shall be informed after an outside agency, organization, business, or individual proposes to conduct a survey, and be informed of the nature and scope of the survey. They shall have the right to inspect, upon request, a survey created by a third party prior to the administration or distribution to students; any such request shall be in writing and submitted to the building principal.

Parents and guardians shall have the right to decline their child's participation in third party surveys. Emancipated students may also decline to participate.

Caesar Rodney School District

Caesar Rodney School District Freedom of Information Act Policy (FOIA)

Under Title 29, Delaware Code, Chapter 100, the Freedom of Information Act (FOIA) establishes the right of the public to inspect and copy public records. Section 10003(b) of the FOIA provides that a public body, including the Caesar Rodney School District, must establish rules and regulations regarding access to public records, as well as fees charged for copying such records.

Any citizen shall be granted access to the District's public records under the following terms and conditions:

Definitions:

Public Record means written or recorded information made or received by the Caesar Rodney School District relating to public business. A citizen is entitled to inspect and copy public records (as defined under Section 10002) in the custody of the District. The Act defines "public record" to include: "information of any kind owned, made, used, retained, received, produced, composed, drafted or otherwise compiled or collected by any public body relating in any way to public business, or in any way of public interest, or in any way related to public purposes regardless of the physical form or characteristic by which such information is stored, recorded or reproduced." FOIA does not require the District to create a public record.

Under FOIA, the following types of records are exempt:

- Any personnel, medical, or pupil file, the disclosure of which would constitute an invasion of personal privacy, under any State or Federal law as it relates to personnel privacy.
- Financial information obtained from a person which is of a privileged or confidential nature.
- Investigative files for law enforcement purposes.
- Any records specifically exempted from public disclosure by statute or common law.
- Any records which disclose the identity of the contributor of a bona fide and lawful charitable contribution to the Caesar Rodney School District whenever public anonymity has been requested by the contributor.
- Any records involving labor negotiations or collective bargaining.
- Any records pertaining to pending or potential litigation which are not records of any court.
- Any record of discussions held in executive session.

Documents in Active Use may be defined as those records required as working documents by the Caesar Rodney School District staff in performing current assignments.

Documents in Storage may be defined as documents officially placed in the custody of the Delaware State Archives.

FOIA Coordinator

The Caesar Rodney School District shall assign a coordinator to respond to all FOIA requests. The FOIA Coordinator may designate other employees to assist. The FOIA Coordinator shall maintain a document tracking all FOIA requests, including the requesting party's contact information; the date the request is received; the District's response deadline; the date of the response, the names, contact information and dates of correspondence with individuals contacted in connection with each request; the dates of review by the District employee, and the names of employees conducting reviews; reasons for any extension; whether documents were made available; the amount of copying and/or administrative fees assessed; and the date of final disposition. References to the FOIA Coordinator include the FOIA Coordinator's designee.

Web Portal

The District shall develop and maintain a web portal for access to this policy; the FOIA Request Form promulgated by the Office of the Attorney General; the name and contact information of the FOIA Coordinator and the receipt of FOIA requests via the internet.

Procedures for Examining, Copying or Requesting Public Records:

Except for materials and documents in active use or in storage, all public records may be examined and copies obtained at the office of the Caesar Rodney School District, 7 Front Street, Wyoming, DE, during regular business hours. Initial requests to inspect public documents shall be made in writing and delivered in person, by email, by fax or through the internet to the District's web portal. The request shall be as specific as possible and shall describe the records sought in sufficient detail to enable the District to locate the records with reasonable effort.

The FOIA Coordinator may request that the citizen seeking public records provide additional information to assist in locating records such as the types of records, parties to correspondence, and subject matter of the requested records. The FOIA Coordinator shall make every reasonable effort to assist in identifying the records sought.

FOIA does not require the District to create records, or prepare summaries or compilations of records.

If the request seeks records in the possession of, and under the control of, another public body, the FOIA Coordinator will promptly forward the request to this public body and notify the Requesting Party that the request has been forwarded. If, on the other hand, the records sought are controlled by the District, but are not within the District's possession, the District will provide an itemized written estimate of the cost of retrieving

the records. The Requesting Party will then decide whether to proceed with, cancel, or modify the request.

The District's FOIA Coordinator will respond to the requestor within fifteen (15) business days as to whether the information is or is not available and when or where it will be made available. If a delay of the requested records is anticipated, the FOIA Coordinator will explain the reason for the delay and provide an expected date and time when the requesting party will have access to the public records sought.

The review of any requested documents must be performed during regular business hours in the presence of a District employee designated by the FOIA Coordinator. In no event will access be provided at a time, or in a manner, which disrupts the normal operations of the District. No original documents may be removed from District property by the requestor. Review of an original copy of a document will be in the presence of a member of the Caesar Rodney School District coordinated by the FOIA Officer.

The District will provide emails if it is able to do so with reasonable effort. If the assistance of District information and technology personnel is necessary in order to provide emails, the District will provide the Requesting Party an itemized written estimate of the charges incurred in retrieving such records. The Requesting Party shall then decide whether to proceed with, cancel, or modify the request.

The District reserves the right to deny any request in part or in full which does not comply with the requirements of this policy and/or the provisions of FOIA.

Copying:

The Caesar Rodney School District may, in its discretion, make the copies at the time of the review or copy and mail the records to the requestor. The requestor may elect to pick up the copies during regular business hours and submit payment at that time.

Requested documents will be copied in existing form, without reformatting or creation of a new document unless such customization is deemed reasonable and appropriate by the District FOIA Officer. Copying of a public document shall be done by the division involved.

Copying Fees:

The cost of providing copies of paper records shall be:

- (a) There is no charge for the first 20 pages of standard sized (i.e. 8.5" x 11"; 8.5" x 14"; and 11" x 17"), black and white copies, and \$0.10 per page for each copy in excess of 20 copies (\$.20 for two sided).

(b) The charge for copying 18" x 22" shall be \$2.00 per page; 24" x 36" shall be \$3.00 per page; and larger than 24" x 36" shall be \$1.00 per square foot.

(c) Color copies/printouts shall cost an additional \$1.00 per page for standard sized copies, and an additional \$1.50 per page for larger copies.

Microfilm and Microfiche Printouts

There is no charge for the first 20 pages of standard sized, black and white copies from microfilm or microfiche. The charge for each page of such printouts over 20 pages is \$0.15 per page.

Electronically Generated Records

The cost of copying records maintained in electronic format will be equal to the material costs in generating the records (i.e. the DVD, CD, or other electronic storage costs).

Payment:

One-half of the estimated fees shall be paid before any service is performed, and the balance is payable upon completion of the service, and prior to receipt of the requested records. Payment for copies is due at the time copies are to be released to the requestor. The District may require prepayment of copying, administrative and mailing fees prior to mailing copies of requested records. The District reserves the right to refuse to provide copies for requestors who have outstanding balances. District personnel will maintain a receipt register and, upon request, provide a receipt to the requestor when payment is received. All payments will be made to:

Caesar Rodney School District
7 North Street
Wyoming, DE 19934
Attn: FOIA Coordinator

Administrative Fees:

There will be no charge for one hour or less of staff time to process a request for records (i.e. identifying records; monitoring review of records; and generating computer records in electronic or print-out form). Administrative fees shall not include legal consultation to determine whether records are exempt from disclosure.

Prior to fulfilling any request requiring a Requesting Party to incur administrative fees, the District will provide an itemized written estimate of the administrative fees. The Requesting Party will decide whether to proceed with, cancel, or modify the request.

In the event that requests for records maintained in an electronic format can be electronically mailed to the requestor, only the administrative charges in preparing the

electronic records will be charged. All electronic files will be sent in a read-only format unless requestor requires Excel format.

Administrative charges will be billed to the requestor per quarter hour. These charges will be billed at the current hourly pay grade rate of the lowest paid District employee capable of performing the service. Every reasonable effort shall be made to minimize administrative fees. Administration charges will be in addition to any copying charges.

When a Requesting Party submits multiple FOIA requests, the District will attempt to avoid, or minimize, administrative fees by aggregating staff time to process such requests.

Date of Adoption: August 14, 2012
LEGAL REFS: Delaware Code, Title 29, Chapter 100; SB 231
Caesar Rodney School District
Wyoming, DE

Request For Public Records

Pursuant to the Delaware Freedom of Information Act [29 Del. C. ch. 100](#)



Request Date: Thursday, August 09, 2012

Public Body

To

Requestor

Name

Mailing Address

Address1

Address2

Address3

City State Zip

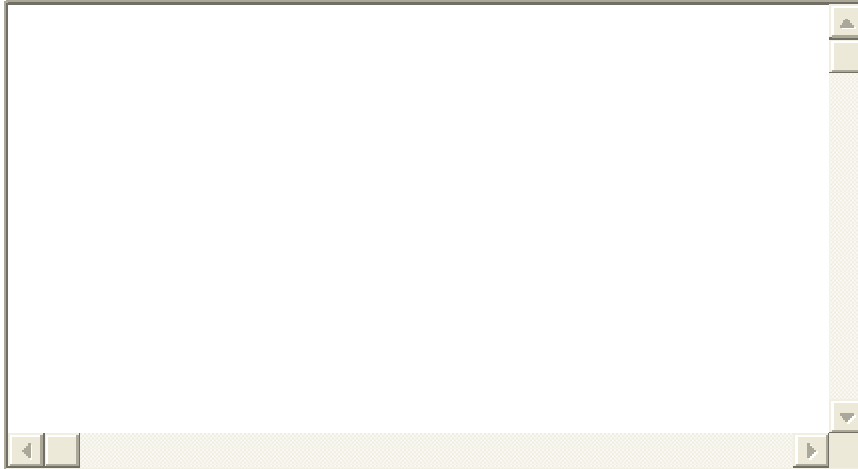
Contact Information

Phone E-mail

Records Requested

Be as specific as you can, describing types of records, dates, parties to correspondence, subject matter, etc. The public body will make every reasonable effort to assist you in identifying the records being sought.

Note: Requests for voluminous records may be delayed.



There may be costs involved in responding to your request. The public body can require you to examine the records at the office of the public body. Refer to the public body's policy or regulation for information about costs and access to records.

Please contact me if costs will be greater than

* Within 15 business days from receipt of your request the public body must either provide you with access to the records, deny your request, or state that additional time is needed.*

[Submit Request](#)

PUBLIC CONCERNS/COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES

The Caesar Rodney School District Board of Education recognizes the need for the resolution of public concerns about the curriculum or instructional materials used in the schools of the District. The District maintains established procedures enabling any resident of the District, District student, or parent/guardian of a District student to request a review of any instructional material that the resident considers to be inappropriate in its intended use.

Adopted: August 2004

Caesar Rodney School District, Wyoming, Delaware

REQUEST FOR RECONSIDERATION

1. Request for Reconsideration filed by:

Name _____

Address _____

Telephone (Home) _____ (Work) _____

2. School in which curriculum or material is used:

School _____

Grade Level _____, or Class _____

3. Has this issue been discussed with a school principal?

Yes _____ No _____

4. Do you have a copy of the District Reconsideration Policy, "Public Concerns/Complaints About Instructional Resources"?

Yes _____ No _____

5. To what do you object? (Please be specific – textbook, worksheet, supplemental material, film, video, etc.):

6. In your opinion, what effects upon pupils might result from continued use of this item?

Request for Reconsideration
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7. Do you perceive any instructional value in the use of this item?
Please explain if response is "no".

8. Did you review the entire item? _____ If not, what sections did you review?

9. What would you like the school to do in response to your complaint?

10. In its place, what material would you recommend that would provide the same educational information?

_____ Date Filed

_____ Signature of Claimant

The Superintendent of Schools will notify you of the time, place, and date when your complaint will be considered by the Reconsideration Committee.

PUBLIC CONCERNS/COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES

This regulation outlines the procedure for the resolution of public concerns about the curriculum or instructional materials used in the schools of the Caesar Rodney School District. Any resident of the District, District student, or parent/guardian of a District student may raise an objection to instructional materials used in the District's educational program by bringing it to the attention of a building principal. The principal receiving a complaint shall attempt to resolve the issue informally. In the event the complaint is not resolved in this way, the principal is to inform the person with the concern that a formal review of the issue can be requested by filing a "Request for Reconsideration" form.

Process for Reconsideration

1. Each principal will keep on hand, and make available to concerned persons, "Request for Reconsideration" forms. All formal objections to instructional materials must be presented on this form.
2. The "Request for Reconsideration" form must be signed by the complainant and filed with the Superintendent of Schools.
3. Access to challenged material will not be restricted during the reconsideration process.
4. Within five business days of the filing of the form, the Superintendent will file the material in question with the Reconsideration Committee. The Committee will recommend a disposition of the complaint to the Superintendent.
5. The Reconsideration Committee will be made up of eleven members. The Committee will consist of:
 1. Three teachers designated annually by the Caesar Rodney Education Association.
 2. One member of the administrative staff designated annually by the Superintendent.
 3. Five members from the community appointed annually by the Board of Education.
 4. Two high school seniors selected annually by the Student Council.
 5. Alternates will be appointed for individual cases if a conflict of interest is evident.
6. The Committee will be a standing committee that will convene as prescribed in these regulations once a "Request for Reconsideration" form has been forwarded to the chairperson of the Committee.
7. A chairperson and secretary for the Committee will be selected at the first meeting. The chairperson shall be one of the persons appointed by the Board of Education.
8. Notice of special meetings will be made public through appropriate mailings and postings.

9. The Committee will receive all "Request for Reconsideration" forms from the Superintendent.
10. The procedure for the first meeting following receipt of a "Request for Reconsideration" form is as follows:
 1. Distribution of copies of the filed "Request for Reconsideration";
 2. The complainant will be provided an opportunity to expand on the complaint as presented on the form;
 3. The principal receiving the initial complaint shall comment on the informal steps taken to resolve the complaint;
 4. The administrative staff member of the Committee will distribute data regarding the curriculum or instructional materials associated with the complaint;
 5. Distribution of copies of challenged materials as available.
11. At a subsequent meeting, interested persons, including the complainant, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the Committee.
12. The complainant will be kept informed by the secretary about the complaint throughout the reconsideration process. The complainant will be given appropriate notice of meetings.
13. All meetings of the Committee will be open public meetings.
14. At the second or a subsequent meeting, the Committee will make its decision. The Committee's final decision will be to recommend one of the following:
 1. To take no removal action;
 2. To remove all or part of the challenged material from the total school environment, or
 3. To limit the educational use of the challenged material.

The sole criterion for the final decision is the appropriateness of the material for its intended educational use. Members must be present for the entire meeting to vote. The vote on the decision will be by secret ballot. The written decision and its justification will be forwarded to the Superintendent and the complainant within five days of the Committee's vote.

15. Requests to reconsider materials that have previously been before the Committee must receive approval of a majority of the Committee members before the materials will again be reconsidered. Every reconsideration request form will be acted upon by the Committee.

16. If the complainant is not satisfied with the decision and/or the action of the Superintendent after receiving the recommendation of the Committee, her or she may request the matter be placed on the agenda of the next regularly scheduled meeting of the Board of Education.
17. Any person dissatisfied with the decision of the Board of Education may appeal said action to the State Board of Education pursuant to State law.

Current practice adopted: September 1989

Revised: June 2004