

LODI UNIFIED SCHOOL DISTRICT

REVISION

Policy 1100

Community Relations

Communication with the Public

The Board of Education appreciates the importance of community involvement and therefore shall strive to keep the community informed of developments within the school system in timely and understandable ways. ~~The Superintendent or designee shall establish strategies for effective two-way communications between the district and the public and shall consult with the Board regarding the role of Board members as advocates for the district's students, programs, and policies.~~

The Superintendent or designee shall use all available means of communication to keep the public aware of the goals, programs, achievements and needs of our schools ~~and district, and to be responsive to the concerns and interests of the community. Members of the community shall have opportunities to become involved in the schools and to express their interests and concerns.~~

~~The Superintendent or designee shall provide the Board and staff with communications protocols and procedures to assist the district in presenting a consistent, unified message on district issues. Such protocols and procedures may include, but are not limited to, identification of the spokesperson(s) authorized to speak to the media on behalf of the district, strategies for coordinating communications efforts and activities, and legal requirements pertaining to confidentiality as well as the public's right to access records.~~

~~The Superintendent or designee shall utilize a variety of methods to provide information to the public with access to information. Such methods may include, but are not limited to, district and school newsletters, websites, social media, electronic communications, mailings, notices sent home with students, recorded telephone messages for parent/guardian information, community forums and public events, news releases, meetings with education reporters and editorial boards, presentations at parent organization meetings, and meetings with representatives of local governments, community organizations, and businesses.~~

~~The district shall seek to communicate in ways that accommodate the needs of all members of the public, including the visually or hearing impaired, and those whose primary language is not English, and those unable to read.~~

~~The Superintendent or designee shall provide multiple opportunities for members of the public to give input on district and school issues and operations. Community members are encouraged to participate on district and school committees, provide~~

input at Board meetings, submit suggestions to district staff, use the district's complaint procedures as appropriate, and become involved in school activities.

The Superintendent or designee may provide staff members with professional development to assist them in effectively responding to requests for information or assistance by parents/guardians or members of the public.

Prohibition Against Mass Mailings at Public Expense

~~No newsletter or other mass mailing, as defined in Government Code 82041.5 and 2 CCR 18901, shall be sent by the district at public expense if such material aggrandizes one or more Board members. The name, signature, or photograph of a Board member may be included in such materials only as permitted by 2 CCR 18901.~~

Any newsletter or mass mailing regarding ballot measures, candidates, legislative activities, or any other campaign activities shall be sent and distributed in accordance with law and Board Policy.

~~The Board of Education shall strive to~~ A mass mailing is prohibited if all of the following criteria are met:

1. The mailing involves sending a tangible item, such as a videotape, record, button, or written document, which is delivered by any means to recipients at their residence, place of employment or business, or post office box.
2. The item features a Board member or includes the name, office, photograph, or other reference to a Board member and is prepared or sent in cooperation, consultation, coordination, or concert with the Board member.
3. The costs of distribution, or any costs of design, production, and printing exceeding \$50, are paid with district funds.
4. More than 200 substantially similar items, as defined in Government Code 89002, are sent in a single calendar month.

- ~~1. Assure that all people within the district have full access to information concerning programs and policies.~~
- ~~2. Determine the public's reaction to the policies and programs anticipated or now carried out in the district.~~
- ~~3. Create and maintain an atmosphere of welcome public involvement in all district affairs.~~
- ~~4. Recognize that the schools belong to the community and cannot be separated from it.~~

- ~~5. Create and maintain an atmosphere of mutual understanding and respect for children and adults residing, studying or employed within the District.~~
- ~~6. Maintain communication as a two-way process.~~

The above prohibition does not apply to the types of mass mailings specified in Government Code 89002(b), including, but not limited to:

1. An item in which the Board member's name appears only in a roster containing the names of all Board members or in the letterhead or logotype of the stationery, forms, and envelopes of the district, a district committee, or the Board member
2. An announcement including only a single mention of the Board member's name which concerns a public meeting related to the Board member's duties or any official district event(s) for which the district is providing the use of its facilities, staff, or other financial support
3. A business card that contains only one mention of the Board member's name and no photograph of the Board member

However, any of the excepted mailings listed in items #1-3 above that meets the criteria for prohibited mass mailings shall not be sent within 60 days preceding an election in which a Board member to whom the mailing relates will appear on the ballot as a candidate.

Comprehensive Communications Plan

The Superintendent or designee shall develop a written communications plan which establishes priorities for proactive community outreach to build support for district programs and issues. The plan shall identify specific communications goals aligned with the district's vision and goals for student learning. For each communications goal, the plan shall identify key messages, individuals or groups that can help the district achieve its goal, strategies tailored to each target audience, timelines, persons responsible for each activity, and budget implications.

As appropriate for each issue, target audiences may include parents/guardians, the media, local governmental agencies, businesses, community organizations and civic groups, postsecondary institutions, health care professionals, child care providers, community leaders, state or federal legislators or agencies, and/or other segments of the public.

The plan shall incorporate strategies for effective communications during a crisis or

other emergency situation that may arise.

The Superintendent or designee shall periodically evaluate the implementation and effectiveness of the district's communications plan and recommend to the Board whether the goals and key issues identified in the plan need to be revised to meet changing circumstances or priorities.

Legal References: CALIFORNIA CODE OF REGULATIONS
2 CCR 18901.1 Campaign mailings sent at public expense
EDUCATION CODE
7054 Use of district property or funds re: ballot measures and candidates
35145.5 Board meetings, public participation
35172 Promotional activities
38130-38138 9 Civic Center Act
48980-48985 Parental / guardian notifications
GOVERNMENT CODE
54957.5 Meeting agendas and materials
82041.5 Mass mailing
89001-89003 Newsletter or mass mailing
CODE OF REGULATIONS, TITLE 2
~~18901 Mass mailings sent at public expense~~
18901.1 Campaign-related mailings sent at public expense
CODE OF FEDERAL REGULATIONS, TITLE 28
28 CFR 35.101-35.190 Americans with Disabilities Act
Management Resources:
WEB SITES
CSBA: <http://www.csba.org>
California School Public Relations Association:
<http://www.calspra.org>
Fair Political Practices Commission: <http://www.fppc.ca.gov>

Policy

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