

**SECTION I - COMMUNITY AND INTERORGANIZATION RELATIONS**

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**COMMUNITY RELATIONS - GENERAL**

FDR recognizes the importance of developing and maintaining positive community relations. The Administration and all school employees shall place special emphasis on achieving this goal. Likewise, positive relations within all school constituencies are of utmost importance.

Adopted: June 19, 1979  
Revised: October 16, 2001

## **PARENT-STAFF RELATIONS**

Close contact between parents and school staff is essential. Teachers and administrators will inform parents regarding administrative decisions, the school's educational program, and the status of individual students attending the school. Appropriate channels of communication shall exist within the school to enable staff to have access to policy positions of the Board of Directors, regulations of the Administration, and prompt notification of events and pertinent information.

To ensure positive relations between parents and school representatives, administrators and staff will schedule group and individual meetings as well as informal visits and conferences. The Administration will establish appropriate procedures for these visits and conferences.

See also: Policy D10.020 - Progress Reports (for regularly scheduled Parent-Teacher conferences)

Adopted: June 19, 1979  
Revised: October 16, 2001

**Visitor Parking**

Visitors to campus, including parents, will park in designated areas off campus.

See also: Policy E4.030 - Parking on School Grounds (for employees and related personnel)

Adopted: June 19, 1979  
Revised: November 20, 2001

## **COMMUNITY USE OF SCHOOL FACILITIES**

The Board of Directors recognizes that the use of school facilities may enhance the opportunities for development of legitimate community activities. Permission to use school facilities may be granted to responsible educational, business, civic and religious groups for cultural, recreational, entertainment, self-improvement and other worthy purposes. Such use shall not interfere with the normal school program, impose unwarranted burdens on school personnel, or go against Board policy. Authorization for use of school facilities shall not be considered as an endorsement or approval of the group or the purposes it represents.

School related organizations shall be given priority over non-school related organizations.

Sponsors of groups using the school are responsible for proper care of all facilities used and will be responsible for any damages or loss of property that may occur. Sponsors are solely responsible for the proper behavior of all participants in their program.

The use of tobacco products and the consumption of alcohol on campus is strictly forbidden when students are involved in the activity. This applies to individuals and groups associated with the school as well as visitors. The Board of Directors must be notified in advance of any event that plans to allow the use of tobacco products and/or the consumption of alcohol on the school campus and reserves the right to refuse such activity.

Colegio Franklin Delano Roosevelt cannot be held liable for any injury, loss, damage, liability or expense that may arise during, or be caused in any way by, use of these facilities.

The Superintendent is authorized to establish regulations and charges for such use and to give specific permission for each case, with the following exception: The use of school facilities for any organization or individual for private gain must be approved by the Board of Directors upon recommendation of the Superintendent. This includes, but is not restricted to, outsourcing of the management and supervision of the kiosks, pool, or cafeteria, in which cases the plan for use needs to be presented to the Board. The Superintendent has the right to cancel a reservation if the organization does not follow school regulations and/or if the school needs to use the facilities.

All arrangements for use of school facilities shall be made with the Facilities Manager. He/she will coordinate with the principals and those in charge of the facilities. He/she will also be in charge of schedules and payment of custodians and other similar support staff. The Facilities Manager is responsible for keeping a standard form for use of school facilities and providing the users with a written statement of regulations.

## **I3.010 Policy**

Also see: G2.070 – Instructional Staff: Miscellaneous Provisions and Expectations  
F3.030 – Alcohol and Drug Use

Adopted: June 19, 1979

Revised: March 18, 1997; December 12, 2001; March 18, 2003; October 23, 2007

**ENROLLMENT IN SPECIAL INSTRUCTIONAL PROGRAMS**

Opportunities for enrollment in special school-sponsored instructional programs may be offered to the community or segments of the community, after approval from the Superintendent. Normally, these programs will be held after school hours, e.g., teacher in-service courses, college-preparatory testing sessions.

Enrollees may be charged a “use” fee in addition to any regular fees associated with the program.

Adopted: June 19, 1979  
Revised: May 21, 2002

**MATERIAL TO BE SENT HOME**

All communication which is sent to the parents of all students at a division or grade level must be approved by the Principal or his/her designee. This includes official school communications, PIE communications, and communications from other school related parties.

Non-school materials shall not be sent home except when they contribute to the overall educational program and are approved by the Superintendent.

See also: Policy I4.020 - Advertising

Adopted: June 19, 1979  
Revised: May 21, 2002

**ADVERTISING**

- (1) General. Use of commercial materials of high educational value for academic purposes is permissible. Advertising, whether commercial or non-profit, may be displayed only after approval by the Superintendent or his/her designee.

Advertising materials of a political or religious nature may not be displayed or distributed on school grounds without approval by the Superintendent. Advertising materials involving alcohol and tobacco products are banned on school property.

No individual will use his/her position within the school community to advertise or sell merchandise or services, unless specific permission is granted by the Superintendent or Director.

Soliciting is prohibited except when approved by the Superintendent for school or community campaigns of educational or unusual merit.

- (2) Within School Publications. School publications may accept and publish paid advertising under the appropriate guidelines and procedures.

See also: Policy F8.00 - Student Gifts and Solicitations  
Policy I3.010 - Use of School Facilities

Adopted: June 19, 1979  
Revised: May 20, 1997; November 20, 2001

**PARENTS IN EDUCATION**

Parents in Education, the organization of all parents or guardians of FDR students, is dedicated to the welfare, enrichment, and education of all FDR students. PIE officers shall be elected according to its bylaws.

PIE's primary aim is to build community, assist in fundraising and channel ideas, suggestions, and concerns to the Administration and Board of Directors.

Teachers and administrators shall work closely and in harmony with PIE officers in pursuit of these goals.

Adopted: June 19, 1979  
Revised: April 16, 2002; August 20, 2002