

{{Full_District_Heading}}

COMMUNITY RELATIONS

4000

Goals

The Board, through the leadership of the Superintendent and the assistance of the total staff, will seek to enhance the District's community relations by striving to achieve the following goals:

1. To encourage and enhance communication, understanding, trust, and mutual support between the District and the people it serves;
2. To increase both the quality and quantity of public participation in school affairs, activities, and programs;
3. To strengthen and improve relations and interactions among staff, trustees, citizens, parents, and students; and
4. To promote understanding and cooperation between the schools and community groups.

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4100

Public Relations

The District shall strive to maintain effective two-way communication channels with the public. Such channels shall enable the Board and staff to interpret the schools' needs to the community and provide a means for citizens to express their needs and expectations to the Board and staff.

The Superintendent shall establish and maintain a communication process within the school system and between it and the community. Such a public information program shall provide for news releases at appropriate times, arrange for news media coverage of District programs and events, provide for regular direct communications between individual schools and the citizens they serve, and assist staff in improving their skill and understanding in communicating with the public.

Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses and other such events or activities which may bring staff and citizens together.

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4105

Public Participation in Board Meeting

All regular and special meetings of the Board shall be open to the public, but any person who disturbs good order may be required to leave. The Board of Trustees encourages all citizens of the District to express their ideas and concerns. During a time of Health Emergency, the Board may offer the ability to attend their meeting remotely, including the ability to submit patron input electronically ahead of time. Such electronically provided input shall be provided to the trustees. The comments of the community will be given careful consideration. In the evaluation of such comments, the first priority will be District students and their educational program.

NOTICE

DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION. ADDITIONALLY, OTHER TOPICS YOU WISH TO ADDRESS MAY ONLY BE APPROPRIATE FOR EXECUTIVE SESSION. IN SUCH INSTANCES, THE BOARD WILL DETERMINE IF YOUR COMMENTS ARE APPROPRIATE FOR OPEN OR EXECUTIVE SESSION AND WILL NOTIFY YOU ACCORDINGLY.

A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING, OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLS OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.

Any complaint about the District; including instruction, discipline, District personnel policy, procedure, or curriculum; should be referred through proper administrative channels before it is presented to the Board for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or staff;
2. Principal or supervisor;
3. Director or administrator;
4. Superintendent; then
5. Board of Trustees.

Please also see District Policy No. 4110 Public Complaints.

Members of the public will not be recognized by the Chair as the Board conducts its official business except when the Board schedules a public discussion period on a particular item. The

Board will listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

At each regular and special meeting of the Board the agenda may provide time for public comment before the Board. Persons wishing to address the Board will be required to submit a “Request to Address the Board” form. Forms are available from the Board Clerk and will be available at each meeting.

Total time allotted for public comment will not exceed _____. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to _____ minutes. Public comment will be taken on matters scheduled on the agenda. Should a large number of members of the public wish to speak on the same issue or topic, members of the public are encouraged to select one or more representatives to summarize their position. Additionally, the Board clerk will accept written comments for distribution to the Board. The Board may decline to hear repetitive comments. The Chair may also deny an individual the opportunity to address the Board if the individual has previously addressed the Board on the same subject within the past two months.

Written materials for Trustees must be submitted to the Board Clerk. The written material must include the name, address, and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Trustees if received by noon the Friday preceding the Board meeting. Materials should not be sent directly to Trustees. Materials may be presented or mailed to the Board clerk at _____, or emailed to the Board clerk at _____.

If a topic is being considered by a committee established for that purpose, the Chair may refer the public comment to that committee.

Because of the diversity of issues, Trustees will not respond to public comment. Instead, issues may be recorded and referred to the proper staff person for follow-up. The Chair may interrupt or terminate an individual’s statement when it is too lengthy, personally directed, abusive, obscene, repetitive, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Nothing in this policy shall prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is seriously compromised. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker’s privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

If a special meeting has been held to obtain public comment on a specific issue, the Chair of the Board may choose not to recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

Cross References:	4110	Public Complaints
	4120	Uniform Grievance Procedure

4320

Disruption of School Operations

Legal References:

I.C. § 33-512(11)

Governance of Schools – District Permitted to Prohibit Entry to School Grounds

I.C. § 74-206

Open Meetings Law - Executive Sessions -When Authorized

Policy History

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4105F

REQUEST TO ADDRESS THE BOARD

NOTICE

DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION. ADDITIONALLY, OTHER TOPICS YOU WISH TO ADDRESS MAY ONLY BE APPROPRIATE FOR EXECUTIVE SESSION. IN SUCH INSTANCES, THE BOARD WILL DETERMINE IF YOUR COMMENTS ARE APPROPRIATE FOR OPEN OR EXECUTIVE SESSION AND WILL NOTIFY YOU ACCORDINGLY.

A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING, OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLS OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.

Any complaint about the District, including instruction, discipline, District personnel policy, procedure or curriculum, should be referred through proper administrative channels before it is presented to the Board. All complaints should be resolved through proper channels in the following order:

1. Teacher or Staff
2. Principal or Supervisor
3. Director or Administrator
4. Superintendent
5. Board of Trustees

If these channels have been exhausted, this form should be filled out and handed to the Board clerk prior to the beginning of the meeting.

The Board of Trustees follows a written agenda, a copy of which is available to assist you in participating in the meeting.

If you have indicated on this form your desire to speak, at the appropriate time, the Chair will announce your name.

You will have the floor a maximum of five minutes.

The Board of Trustees encourages input from the public. If you want the Board to receive more information than time permits, please reduce your concerns to written form and send them to the Board Clerk. Written comments must include name, address, and telephone number.

All individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chair.
2. Identify oneself and be brief. Comments shall be limited to five minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than ten minutes.
3. The Board Chair may shorten or lengthen an individual's opportunity to speak. The Chair may also deny an individual the opportunity if the individual has previously addressed the Board on the same subject within the past two months.
4. The Board Chair shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board policy.
5. Patrons and community members who are unable to attend meetings in-person, are encouraged to submit public comment in writing. The Board Clerk will provide written comments to the Board during the period of public comment.

Request to Address the Board

Date: _____

Name: _____ (Please Print)

Subject Matter Desiring to Address:

Check if any of the below identified subject matters are matters you wish to address in your presentation to the Board:

- _____ The hiring of a public school employee.
- _____ The qualifications of any individual employee/prospective employee.
- _____ The evaluation or performance of any individual employed by the District.

_____ A complaint or concern about any individual employed by the District.

_____ A complaint or concern about any student enrolled at the District.

****Please deliver a completed copy of this form to the Board's clerk prior to the commencement of the Board meeting.**

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COMMUNITY RELATIONS

4110

Public Complaints and Suggestions

The Board is committed to providing an effective means for parents and the community to voice concerns and offer suggestions to improve the operation of the {{District_Name}}. The Board also strives to resolve matters raised by members of the school community whenever possible. To this end, the Board has established the following process to address concerns, complaints, and suggestions that do not fall within the scope of:

1. Any District complaint policy;
2. Policy 2530 Learning Materials Review; or
3. Any other complaint or appeal process specifically provided in policy.

Each complaint or suggestion shall be considered on its merits.

Suggestions

The Board believes that a continuing two-way dialogue between the schools and the public is necessary. It shall be the policy of the Board to give consideration to suggestions posed to the Board by residents of the District, students of the District and their parents/guardians, and District employees and volunteers. Those wishing to make suggestions should submit them in writing to the appropriate school administrator, to the Superintendent, or to the Board clerk to forward to the Trustees as appropriate.

Complaints

Complaints will be processed according to the step-by-step process outlined below. However, if a person designated to hear a complaint is the subject of the complaint, the process will begin at the next highest step and the process shall be modified as needed to meet the objectives of this policy. If a complaint is directly based on official Board action, the complaint shall be directed to the Clerk of the Board. The complaint may be heard by the Board at the sole discretion of the Board.

Level 1: Address Complaint with Employee Involved or at the Level of the Complaint

The complaint should be received and addressed with the employee involved or at the level closest to which the complaint originated. For example, a complaint regarding a classroom issue should be heard first by the teacher. A complaint regarding the school in general should be addressed first by the building principal.

Any employee receiving a complaint should verify whether the complaint has been appropriately referred to them and, if not, assist the complainant by identifying the appropriate employee to receive the complaint.

Once appropriately referred, the employee should work with the complainant to resolve the issue. If the complainant is unable to resolve the matter with the employee, the employee should direct them to this policy.

Level 2: Principal

If the complaint is not resolved at Level 1, the complainant may provide a written complaint to the building principal stating:

1. The nature of the problem and the date the complainant attempted to address the matter as described in Level 1; and
2. The remedy requested.

It must be signed and dated by the complainant. The written complaint must be filed with the principal within 60 days of the event or incident, or from the date the complainant could reasonably become aware of such occurrence.

The principal **[shall/may]** investigate and attempt to resolve the complaint within 30 school business days. If either party is not satisfied with the principal's decision, the complaint may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent within 15 days of the principal's decision.

Level 3: Superintendent

If the principal with whom the complaint was filed in Level 2 is also the Superintendent, the complainant may skip Level 3 and submit an appeal to the Board within 15 days as described in the last paragraph of Level 3.

Upon receipt of the request for review, the Superintendent **[shall/may]** schedule a meeting between the complainant, and other parties, and the principal. The **[shall/may]** be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent shall decide the matter within ten days of the meeting and shall notify the parties in writing of the decision.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within 15 days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Level 4: The Board

When the Board receives a written appeal of the decision of the Superintendent in which the complainant alleges a failure to follow Board policy, the matter [**shall/may**]be placed on the agenda of the Board for consideration at the earliest time convenient to the Board.

The Board has the sole discretion in determining how to handle the complaint review, including but not limited to the option of solely reviewing the written record and making a determination or seeking to speak with both sides of a complaint during a properly noticed meeting of the Board.

A decision by the Board shall be made and reported in writing to all parties within 30 days of the Board’s review, whether by written record or via meeting with the parties. The decision of the Board will be final.

Cross References:	2530	Learning Materials Review
	3060	Education of Homeless Children
	3085	Sexual Harassment, Discrimination and Retaliation Policy
	3085P	Title IX Sexual Harassment Complaint Procedure, Requirements and Definitions
	4120	Uniform Complaint Policy
	5250	Certificated Staff Complaints
	5800	Classified Employment, Assignment, and Complaint
	5800P	Classified Employee Complaint Procedure

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4120

Uniform Grievance Policy

It is the Board's desire that administrative procedures for settling complaints and grievances of any and all students, parents/guardians, and patrons, hereinafter "Grievant") be an orderly process within which solutions may be pursued. This policy shall apply to people employed by the District only if their grievance is in their capacity as a parent/guardian or patron. Any other employee complaints shall be resolved as described as specified below.

It is the intent of the Board that this policy will provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each grievant be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

Grievance Procedure

This grievance procedure should be followed if a grievant believes that the Board, its employees or agents have violated the grievant's rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy, except that any allegation of sexual misconduct or sexual harassment shall be addressed in accordance with Policy 3085. As referenced above, staff grievances relating to their employment position are solely controlled by:

1. Policy 5800 and Procedure 5800P in the case of classified staff;
2. Policy 5250 in the case of certificated staff; and
3. **[IF APPLICABLE] The District's Negotiated Agreement for applicable employees.**

The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Grievances will be processed according to the step-by-step process outlined below. However, if a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step and the process shall be modified as needed to meet the objectives of the Grievance Procedure. If a grievance is directly based on official Board action, the grievance shall be directed to the Clerk of the Board. The grievance may be heard by the Board at the sole discretion of the Board.

Level 1: Informal: A grievant with a complaint is encouraged to first discuss it with the employee (teacher, counselor, building administrator, etc.) involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual misconduct against a student should be addressed in accordance with Policy 3085.

Level 2: Principal: If the complaint is not resolved at Level 1, the grievant may file a written grievance stating:

1. The nature of the grievance, including identification of the state or federal constitutional provision, state or federal statute, and/or Board policy the grievant alleges has been violated and the Date the grievant attempted to address the matter informally with the employee in Level 1; and
2. The remedy requested.

It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within 60 days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint within 30 school business days. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent within 15 days of the principal's decision.

If the complaint alleges a violation of Title II, Section 504 of the Rehabilitation Act, or a violation of Title IX other than sexual misconduct, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within 30 school business days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within 15 days of receiving the report of the Coordinator to the Board for a hearing.

Level 3: Superintendent: If the principal with whom the grievance was filed in Level 2 is also the Superintendent, the grievant may skip Level 3 and submit an appeal to the Board within 15 days as described in the last paragraph of Level 3.

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent shall decide the matter within ten days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within 15 days of receiving

the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Level 4: The Board: When the Board receives a written appeal of the decision of the Superintendent in which the grievant alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration at the earliest time convenient to the Board.

The Board has the sole discretion in determining how to handle the grievance review, including but not limited to the option of solely reviewing the written record and making a determination or seeking to speak with both sides of a grievance during a properly noticed meeting of the Board.

A decision by the Board shall be made and reported in writing to all parties within 30 days of the Board's review, whether by written record or via meeting with the parties. The decision of the Board will be final.

Cross Reference: 3085 Sexual Harassment, Discrimination and Retaliation Policy
3085P Title IX Sexual Harassment Grievance Procedure, Requirements
and Definitions

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4120F

Concern You Would Like Addressed

(Please keep your presentation to one sheet. Thank you.)

If the complaint pertains to sexual harassment or sexual misconduct, the concern should be remanded to the Title IX Coordinator to address in accordance with Policy 3085.

Name: _____ Date _____

Mailing Address: _____

Phone Number(s): _____

Subject: _____

Please identify the right guaranteed by the state or federal constitution, state or federal statute, or Board policy you believe has been violated. If this was an instance of sexual harassment, please report the issue as described in Policy 3085 and Procedure 3085P.:

.....
.....
.....

Examples that demonstrate the problem: _____

.....
.....

Results: _____

.....
.....

Suggested Solutions: _____

.....
.....

Response Date: _____

Person Responding: _____

{{Full_District_Name}}

Response to Concern

If the complaint pertains to sexual harassment or sexual misconduct, the concern should be remanded to the Title IX Coordinator to address in accordance with Policy 3085.

Person Responding: _____ Response Date: _____

Method used to communicate response: _____

Actions taken to investigate concern: _____

People contacted in gathering information upon which to make decision: _____

Findings of the investigation: _____

Decision: _____

Results of communicating the decision: _____

Signature

{{Full_District_Heading}}

COMMUNITY RELATIONS

4130

Public Access to District Website

In order to comply with various State laws and to ensure that the public is provided with web-accessible information, the District shall develop and maintain a publically available website for the posting of District information.

The District shall make available to the public on its website the annual budget approved by the Board, which will be posted within 30 days after its approval.

The District shall also make available to the public on its website the Board's Annual Continuous Improvement Plan. The plan must be reviewed, updated annually, and posted no later than October 1 each year.

The District shall also make available to the public on its website its Student Data Privacy and Security policy.

Notice of negotiations sessions between the District and any local education organization shall be posted on the front page of the District's website. This shall be done at the earliest time practicable for the District. The District shall also make available to the public on its website any current master collective bargaining agreement approved by the Board.

The District shall make available to the public on its website a posting of District expenditures that is easily accessible from the main District webpage. The expenditure data shall be provided as open structure data that can be downloaded by the public in one of the following formats:

1. Non-searchable PDF;
2. Searchable PDF;
3. Spreadsheet; or
4. Database.

The District shall ensure that the expenditure website includes the following data concerning all expenditures made by the District:

1. The name and location or address of the entity receiving moneys;
2. The amount of expended moneys;
3. The date of the expenditure;
4. A description of the purpose of the expenditure, unless the expenditure is self-describing;
5. Supporting contracts and performance reports upon which the expenditure is related when these documents already exist; and
6. To the extent possible, a unique identifier for each expenditure.

The District shall update the expenditure data contained on the website at least every 30 days and archive all expenditures so that they remain accessible for three years after the fiscal year in which they were made consistent with the District's records retention policy.

Cross References: 4260
8605

Records Available to Public
Retention of District Records

Legal References: I.C. § 33-133
I.C. § 33-320
I.C. § 33-357
I.C. § 74-206A
I.C. § 74-101, *et seq.*
I.C. § 74-206A

Idaho Student Data Accessibility, Transparency,
and Accountability Act
Continuous Improvement Planning and Training
Creation of Internet-Based Expenditure Website
Negotiations in Open Session
Idaho Public Records Act
Open Meetings Law - Negotiations in Open
Session

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4135

Website Accessibility and Nondiscrimination

The District is committed to ensuring that people with disabilities have an opportunity equal to that of their nondisabled peers to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration.

Benchmarks for Measuring Accessibility

In order to assure that people with disabilities have an opportunity equal to that of their nondisabled peers to access information delivered through electronic and information technology, all pages on the District's website will conform to the W3C Web Accessibility Initiative's (WAI) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 techniques for web content, or updated equivalents of these guidelines, except where doing so would impose an undue burden or create a fundamental alteration.

Website Accessibility

With regard to the District's website and any official District web presence which is developed by, maintained by, or offered through third party vendors and open sources, the District is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504 and Title II so that students, parents, and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied benefits or, or otherwise subjected to discrimination in any District programs, services, and activities delivered online.

All existing web content produced by the District, and new, updated, and existing web content provided by third party developers, will conform to the WCAG 1.0 Level AA and the WAI-ARIA 1.0 techniques for web content or updated equivalents. This policy applies to all new, updated, and existing web pages, as well as all web content produced or updated by the District or provided by third-party developers.

Website Accessibility Concerns, Complaints, and Grievances

A student, parent, or member of the public who wishes to submit a complaint or grievance regarding a violation of the ADA, Section 504 or Title II related to the accessibility of any official District web presence that is developed by, maintained by, or offered through the District, third party vendors and/or open sources may complain directly to a school administrator. The initial complaint or grievance should be made using the District's Uniform

Grievance Form, upon request at the District office, however, a verbal complaint or grievance may be made. When a school administrator receives the information, they shall immediately inform the District’s **[IT Department OR website compliance coordinator]**. The complainant need not wait for the investigation of any grievance or complaint in order to receive the information requested.

Whether or not a formal complaint or grievance is made, once the District has been notified of inaccessible content, effective communication shall be provided as soon as possible to the reporting party to provide access to the information.

Testing and Accountability

The District will ensure website accessibility training to all appropriate personnel, including employees who are responsible for developing, loading, maintaining, or auditing web content functionality. The **[designated responsible personnel OR third party]** will be responsible for reviewing and evaluating new material that is published by **[school staff OR the IT Department]** and uploaded to the website for accessibility on a periodic basis. The **[designated responsible personnel OR third party]** will be responsible for reviewing all areas of the District’s website and evaluating its accessibility on a periodic basis, and at least once per quarter. Any non-conforming webpages will be corrected in a timely manner.

[Optional: This policy shall be available to the public via a link entitled “Accessibility,” which shall be located on the District’s homepage.]

Cross References:	4120 4120F	Uniform Grievance Procedure Uniform Grievance Form
Legal References:	29 U.S.C. § 701, <i>et seq.</i> 42 U.S.C. §§ 12131–65	Section 504 of the Rehabilitation Act of 1973 Title II of the Americans with Disabilities Act of 1990

Policy History:

Adopted on:
Revised on:
Reviewed on

{{Full_District_Heading}}

COMMUNITY RELATIONS

4140

Visitors to the Schools

While the District encourages visits by Trustees, parents, and citizens to all District buildings, all visitors are required to report to the administration or principal's office upon entering any District building.

All building administrators shall ensure that prominent notices are posted at each entrance requiring that all visitors first report to the administrative office. This includes all parents, Trustees, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, salespersons, representatives of the news media, former students, and any other visitors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Conferences should be held outside school hours or during the teacher's conference or prep time.

Loitering/Unauthorized Persons

The principal has authority to request assistance from law enforcement if any visitor or unauthorized individual refuses to leave school grounds or creates a disturbance. Violation of District policy may lead to removal from the building or grounds and denial of further access to District buildings or grounds.

Employees shall report to the principal any person loitering on or near a school building or school grounds. The principal may request such unauthorized individual leave or remove him or her from the school premises or area. If the individual does not leave voluntarily or resists removal, law enforcement shall be notified and requested to assist in the removal. The principal or designee shall notify the Superintendent's office immediately if such a situation develops.

Unauthorized persons loitering in or about any school building, or on school grounds shall be asked to leave the premises. Any such person failing to leave the premises shall be considered to be in probable violation of disorderly conduct or trespassing statutes. Law enforcement shall be notified and requested to remove the individual from the building or grounds.

Cross References: 4320
4420

Disruption of School Operations
Sex Offenders

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4150

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination.

The District may provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

The Superintendent is designated the Americans with Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least three years after its completion date **[For districts having 50 or more full- or part-time employees]**.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or building principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

The District will provide the parent or guardian of each student who has a disability with a copy of the Procedural Safeguards Notice available on the website of the Idaho State Department of Education. This notice will be provided one time each year. It will also be provided, as outlined in 34 C.F.R. 330.504(a), upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing, upon a disciplinary action constituting a change in placement, and upon the request of a parent or guardian. The notice must be provided in the parent or guardian's native language unless it is not feasible to do so.

Cross Reference: 4120

Uniform Grievance Procedure

Legal References: 42 U.S.C. §§ 12101, *et seq.*, The Americans with Disabilities Act of 1990
& 12131, *et seq.*
20 U.S.C. §§ 1400 – 82 Individuals with Disabilities Education Act
(IDEA)
34 C.F.R. § 300.504 Procedural safeguards notice

Policy History:

Adopted on:

Revised on:

Reviewed on:

Parents' Right-to-Know Notices

*NOTE: This list of parental notice requirements is limited to those required by ESSA 20 USC § 6312(e), other notices to parents are found in other policies. The only notices applying to districts that do **not** receive Title I funds are those regarding student privacy. The notices described in this policy are paraphrased; please see the specific ESSA section cited for the exact requirements.*

Academic Notices

1. **Teacher Qualifications:** At the beginning of each school year, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
 - A. Whether the teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - B. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria has been waived;
 - C. Whether the teacher is teaching in the field or discipline consistent with the teacher's certification; and
 - D. Whether paraprofessionals provide services to the student and, if so, their qualifications.

2. **Student Performance:** The District must provide parents the following information on the level of achievement of the parent's child:
 - A. Information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required by law; and
 - B. Timely notice that the student has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Testing Transparency Notices

1. **Testing Notification:** At the beginning of each school year, the District shall notify the parents of each student that the parents may request, and the District will provide the parents in a timely manner, information regarding any State or District policy regarding student

participation in any required assessments which information shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

2. **Testing Information:** The District shall make widely available through public means (including by posting in a clear and easily accessible manner on the District's website and, where practicable, on the website of each school served by the District) for each grade served by the District, information on each test or assessment required by ESSA 20 USC § 6311, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including: The subject matter to be assessed; the purpose for which the assessment is designed and used; the source of the requirement for the assessment; and, if available, the amount of time the students will spend taking the assessment, the schedule for the assessment, and the time and format for disseminating test results.

English Learner Program Notices

1. **Initial Program Notice:** The District shall, not later than 30 days after the beginning of the school year, inform a parent of an English learner identified for participation or participating in such a program of:
 - A. The reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program;
 - B. The child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
 - C. The methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
 - D. How the program in which their child is, or will be, participating will meet the educational strengths and needs of their child;
 - E. How such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
 - F. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program) if funds under this part are used for children in high schools;
 - G. In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child, as described in Section 614(d) of the Individuals with Disabilities Education Act (20 U.S.C. 1414(d)); and

H. Information pertaining to parental rights that includes written guidance—

- (i) Detailing the right of parents to have their child immediately removed from such program upon their request;
 - (ii) Detailing the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and
 - (iii) Assisting parents in selecting among various programs and methods of instruction, if more than 1 program or method is offered by the eligible entity.
2. **Program Notice During School Year:** For those children who have not been identified as English learners prior to the beginning of the school year but are identified as English learners during such school year, the District shall notify the children's parents during the first two weeks of the child being placed in a language instruction educational program consistent with subparagraph (1), above.
 3. **Parental Participation:** The District shall provide the parents of English Learners information regarding how the parents can: be involved in the education of their children; be active participants in assisting their children to attain English proficiency; achieve at high levels within a well-rounded education; and meet the challenging State academic standards expected of all students; and shall implement an effective means of outreach to parents of the above include holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of English Learners.
 4. **Program Exclusion and Admission:** A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.

Parent and Family Engagement

Parents shall be notified of the parent and family engagement policy as outlined in 2420-2420P, in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

Education of Homeless Children and Youths

1. The District shall provide written notice, at the time any homeless child or youth seeks enrollment in a school, and at least twice annually while the child or youth is enrolled in the school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth), which shall be signed by the parent or guardian, that:
 - A. Sets forth the general rights provided by the McKinney-Vento Act as set forth in District Policy No. 3060; and
 - B. Specifically states:

- i. The choice of schools homeless children and youths are eligible to attend;
 - ii. That no homeless child or youth is required to attend a separate school for homeless children or youths;
 - iii. That homeless children and youths shall be provided comparable services, including transportation services, educational services, and meals through school meals programs;
 - iv. That homeless children and youths should not be stigmatized by school personnel; and
 - v. Includes contact information for the local liaison for the homeless children and youths.
2. In the case of an unaccompanied homeless youth, the District shall ensure that the homeless liaison assists in placement or enrollment decisions, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

Each district shall ensure that public notice of the educational rights of homeless children is disseminated where such children and youths receive services, such as schools, family shelters, and soup kitchens.

Persistently Dangerous Schools

A “persistently dangerous school” is defined as a school which, for three consecutive years, meets the following criteria:

1. In each of the three consecutive years, there is one instance of: suicide; sexual offense; or kidnapping; or
2. The school exceeds an expulsion or student conviction rate of: 1 percent of the student body; or three students, whichever number is greater, for violent criminal offenses or for violations of federal or state gun free schools requirements on school property or at a school sponsored event while school is in session.
3. For the purposes of this definition, a “violent criminal offense” is defined as conduct which could be charged as a felony or misdemeanor involving the threat of or actual physical injury, a sexual offense, homicide, rape, robbery, aggravated assault, aggravated battery, stalking, first degree kidnapping or aggravated arson.

If a school in the District is identified by the state as a “persistently dangerous school,” the Superintendent, or designee, shall ensure the following actions are accomplished in a timely manner:

1. Notify the parents of all students attending the school that the state has identified the school as persistently dangerous. Notification to the parents must occur within ten school days from the date the state provided such notice to the District.
2. Offer all students in such school the opportunity to transfer to a safe public school within

the District. If there is no other school in the District, the District is encouraged, but not required, to explore other options such as an agreement with a neighboring district to accept transfer students. The offer to transfer students should occur within 20 school days from the time the District received notice from the state.

3. For those students who accept the offer, the transfer should be completed within 30 school days from the date the District notified the affected parents.
4. Parental notification regarding the status of the school and the offer to transfer student may be made simultaneously.
5. For student(s) choosing a transfer:
 - A. Students should be transferred to a school that is not identified as being in need of improvement, corrective action, or restructuring.
 - B. Transfers may be temporary or permanent, but must be in effect as long as the school is identified by the state as persistently dangerous.
 - C. In the event there is no other qualifying school in the District to accept the transferring student(s), the Superintendent should explore other options, such as an agreement with a neighboring district to accept the student(s). (See, Idaho Code §§ 33-1402, 33-1404.)

School Intervention Action Plan: For any school identified as “persistently dangerous” for two consecutive years, the District shall identify the problems and implement a written intervention action plan to ensure a safe school environment for students, faculty, and other school employees. Within 30 days of being notified, the intervention action plan shall be submitted to the State Department of Education (SDE) for approval. SDE will monitor the school progress.

Safe School Option for Victims: If a student is a victim of a violent criminal offense while attending school during normal school hours or at a school sponsored event, the District shall provide the following safe school options:

1. Within ten school days the Superintendent or designee shall ensure that the student is offered the opportunity to transfer to a safe school within the District;
2. If there is no qualifying school in the District, the District is encouraged, but not required, to explore other options such as an agreement with a neighboring district to accept the student.

To the extent feasible, the District will work with local victim assistance programs to determine whether they have services or funds available to help students in these circumstances. The Superintendent or designee should contact the office of the local county attorney to identify and locate qualified programs in the county.

Student Privacy

1. The student privacy policies developed by the District shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled in schools served by the District. At a minimum, the District shall provide such notice at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in such policies; and offer an opportunity for the parent to opt the student out of the activity.
2. The District shall provide reasonable notice of such existing policies to parents and guardians of students, e.g., *“The Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request.”*

Program Notices to Parents Format

The notice and information provided to parents under this policy shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents of English Learners can understand.

Cross References:	2385	English Learner Programs
	2100	Curriculum Development and Assessment
	2140	Student and Family Privacy Rights
	2420	Parent and Family Engagement
	3000	Entrance, Placement, and Transfer
	3060	Education of Homeless Children
	4175	Required Annual Notices
Legal References:	20 U.S.C. § 1232g, <i>et seq.</i>	Family Education Right to Privacy Act (FERPA)
	20 U.S.C. § 6311, <i>et seq.</i>	Basic Program Requirements
	20 U.S.C. § 6312(e)	Local educational agency plans - Parents' Right to Know
	20 U.S.C. § 1414(d)	Individualized education programs
	20 U.S.C. § 6318	Basic Program Requirements - Parent and Family Engagement
	20 U.S.C. § 6321	Fiscal Requirements
	20 U.S.C. § 7912	Unsafe School Choice Option

Policy History:

Adopted on:

Revised on:

Reviewed on:

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COMMUNITY RELATIONS

4170

District or School Operated Social Media

The District recognizes the value in using social media tools to reach students, parents, and community members in an effective and efficient manner. This policy establishes guidelines for the use of District and/or school-operated social media sites. The policy does not apply to private student or parent organizations.

The best, most appropriate District/school use of social medial tools fall generally into three categories:

1. As a means of disseminating time-sensitive information as quickly as possible (example: school closure due to weather conditions);
2. To promote upcoming District/school events, such as athletic competitions and other curricular and extracurricular events; and
3. To recognize outstanding achievement on the part of students and teachers.

Each District/school that operates a social media site shall designate a staff member “Content Manager” who shall be responsible for the content and maintenance of the social media site(s). This person shall be identified as the responsible Content Manager in both social media and District/school websites and contact information shall be provided.

Social media sites shall be in compliance with all relevant District policies and state and federal rules and regulations, including without limitation, the Idaho Code of Ethics for Professional Educators, student and personnel acceptable Internet use policies, records retention policies, and applicable privacy and confidentiality policies adopted by the District or as provided by State or federal law. No confidential or proprietary information of the District shall be posted. No student records shall be posted.

Directory information regarding students may be posted on social media, which may include photos, student names, grade level, academic awards and information in relation to school-sponsored activities, organizations, and athletics. Any parent/student who has not opted out of providing directory information pursuant to District Policies 3570 and 3575 consents to the publishing of student directory information on social media, and such content shall not be a violation of applicable District policy or State or federal law.

Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between the District/schools and students, parents, and members of the community.

The Content Manager may remove any material that would:

1. Disrupt the educational process or compromise the safety of students or staff;

2. Violate the rights of others;
3. Invade the privacy of others;
4. Infringe on a copyright;
5. Be obscene, vulgar, or indecent;
6. Promote, foster or perpetuate discrimination on the basis of race, ethnicity, age, religion, gender, national origin, physical or mental disability or sexual orientation;
7. Include sexual content or links to sexual content;
8. Encourage illegal activity;
9. Constitute hazing, harassment, intimidation, bullying, or cyberbullying;
10. **[Optional: Solicit commerce.]**

These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date, and identity of the poster when available.

The District or Content Manager reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.

Cross References:	3570-3570P 3575 4130 4260 5280 5325-5325P 8605	Student Records Student Data Privacy and Security Public Access to District Website Records Available to Public Professional Standards Commission Code of Ethics Employee Use of Social Media Sites, Including Personal Sites Retention of District Records
Legal References:	20 U.S.C. § 1232g, <i>et seq.</i> 34 C.F.R. Part 99 I.C. § 74-101, <i>et seq.</i> I.C. § 33-133 I.D.A.P.A. 08.02.02.076 I.D.A.P.A. 08.02.02.077	Family Education Right to Privacy Act (FERPA) Implementing FERPA Idaho Public Records Act Idaho Student Data Accessibility, Transparency, and Accountability Act Code of Ethics for Idaho Professional Educators Definitions for Use with the Code of Ethics for Idaho Professional Educators

Policy History:
Adopted on:
Revised on:
Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4175

Required Annual Notices

The following policies, procedures, and forms shall be distributed to students and their parents/guardians on an annual basis. This requirement may be met by distribution in the District’s student handbook. In some cases, additional notices may be necessary to reach staff, applicants, or others.

2140, 2140F	Student and Family Privacy Rights
2425	Parental Rights
3280	Equal Education, Nondiscrimination, and Sex Equity
3295P	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3320	Substance and Alcohol Abuse
3330	Student Discipline
3335	Academic Honesty
3500	Student Health/Physical Screenings/Examinations
3570F1	Student Records
3575	Student Data Privacy and Security
4160	Parent Right-to-Know Notices
5120	Equal Employment Opportunity and Non-Discrimination
5265	Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying
8200	Local School Wellness
8245	Unpaid School Meal Charges

Note: This list only includes those for which general notice is required in all school districts.

Policy History:

Adopted on:

Revised on:

Reviewed on:

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COMMUNITY RELATIONS

4180

Community Involvement in Student Nutrition and Exercise

The effectiveness of school-based nutrition programs and services can be enhanced by outreach efforts in the surrounding community. Personnel should be familiar with the health and nutritional resources available through the community and local agencies. Contacts should be made with the health department, community nutrition programs, health centers, local food pantries, and fitness programs. Once contact has been established, collaborative efforts should be made with other community agencies to positively influence the health and nutritional status of school-age children.

Schools may work with a variety of media to spread the word to the community about a healthy school nutrition environment, such as local newspaper and television stations.

Parent Involvement

The District will support parents' efforts to provide a healthy diet and daily physical activity for their children. The District will offer healthy eating seminars for parents, send home nutrition information, post nutrition tips on school websites, and provide nutrient analyses of school menus. In addition, the District will provide opportunities for parents to share their healthy food practices with others in the school community.

The District will support parents' efforts to provide their children with opportunities to be physically active outside of school. Such support will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

Parents are to be advised that their children are participating in a nutrition education or counseling experience, encouraging their support at home. Parent involvement can be in person or through communication sent to the home. Nutrition education will be provided to parents beginning at the elementary level. The goal will be to continue to educate parents throughout the middle and high school levels;

Healthy eating and physical activity will be actively promoted to students, parents, teachers, administrators, and the community at registration, PTO meetings, open houses, health fairs, teacher inservices, etc.

Nutrition education from evidence-based sources (such as USDA's Team Nutrition and My Plate) may be provided in the form of handouts, postings on the District website, or presentations at open houses that focus on nutritional value and healthy lifestyles.

Legal Reference: 7 C.F.R. § 210.12 Student, Parent, and Community Involvement

Policy History:

Adopted on:

Revised on:

Reviewed on:

School-Support Organizations

The Board recognizes that parent, teacher, and student organizations are an invaluable resource to the District schools and so supports their formation and vitality. While parent, teacher, and student organizations have no administrative authority and cannot determine District policy, their suggestions and assistance are always welcome. Membership must be open and unrestricted.

Booster clubs and/or special interest organizations may be formed to support and strengthen specific activities conducted within the school or District. All such groups must receive the approval of the school principal, Superintendent, and the Board in order to be recognized as a booster organization. These organizations must keep on file in the Superintendent's office a record of officers, bylaws, mailing addresses, and other pertinent information as may be required by the Superintendent. Staff participation, cooperation, and support are encouraged in such recognized organizations.

Approving Activities of Booster Organizations

Booster-proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the curricular as well as the extracurricular programs of the District. Careful consideration must be given to the total value of all students, rather than to specific elements such as team participants.

Annually, booster organizations must submit to the Superintendent or designee their tentative goals and objectives along with their fundraising plans for the next school year for review by the Board. Should the goals and objectives or fundraising plans change during the school year, the Superintendent or designee is to be advised before any final revisions are made.

Booster organizations must abide by all District policies as well as the following:

1. Booster organizations may not use the District's tax ID number;
2. Booster organizations may not accept checks made out to the District. The District may not accept checks made out to the booster organization;
3. District officials should not have a leadership role in booster organizations;
4. Fundraising activities should not occur on District premises or during school hours unless permission has been given by the Superintendent or designee; and
5. Booster organizations must submit to the **Board/Superintendent/Principal/Designee** [choose one] for review and approval of **annual/quarterly** [choose one] reports on income, expenses, and balance sheets.

Fund-Raising by School Support Groups

Fund-raising by school support groups is considered a usual and desirable part of the function of such groups. The specific fund-raising activities must be approved in advance by the principal.

The principal must be consulted prior to any expenditure of such funds. All such funds raised by school adjunct groups are to be used for the direct or indirect support of school programs. Equipment purchased by support groups and donated to the schools becomes the property of the District and may be used or disposed of in accordance with District policy and State law.

Announcements of booster organization events and activities should clearly indicate that it is sponsored by a group and not the school or District. Groups should warrant that the activities will be adequately supervised.

Financial Records

Booster organizations shall handle their own accounting and bookkeeping procedures and maintain their own separate accounts for income and expenditures. However, each organization shall be required to submit an **annual/quarterly [choose one]** financial report to the **Board/Superintendent/Principal/Designee [choose one]** giving a full accounting of their financial dealings for the year including money raised and expended. The organization shall also submit to the Superintendent backup documentation. Adequate, auditable financial records shall be maintained at all times.

Booster organizations shall use a fiscal reporting period that begins July 1 and ends June 30. Only elected officers of the booster organization may be authorized to sign checks drawn on the bank account of the organization. Two signatures are required on all organization checks. Persons authorized to sign may not be related nor live in the same house. An employee of the school may not be authorized to sign checks drawn on the bank account of a booster organization operating at that school.

No member or officer of any school associated organization shall draw a salary or receive wages of any kind in connection with their work with any school associated organization with the exception that members or officers may be reimbursed for personal expenditures made on behalf of the organization to a maximum of \$1,000.00 per year as verified by actual receipts. Any school associated organization failing to submit an annual financial statement as required by this policy shall be subject to having the Board approval withdrawn and will no longer be allowed to raise funds on behalf of the schools or use the name of any school or of the District in any way, or imply that they are a school associated organization.

Audit

Any booster organization shall be required to conduct **annual/quarterly [choose one]** audits of their financial records. The District **does/does not [choose one]** require booster organizations to hire an audit committee or qualified accountant to conduct the organization's audit.

Liability and Insurance

The District requires any booster organization or like organization to obtain and keep current liability insurance in the amount of \$ _____ naming the District as additional insureds.

High School Activities Association Regulations

The Idaho High School Activities Association (IHSAA) Rules and Regulations prohibit remuneration of any kind from any source outside the local School Board in return for services rendered in instructing or coaching any high school athletic team. Said prohibition shall also apply to any coach, instructor, or advisor of other teams, clubs, groups, etc. Coaches, instructors, or advisors may receive appreciation gifts from team members, students' parents, or community organizations that do not exceed the value of an IHSAA player award.

Parameters for Use of the District's Name, Logo, or Mascot

The use of the District or any school name, logo, or mascot by booster organizations must be authorized by the Superintendent or designee. The Superintendent or designee may revoke the authorization to use the District's name, logo, or mascot if the Superintendent or designee determines that the booster organization has failed to comply with the terms of this policy or any other District policy. The Superintendent or designee will notify the booster organization in writing of the reason for the revocation. The booster organization may appeal the revocation to the Board whose decision will be final. The appeal must be filed in writing and submitted to the Board Clerk no later than five business days from the date of the Superintendent/designee's letter.

In the event a booster organization's authorization to use the District's name, logo, or mascot is revoked, the booster organization will, within three business days of the final decision, provide to the District Treasurer for deposit all of the funds in its possession.

Donations

Any item that a booster organization proposes to contribute to the school must meet all legal requirements, including safety codes. Before accepting any such donation, the **Superintendent/Principal/Designee [choose one]** must ensure that funding is available to install and maintain all donated equipment, such as playground equipment, in compliance with all safety requirements. All items donated become the property of the District. While the intent of the donation will be considered, the District reserves the right to modify the use if the needs of the students or the District change.

Discrimination

The District and booster organizations may not create a vast difference in benefits or services to female and male athletes and/or students. The District and booster organization must ensure that any contribution by the booster organization does not create a disparity in participation opportunities, equipment, facilities, etc. between males and females.

Legal References: 34 C.F.R. § 106.31(b) Education Programs or Activities: Specific Prohibitions (Implementing Title IX)

Other References: Idaho High School Activities Association, Current Rules and Regulations Manual (available at https://idhsaa.org/asset/19-20Manual_Complete.pdf) (last accessed November 11, 2019)
Office of Civil Rights, Title IX Athletics Investigator's Manual (available at <https://eric.ed.gov/?id=ED400763>) (last accessed November 11, 2019)

Policy History:

Adopted on:

Revised on:

Reviewed on:

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COMMUNITY RELATIONS

4210

Community Use of School Facilities

School facilities are available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest, when such use does not interfere with the school program or school-sponsored activities. Such facilities may also be used for the operation of a senior citizen center. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of the facility shall pay fees and costs. The Superintendent shall develop procedures to manage community use of school facilities, which shall be reviewed and approved by the Board. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

Authorization for use of school facilities shall not be considered an endorsement of or approval of the activity, person, group, or organization nor the purposes they represent.

The administration shall approve and schedule the various uses of the school facilities. A master calendar will be kept in the office for scheduling dates to avoid conflicts during the school year. Requests for use of the school facilities must be submitted in advance of the event to the Superintendent's office.

Proper protection, safety, and care of school property shall be primary considerations in the use of school facilities. All facility use shall comply with State and local fire, health, safety, and police regulations. All individuals using school facilities shall comply with the policies of this Board.

Legal References:	I.C. § 33-601	School Property - Real and Personal Property — Acquisition, Use or Disposal of the Same
	I.C. § 33-602	Use of School Property or Buildings for Senior Citizen Centers
	I.C. § 74-604	Public Funds Prohibited
		<i>Lamb's Chapel v. Center Moriches Union Free School District</i> , 508 U.S. 384 (1993).

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4210F1

Fee Schedule for Community Use of School Facilities

Building/Area	Rate of Charge
High School:	
Fieldhouse when no admission is charged	
Fieldhouse when admission is charged	
Gym when no admission is charged	
Gym when admission is charged	
Auditorium when no admission is charged	
Auditorium when admission is charged	
Cafeteria without kitchen equipment	
Cafeteria with kitchen equipment*	

*When kitchen equipment is used, a school cook must be present.

Building/Area	Rate of Charge
Junior High School:	
Gym when no admission is charged	
Gym when admission is charged	

Building/Area	Rate of Charge
Elementary:	
Gym when no admission is charged	
Gym when admission is charged	

Building/Area	Rate of Charge
Use of any Classroom (per classroom):	
When no admission is charged	
When admission is charged	

All charges are based on a per-day charge. Should the services of additional personnel be required due to the nature of the use request, the charges will be based on \$ _____ per hour for such additional employee

{{Full_District_Heading}}

COMMUNITY RELATIONS

4210F2

Community Use of School Facilities

HOLD HARMLESS AGREEMENT FOR USE OF DISTRICT FACILITIES

{{Full_District_Name_Number}} (hereinafter referred to as “the District” or “District”) receives requests to cooperate with other agencies in promoting student activities by use of school facilities. Occasionally, such cooperation exposes the District to possible liability exposure. This agreement provides the District with assurance that the cooperating agency agrees to accept the additional liability risks, including but not limited to any matter relating to the COVID-19 pandemic, and to defend and hold the District harmless in case of claims arising out of the rental or use of District facilities or grounds.

1. Indemnity

_____ (*agency using district facility*) shall defend, indemnify, and hold harmless the District, all of its officers, agents, employees, the State of Idaho, and its political subdivisions from and against any and all demands, suits, actions, claims, loss, or damage of any kind, whether or not meritorious, and by whomsoever made or caused, in any manner arising out of or occurring by reason of or in relation to any action or omission of the _____ (*agency using district facility*), its agents, servants, or representatives, or any occurrences, incidents, or injuries connected with the activity.

2. Liability Insurance and Damage

Prior to the activity, _____ (*agency using district facility*) shall procure and prepay all premiums on a comprehensive general liability insurance policy issued by an entity licensed to provide business insurance in Idaho. Said policy shall contain standard liability insuring agreements naming the District as an additional insured with _____ (*agency using district facility*). The limits of said policy shall not be less than the following amounts:

- \$ _____ for injuries to, or wrongful death of, any one person in any one accident;
- \$ _____ for injuries to, or wrongful death of, all persons in any one accident;
- \$ _____ for damage to, or loss of property in any one accident.

_____ (*agency using district facility*) shall furnish to the District a certificate of insurance at least _____ business days prior to the event/activity/meeting date. Said certificate of insurance shall show compliance with this agreement and provide _____ days prior notice of cancellation to the District.

_____ (*agency using district facility*) shall be primarily responsible to the District for any and all damage of any nature and by whomsoever caused to District property

arising out of the aforementioned event/activity/meeting, but not limited to, any consequential damages the District may suffer because of loss of use of school facilities.

3. Non-Assignability

This Agreement is not assignable by _____ (*agency using district facility*) without the express and written consent of the District.

4. Miscellaneous

This Agreement shall be construed pursuant to the laws of the State of Idaho. It is agreed that the State of Idaho is the place of the formation of this Agreement and that this Agreement constitutes the whole of the parties' understanding and may not be modified except as provided herein or by a writing signed by each party hereto. The individual signing below as an officer or a representative warrants that he or she has the actual authority to sign this Agreement on behalf of the cooperating agency.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on this _____ day of _____, 20__.

Cooperating Agency:

Owner:

Full District Name Number

By: _____
Authorized Agency Administrator

By: _____
Authorized District Administrator

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COMMUNITY RELATIONS

4210F3

Facilities Use Agreement

Organization or Individual Requesting Facility Use: _____

Facility Requested: _____

Date and Hours of Requested Use: _____

Purpose of Use: _____

Equipment/Services Needed: _____

Insurance and Other Special District Requirements for Use: _____

Use Charge for Services/Facilities Listed: _____

Date and Amount Paid: _____

Principal's Approval: _____ Date: _____

Superintendent's Approval: _____ Date: _____

Premises and Conditions

I. Conditions of Facilities Use—Use of District facilities is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco, or other drugs be sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members;
2. That no illegal games of chance or lotteries be permitted;
3. That no functional alteration of the premises or functional changes in the use of such premises be made without specific written consent of the District; and
4. That adequate supervision be provided by the requesting organization or individual to ensure proper care and use of District facilities;
5. That the organizers and participants shall comply with Policy 4210, Procedure 4210P, and all other District policies and procedures; and
6. That all other federal, state, local, and District health measures in effect, such as requirements to wear a mask or to practice physical distancing, be observed.

Rent and Deposit

The requesting organization or individual agrees to pay the District, as rent for the premises and as payment for special services provided by the District (if any), the sum of \$ _____. This shall be due _____ days in advance. The requesting organization or individual shall be

responsible for all actual damages, including costs, disbursements, and expenses resulting while it has use of the premises.

Insurance and Indemnification

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend, and hold harmless the District and any of its employees or agents from any liability, expenses, costs (including attorney’s fees), damages, and/or losses arising out injuries or death to any person or persons or damage to any property of any kind in connection with the organization or individual’s use of the District facility which are not the result of fraud, willful injury to a person or property, or the willful or negligent violation of a law.

The requesting organization or individual shall provide the District with a certificate of insurance prior to the use of the facility. The certificate shall show coverage for comprehensive general liability insurance in an amount not less than \$1,000,000 for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility.

Non-Discrimination

The requesting organization or individual agrees to abide by non-discrimination clauses as contained in the Idaho Human Rights laws and federal anti-discrimination laws.

DATED this ____ day of _____, 20__.

{{District_Name}}:

Requesting Organization/Individual

By: _____

By: _____

Address: _____

Phone: _____

Additional Obligations:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4210P

Community Use of School Facilities

Facility Use Applications

Applications requesting use of the school facility must be presented to the building principal at least ten days in advance of the time desired and must be signed by a qualified representative of the organization desiring to use the building.

When considering facility use applications, the following should be taken into consideration:

1. The activity should not interfere with the schedule of normal activities of the school or District;
2. The content of the activity should be reasonably appropriate in a school setting;
3. The event is not in conflict with the health and safety of the District or community and does not violate any federal, state, or local ordinance;
4. **The event may not be held by the District in support of or in opposition to any candidate or ballot measure. If the District permits facilities rental by any entity or person seeking to hold a meeting in support or opposition to any candidate or ballot measure, the denial or approval of such rental cannot be based upon the content of the position of the entity or person seeking to hold a meeting and shall likewise make rental options equally available to the counter entity or person if they seek to rent the school's facilities.**

OR

The event may not be held in support of or opposition to any candidate or ballot measure.

5. The user agrees to follow all health and safety protocols outlined by the District.

The renting of school facilities will ordinarily be on a first-come-first-serve basis for eligible organizations, except that school-related activities shall have priority.

Right to Decline Use

The use of the school premises will be denied when, in the opinion of the Superintendent or the Board, such use may be construed to be solely for commercial purposes, when there is probability of damage or injury to school property, or when the activity is deemed to be improper to hold in school buildings, or if it conflicts with any federal, state, or local public health ordinance or District health policy or procedure.

Fees

The Superintendent, or designee, shall establish a schedule of fees and make additional adjustments in the fees as necessary for the use of any school facility or school grounds. Fees/rental charges shall cover costs of wages of school personnel involved and utilities. The Board will review this fee schedule annually. Fees may be waived by the Superintendent or designee in consideration of services rendered by public institutions or nonprofit organizations in direct support of public school students or staff.

Fees will be invoiced and the sponsoring organization whose name appears on the application shall be held responsible for any and all damages to school property and equipment.

Insurance Coverage

The Board may require facility users to carry a commercial general liability insurance policy with a minimum limit per occurrence of \$1,000,000. A Certificate of Insurance for the policy, naming the {{Full_District_Name}} as an additional insured, may also be required along with the facility use request. The Board reserves the right to require increased insurance coverage on any event.

School Equipment

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator. No District equipment shall be removed from the premises for use by non-District personnel unless otherwise provided for in policy. All equipment used in must be thoroughly cleaned and disinfected by the user.

Supervision

At least one District employee must be on hand, paid for by the organization when, in the opinion of the Superintendent or designee, it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served, and number of volunteer helpers.

Whenever a cafeteria is used, it shall be under the supervision of a school employee. The group using the facility shall reimburse the District for the salary of the employee.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace, or damage to property or for any purpose prohibited by law.

No access to other rooms or equipment in the building shall be permitted unless designated by agreement.

Outdoor Facility Usage

The following applies to all District outdoor facility rentals:

1. The rental group shall be responsible for the full replacement cost of any facility or equipment damage.
2. Arrangements for keys for any rented facility must be made prior to the event by contacting the Athletic Director.
3. The procedure for cancellation of outdoor events due to threatening weather and/or field conditions is as follows:
 - A. If field conditions are such that play is not recommended, the athletic director shall notify the rental group as far in advance as possible that contests must be cancelled. Practice field rental will be substituted, if possible; and
 - B. If there is rain the day of the scheduled contests, the game field rental is considered cancelled and game fields are not to be used. Questions can be answered by calling the athletic director, high school principal, or Superintendent (in that order).
4. All equipment items the rental group desires must be listed on the rental agreement.
5. Requests for night rentals will be reviewed on a case-by-case basis.

Procedure History:

Promulgated on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4225

Equipment Usage

The District athletic equipment will not be loaned out except under the provisions in the last paragraph of this policy.

For liability reasons, use of school equipment by any group or individual, other than for school sponsored events, is discouraged. In all cases where equipment is used by non-school groups, a liability release will be required.

Use of equipment will not be available to non-school groups. Equipment such as pitching machines, catcher's gear, shoulder pads, helmets, weight room equipment, blocking dummies and sleds, pole vault and high jump equipment and mats, meet hurdles, starting blocks, and wrestling mats are available for use by School District classes and athletic teams only. This does not include Freestyle Wrestling's use of the mats.

Different pieces of equipment such as practice hurdles, pole vault equipment, etc. may be used by District athletes for practice during non-scheduled practice times. These must be checked out through the athletic director and a waiver must be signed releasing the District of any liability.

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4230

Use of School Property for Posting Notices

Non-school related organizations may ask the building principal permission to:

1. Display posters in the area reserved for community posters; or
2. Have flyers distributed to students.

Posters and/or flyers subject to a request must be student oriented and have the sponsoring organization's name prominently displayed. Permission will be denied to post or distribute any material that would:

1. Disrupt the educational process;
2. Violate the rights of others;
3. Invade the privacy of others;
4. Infringe on a copyright; or
5. Be obscene, vulgar, or indecent.

No commercial publication shall be posted or distributed unless the purpose is to further a school activity such as graduation, class pictures, or class rings. No information from any candidates for non-student elective offices shall be posted in the school, except on election-day, or distributed to the students.

If permission is granted to distribute, the organization must arrange to have copies delivered to the school. Distribution of the material will be arranged by the administration.

Cross Reference: 3250

Distribution and Posting of Materials

Policy History

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4240

Distribution of Fund Drive Literature through Students

It is the policy of this District to refrain from having the students, as student body members, used for collection or dissemination purposes.

Exceptions to this policy will be considered when recognized or student or school-affiliated organizations of the District request permission to participate in such activities.

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4250

Educational Research in District Schools

All requests from the public to conduct research within the School District must be directed to the Superintendent. The following criteria will be utilized to make a determination regarding approval of such requests:

1. The study results in direct benefits or provides direct services to the children within the School District;
2. The study provides in-service opportunities for the growth and development of faculty and/or staff;
3. There is no expenditures of District funds or use of staff/faculty time unless there are benefits as described in 1 and 2 above; and
4. Students participating in studies authorized by school administration must have the approval of their parents.

Cross References:	2120	Program Evaluation and Diagnostic Tests
	2140	Students and Family Privacy Rights
	2130	Research Studies
	5380	Professional Research and Publishing

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4260

Records Available to Public

Subject to the limitations provided herein, and as provided by law, full access to public records concerning the administration and operations of the District shall be afforded to the public. Public access to District records shall be afforded according to appropriate administrative procedures.

Every person has the right to examine and take a copy of any public record at all reasonable times. All District records except those restricted by State and federal law shall be made available to citizens upon written request for inspection at the Clerk's office.

The Superintendent shall serve, or designate someone to serve, as “Public Records Coordinator” with the responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, retention, and copying requirements of federal law, State law, and this policy. Responsibility and authority for indexing shall include identifying the general subject matter of all public records kept or maintained by the District, the custodian of these records, and their physical location. The identified physical location of the District’s records is provided in the Retention of District Records Policy. The Public Records Coordinator shall authorize the inspection and copying of the District's records only in accordance with the criteria set forth in this policy and in compliance with State and federal laws.

A written copy of the Board’s minutes shall be available to the general public within a reasonable time after the meeting in which they are approved. Drafts of the Board’s minutes are considered to be public records and shall be produced upon request. However, the District shall watermark such public records with the statement “Unofficial Draft Minutes not yet reviewed or approved by Board.”

Definitions

A “public record” includes, but is not limited to, any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by any State agency, independent public body corporate and politic, or local agency regardless of physical form or characteristics. Provided, however, that personal notes created by a public official solely for their own use shall not be a public record as long as such personal notes are not shared with any other person or entity.

A "writing" includes, but is not limited to, handwriting, typewriting, printing, photocopying, photographing, and every means of recording, including letters, words, pictures, sounds or symbols, or combination thereof; and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, or other documents.

Records Exempt from Disclosure

In accordance with Idaho Code, the following records shall NOT be subject to public inspection or copying:

1. Any public record exempt from disclosure by federal or State law or federal regulations to the extent specifically provided for by such law or regulation.
2. Retired employees' and retired public officials' home addresses, home telephone numbers, and other financial and non-financial membership records.
3. Records of a current or former employee other than the employee's duration of employment with the District, position held, and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses. However, all other personnel information relating to a public employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, net pay, applications, testing and scoring materials, grievances, correspondence, and performance evaluations shall not be disclosed to the public without the employee's or applicant's written consent.
4. Records relating to the appraisal of real property, timber, or mineral rights prior to its acquisition, sale, or lease by the District.
5. Any estimate prepared by the District that details the cost of a public project until such time as disclosed, or bids are opened, or upon award of the contract for construction of the public project.
6. Records of any risk retention or self-insurance program prepared in anticipation of litigation, or for analysis of, or settlement of potential or actual money damage claims against the District or its employees except as otherwise discoverable under the Idaho or federal rules of civil procedure. These records shall include but are not limited to claims evaluations, investigatory records, computerized reports of losses, case reserves, internal documents, and correspondence relating thereto. At the time any claim is concluded, only statistical data and actual amounts paid in settlement from public funds shall be deemed a public record unless otherwise ordered to be sealed by a court of competent jurisdiction. Provided however, nothing in this subsection is intended to limit the attorney client privilege or attorney work product privilege otherwise available to any public agency or independent public body, corporate and politic.
7. Computer programs developed or purchased by or for the District for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval, and manipulation of data from the computer system, and any associated documentation and source material that explain how to operate the computer program. This does not include:

- A. The original data including but not limited to numbers, text, voice, graphics, and images;
 - B. Analysis, compilation, and other manipulated forms of the original data produced by use of the program; or
 - C. The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually.
8. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act, Idaho Code, and adopted District policy.
9. Test questions, scoring keys, or other examination data used to administer academic tests.
10. Records relevant to a controversy to which the District is a party, but which records would not be available to another party under the rules of pretrial discovery for cases pending resolution.
11. Records of buildings, facilities, infrastructures, and systems when the disclosure of such information would jeopardize the safety of persons or the public safety. Such records may include emergency evacuation, escape, or other emergency response plans; vulnerability assessments; operation and security manuals; plans; blueprints; or security codes.

However, all personnel records of a current or former public official reflecting public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing agency are subject to public inspection and copying.

If the record requested for inspection and/or copying contains both information exempted from disclosure and nonexempt information, the District shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.

Response to Requests

The District shall require that a public records request be submitted in writing upon a form prescribed by the District with the requester's name, mailing address, email address, and telephone number. A request for public records may be conducted by electronic mail. The request shall specifically describe the subject matter and records sought, including a specific date range for when the records sought were created. The request shall be as specific as possible, describing the records sought in enough detail to let the Public Records Coordinator find the records with reasonable effort. The District may provide the requester information to help the requester narrow the scope of the request or to help the requester make the request more specific when the records requested are voluminous or costly.

The District shall either grant or deny a person's request to examine or copy public records within three working days of the date of the receipt of a request for public records. If a longer period of time is needed to locate or retrieve the records, the District shall notify the person requesting the records of the same and provide the records to such person not later than ten

working days following the request. In the event an individual requests a record be provided in electronic format, the District shall provide the record in electronic format if the record is available in that format. If a record is requested in electronic format and the record cannot easily be converted to electronic format within ten working days, the District shall notify the person requesting the records of this fact and provide them with an estimate of the time necessary to complete the conversion. The documents shall then be provided at a time mutually agreeable to the parties giving consideration to any limitations that may exist regarding electronic conversion.

If the District fails to respond, the request shall be deemed to be denied within ten working days following the request. If the District denies the request for examination or copying the public records or denies in part and grants in part the request for examination and copying of the public records, the Public Records Coordinator shall notify the person in writing of the denial or partial denial of the request for the public record. The notice of denial or partial denial shall state that the attorney for the District has reviewed the request or shall state that the District has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. The notice of denial or partial denial also shall indicate the statutory authority for the denial and indicate clearly the right to appeal the denial or partial denial and the time periods for doing so.

The Public Records Coordinator is authorized to seek an injunction to prevent the disclosure of records otherwise suitable for disclosure when it is determined that there is reasonable cause to believe that the disclosure would not be in the public interest and would substantially or irreparably damage any person or would substantially or irreparably damage vital governmental functions.

Fee Waiver

The District will adhere to its copying fee schedule unless it is determined by the Public Records Coordinator that the individual making such a request has demonstrated information sufficient to fulfill the following test:

1. That the requester's examination and/or copying of public records is likely to contribute significantly to the public's understanding of the operations and activities of the government;
2. That the requester's examination and/or copying of public records is not primarily in the individual interest of the requester including, but not limited to, the requester's interest in litigation in which the requester is or may become a party; and
3. That the requester's examination and/or copying of public records will not occur if fees are charged because the requester has insufficient financial resources to pay such fees.

Upon a request that fees not be charged, and the Public Records Coordinator's consideration of the above factors, the Public Records Coordinator shall notify the requester in writing of their decision within ten working days following the request.

If the fee waiver is denied, the requester shall then have seven days to file an appeal of the denial with the Superintendent. The Superintendent shall review the denial and either affirm or reverse the denial of the Public Records Coordinator in writing within ten working days of receipt of the appeal. In the event that the Superintendent is the Public Records Coordinator the appeal shall be filed within seven days with the Board. At the Board's next regularly scheduled meeting, the Board shall review the denial of fee waiver and either affirm or reverse it. There shall be no further appeal beyond the Board.

The request shall not be fulfilled or prepared, and the time for response will not begin to run, until such time as the final determination as to fees has been addressed and any fees to be charged have been paid.

A requester may not file multiple requests for public records solely to avoid payment of fees. If the District suspects that this is the case, it can aggregate the related requests and charge based upon its copying fee schedule.

Fee Schedule

The copying fee schedule of the District is as follows:

1. The District shall not charge a fee for the first 100 pages of records or the first two hours of labor in responding to a request.
2. Copies of public records - __¢ per page [**CANNOT EXCEED ACTUAL COST**] for copies beyond the first 100 pages or beyond the first two hours of labor in responding to a request.
3. The District will charge for the labor costs associated with locating and copying documents if:
 - A. The request is for more than 100 pages of records;
 - B. The request includes nonpublic information that must be redacted from the public records; or
 - C. The labor associated with locating and copying the records exceeds two hours.
4. The fees for labor associated with responding to a public records request shall be charged at the per hour pay rate of the lowest-paid administrative staff employee of the District who is necessary and qualified to process the request.
5. The fees associated with redactions required to be made by an attorney employed by the District shall be charged at the lowest-paid hourly rate of the lowest paid attorney employed by the District or, if there are no attorneys employed by the District, the rate shall be no more than the usual and customary rate of the attorney retained by the District.
6. Copy of a duplicate computer disc or similar record system the fee shall not exceed:

- A. The District’s cost of copying the information in that form;
- B. The District’s cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to electronic form.

Fees shall be collected in advance. The District shall provide requesters with an itemized statement of fees to show the per page costs for copies and the hourly rate of employees and attorneys involved in responding to the request.

Cross References:	3570-3570P 4130 8605	Student Records Public Access to District Website Retention of District Records
Legal References:	I.C. § 74-101, <i>et seq.</i> I.C. § 74-204 IDAPA 08.01.01.100	Idaho Public Records Act Open Meetings Law - Notice of Meetings — Agendas Procedures for Responding to Requests for Examination and/or Copying Public Records
Other References:	Idaho Public Records Law Manual, July 2018 (available at https://www.ag.idaho.gov/content/uploads/2018/04/PublicRecordsLaw.pdf) (last accessed November 11, 2019)	

Policy History:

Adopted on:
Revised on:
Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4260F

District Record Request Form

Request for Public Records

I request: to examine to copy to receive an electronic copy of

the following records (please be as specific as possible):

Date Records Requested Were Created:

Beginning: _____

Ending: _____

Name (Please Print)

Mailing Address:

Date of Request

Daytime Phone Number

Received By: _____

Date Received: _____

Public Agency _____

_____ Initial if Applicable: More than three working days are needed to locate or retrieve the requested records. A response shall be provided within ten working days of the request.

Payment received for _____ copies _____

Amount Received: _____

Payment received for _____ labor _____

Amount Received: _____

Receipt Number

{{Full_District_Heading}}

COMMUNITY RELATIONS

4300

Conduct on School Property

In addition to prohibitions stated in other District policies, no person, including a student, on school property shall:

1. Injure or threaten to injure another person;
2. Damage another's property or that of the District;
3. Violate any provision of the criminal law of the State of Idaho, or any town or county ordinance;
4. Smoke or otherwise use tobacco products;
5. Consume, possess, or distribute alcoholic beverages or illegal drugs or possess dangerous weapons at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
7. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board;
8. Willfully violate other District rules and regulations; or
9. To threaten by word or act to use a firearm or other dangerous or deadly weapon to commit an act of violence to any other person on school grounds.

As circumstances warrant, appropriate action will be taken by the District's administrators.

Definitions

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds.

"School grounds" means on the property of, or in a public or private elementary school or secondary school.

"Dangerous or deadly weapon" means a weapon, device, instrument, substance, or material that is used for or capable of causing serious bodily injury or death.

"Firearm" means any weapon, whether loaded or unloaded, that a shot, projectile or other object may be discharged by force of explosion, combustion, gas and/or mechanical means, regardless of whether such weapon is operable.

"Tobacco use" means the use of a cigarette, cigar, pipe, smokeless tobacco in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices.

Cross References: 3295 Hazing, Harassment, Intimidation, Bullying,
Cyber Bullying
3305 Prohibition of Tobacco Possession and Use
3330 Student Discipline
4320 Disruption of School Operations

Legal References: 20 U.S.C. § 6081 Pro-Children Act of 1994
I.C. § 18-3302I Threatening Violence on School Grounds
I.C. § 33-205 Denial of School Attendance
I.C. § 33-512 District Trustees - Governance of Schools
I.C. § 39-5503 Prohibitions – Exceptions

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4310

Contact with Students

Students are entrusted to the schools for educational purposes. Although educational purposes encompass a broad range of experiences, school officials must not assume license to allow unapproved contact with students by persons who are not employed by the District for educational purposes. Teachers may arrange guest speakers on appropriate topics relative to the curriculum. Principals may approve school assemblies on specific educational topics of interest and relevance to the school program. Other types of contact by non-school personnel will normally not be permitted. Outside organizations desiring to use the captive audience in a school for information, sales material, or special interest curricula will not be allowed access to the schools.

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4320

Disruption of School Operations

If any person disrupts or obstructs any school program, activity, or meeting, or threatens to do so, or commits, threatens to imminently commit, or incites another to commit any act that will disturb or interfere with or obstruct any lawful task, function, process or procedure, of any student, official, employee, or invitee of the District, the staff member in charge shall immediately notify the local law enforcement authorities of the incident.

The staff member in charge shall make a written report detailing the incident not later than 24 hours from when the incident occurred. A copy of the report shall be given to the staff member's immediate supervisor.

Cross Reference: 4140

Visitors to the Schools

Legal References: I.C. § 18-916
I.C. § 18-6409
I.C. § 33-205
I.C. § 33-512
I.C. § 33-1222

Abuse of School Teachers
Disturbing the Peace
Denial of School Attendance
Governance of Schools
Freedom from Abuse

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4330

Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event may be ejected from the event the person is attending and/or denied admission to school events for up to a year, after a Board hearing. Examples of unsportsmanlike conduct include, but most certainly are not limited to:

1. Using vulgar or obscene language or gestures;
2. Possessing or being under the influence of any alcoholic beverage or illegal substance;
3. Possessing a weapon;
4. Fighting or otherwise striking or threatening another person;
5. Failing to obey the instructions of a security officer or School District employee; and
6. Engaging in any activity which is illegal or disruptive of the educational process.

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, containing:

1. The date, time, and place of a Board hearing;
2. A description of the unsportsmanlike conduct; and
3. The proposed time period that admission to school events will be denied.

Legal References:	I.C. § 18-916	Abuse of School Teachers
	I.C. § 18-6409	Disturbing the Peace
	I.C. § 33-205	Denial of School Attendance
	I.C. § 33-512	Governance of Schools
	I.C. § 33-1222	Freedom of Abuse

Policy History

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4400

Relations with the Law Enforcement and Child Protective Agencies

The primary responsibility for maintaining proper order and conduct in the schools belongs to the staff. Staff shall be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law occurring during school hours or at school activities. Where there is substantial threat to the health and safety of students or others, such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs, or the scheduling of events where large crowds may be difficult to handle, the law enforcement agency shall be called upon for assistance. Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency.

The District shall strive to develop and maintain cooperative working relationships with the law enforcement agencies. Procedures for cooperation between law enforcement, child protective, and school authorities shall be established. Such procedures shall be made available to affected staff and periodically revised.

Cross References:	3545	Student Interviews, Interrogations or Arrests
	4320	Disruption of School Operations
	4410	Investigations and Arrests by Police
	5260	Abused and Neglected Child Reporting

Legal References:	I.C. § 33-205	Denial of School Attendance
	I.C. § 16-1605	Reporting of Abuse, Abandonment or Neglect

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4410

Investigations and Arrests by Police

All contact between the school and the police department on matters involving students shall be made through the administrative office. The police have ample opportunity to talk to a student away from the school and before or after school hours. They should be encouraged to do so. Law enforcement authorities should only be allowed to conduct an interview in the school if they can show that special circumstances exist or if the interview is at the request of the school. This determination should be made by the principal or Superintendent.

1. If the police have a warrant for the student's arrest, they must be permitted to arrest the student; however, whenever possible, the arrest should be conducted in the principal's office out of view of other students. Before removing a student from school, the police shall sign a release form in which they assume full responsibility for the student;
2. Law enforcement personnel should not be allowed to roam about the school until the student is found. They should remain in the administration office while school personnel seek out the student;
3. If possible, the educational program of the student should not be disrupted to allow for police questioning;
4. Any questioning by police should be conducted in a private room or area where confidentiality can be maintained;
5. If law enforcement officials are to be allowed to question a student under the age of 18, a reasonable attempt shall be made to notify the parents, except in cases of suspected child abuse or child neglect involving the parent. The parents should be given the opportunity to come to the school prior to the questioning; and
6. If the parents are notified and are able to attend, they should be allowed to be present at the interview. The administrator should be present at the interview, but should not take part in any questioning. The administrator should at all times remain a neutral observer.

Cross References: 5260
3545

Abused and Neglected Child Reporting
Student Interviews, Interrogations or Arrests

Policy History:

Adopted on:

Revised on:

Reviewed on:

Visitors to District Property, Including Sex Offenders

The {{Full_District_Name}} recognizes the danger sex offenders pose to student safety. Therefore, in an effort to protect students while they are under the control and supervision of the District, the District is implementing this policy.

Visitors to and Conduct on School Property

For the purposes of this policy, “school property” means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location being utilized during a school athletic event or other school-sponsored event, properties posted with a notice that they are used by a school, and school grounds.

Visitors are welcome on school property provided their presence will not be disruptive. All visitors, including parents of students (unless otherwise exempted), must initially report to the building principal’s office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher’s conference/preparation period.

The District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a Trustee, sports official or coach, or any other person;
2. Damage or threaten to damage another’s property;
3. Damage or deface District property;
4. Violate any Idaho law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function, including using cellular phones in a disruptive manner;
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
9. Operate a motor vehicle:
 - A. In a risky manner;
 - B. In excess of 20 miles per hour; or
 - C. In violation of an authorized District employee’s directive;
10. Engage in any risky behavior, including rollerblading, roller skating, or skateboarding; or

11. Violate other District policies or regulations, or an authorized District employee's directive.

Convicted Sex Offender

State law prohibits a person who is currently registered or is required to register under the sex offender registration act to:

1. Be on or remain on the premises of a school building or school grounds, or upon other properties posted with a notice that they are used by a school, when the person believes children under the age of 18 years are present and are involved in a school activity or when children are present within 30 minutes before or after a school activity;
2. Loiter on a public way within 500 feet of the property line of school grounds or a school building when children under the age of 18 years are present;
3. Be in any vehicle owned, leased, or contracted by a school to transport students to or from school or school-related activities when children under the age of 18 years are present in the vehicle; or
4. Reside within 500 feet of a school, measured from the nearest point of the exterior wall of the offenders' dwelling unit to the school's property line, unless the person's residence was established prior to July 1, 2006.

All notices posted as required by Idaho Code, shall be at least 100 square inches, make reference to I.C. § 18-8329, include the term "registered sex offender" and be placed at commonly used entrances to the property.

Sample Posted Notice

"This property is used by or as a school. Pursuant to I.C. § 18-8329, registered sex offenders only have limited rights to enter upon or be near school property. Please contact the school district at _____ (telephone number) or your probation/parole officer for more information."

Provided, however, section numbers 1 and 2 immediately above shall not apply when the person:

1. Is a student in attendance at the school; or
2. Resides at a State licensed or certified facility for incarceration, health care, or convalescent care; or
3. Is exercising their right to vote in public elections;
4. Is taking delivery of their mail through an official post office located on school grounds;
5. Has contacted the District Office annually to obtain written permission from the District to be on the school grounds or upon other property posted with a notice that the property is used by a school; or

6. Stays at a homeless shelter or resides at a recovery facility if such shelter or facility has been approved for sex offenders by the county sheriff or municipal police chief.

[Note: These provisions are required for an individual who is dropping off or picking up a student and is the student's parent or legal guardian; is attending an academic conference or other scheduled extracurricular event; or is temporarily on school grounds, during school hours, for the purpose of delivering mail, food, or other items.]

An individual seeking written permission as outlined above must contact the District at least 10 work days prior to the first visit. In determining whether to grant written permission as provided above, the District may, in its discretion, consider the nature of the offense committed, the time since an offense has been committed, the safety of the students, the likely disruption caused by the individual's access to the property, or any other factor. The District will provide a response to the requesting individual within seven days of receipt of the request.

Sex Offender Registry Notification

The Superintendent or their designee shall request notification of registered sex offenders in the same or contiguous zip codes as any school within the District. The request can be made to either the Idaho State Police, the local Sheriff's Department, or the Idaho State Superintendent of Public Instruction. Such request and notification shall be made in accordance with Idaho Code. The information in the sex offender registries is for purposes of protecting the public. It is not to be used for the purpose of harassing or intimidating anyone.

Staff Notification

At a quarterly meeting, the building principal shall disseminate sex offender registry information received. The principal shall inform staff of the roles and responsibilities of staff in dealing with instances of convicted sex offenders on school property, including, but not limited to, sex offenders on school property without approval, and/or if a staff member is the school official assigned to escort the sex offender.

When sex offender registry information is disseminated by the principal, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed in this policy and in accordance with Idaho Code. Employees who share registry information with others may be disciplined.

Enforcement

Any staff member may request identification from any person on school property. Any staff member shall seek the immediate removal of any person who refuses to provide requested identification.

As circumstances warrant, the District's administrators shall take appropriate action to enforce this policy. Violations will be handled as follows:

1. Anyone observing a parent/guardian or other person violating this policy shall immediately notify the building principal or designee. The principal or designee will request that the person act civilly or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the principal shall request that the person immediately leave school property and may contact law enforcement, if appropriate.
2. If a sex offender violates this policy, school officials shall immediately contact law enforcement.

Legal References:	I.C. § 18-916	Abuse of School Teachers
	I.C. § 18-8323	Public Access to Sexual Offender Registry Information
	I.C. § 18-8324	Dissemination of Registry Information
	I.C. § 18-8326	Penalties for Vigilantism or Other Misuse of Information
	I.C. § 18-8329	Adult Criminal Sex Offenders – Prohibited Access to School Children
	I.C. § 33-512(11)	Governance of Schools – District Permitted to Prohibit Entry to School Grounds

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4420F1

Sex Offenders

LETTER TO PARENTS REGARDING VISITS TO SCHOOL
BY CONVICTED SEX OFFENDERS

Dear Parents/Guardians:

The purpose of this letter is to help the school and District comply with State law placing restrictions on sex offenders' access to school children and school property.

If you would like to obtain information regarding convicted sex offenders in your area, you can contact the Idaho State Police or your local Sheriff's Department. The Idaho State Police has a website available to provide this information. Currently, that website is:

http://isp.idaho.gov/sor_id/

State law prohibits a sex offender from:

1. Being on or remaining on the premises of a school building or school grounds, or upon other properties posted with a notice that they are used by a school, when the person believes children under the age of 18 years are present and involved in a school activity or when children are present within 30 minutes before or after a scheduled school activity.
2. Loitering on a public way within 500 feet of the property line of school grounds or a school building when children under the age of 18 years are present for a school activity, or when students are present 30 minutes before or after such activity.
3. Being in any vehicle owned, leased, or contracted by a school to transport students to or from school or school-related activities when children under the age of 18 years are present in the vehicle.
4. Residing within 500 feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school property line, unless the person's residence was established prior to July 1, 2006.

The following applies if you are a parent/guardian who is a convicted sex offender:

You need to immediately return this letter with the blanks completed to the building principal's office where your child is enrolled. This letter must be completed and returned to the school at least 10 days before your first anticipated visit to the school. If you have children attending more than one school, you must complete this form for each school. The District will crosscheck responses with the list the District receives from law enforcement identifying sex offenders living within its jurisdiction.

When you visit your child at school or a school event that you have not already described on the form below, you must inform the principal's secretary that you need to make an entry on your record of school visits. This record will be kept on file in the building principal's office where your child is enrolled.

The following must be completed by a convicted sex offender who is a parent or guardian of a student enrolled in the school.

TO BE COMPLETED ONLY IF YOU ARE A PARENT/GUARDIAN AND ARE A CONVICTED SEX OFFENDER

Student's Name (please print)

School

Name of Parent/Guardian (please print)

Date

Signature

Date

- At least once annually you need to obtain advance written permission to visit school property. Once written permission is obtained for the year, you will not need to obtain advance written permission for each individual visit, though you must comply with the procedures outlined in this letter, District policy, and with State and federal law.
- You must provide the information requested below for the times you anticipate visiting the school, such as after school to pick up your child, during specific sporting events, and during parent-teacher conferences.
- For all other visits, you must go immediately and directly to the principal's office and provide the information on your record of visits.
- You must remain under the direct supervision of the assigned school official.
- When you are to leave, you must go immediately and directly to the principal's office and provide the time that you are leaving. You must then immediately leave the school grounds.

Record of Visits

Date	Location & Purpose	School Official Assigned	Time In	Time Out

The following applies if you know someone who is a convicted sex offender who would like to visit school property:

If you know a convicted sex offender who is not a parent/guardian of a student enrolled in the school, but who would like to visit school property, please refer them to the Superintendent’s office to request permission. A sex offender who is not a parent/guardian of a student enrolled in the school must complete a form in order to be granted permission to visit school property. This form must be completed at least once annually.

If permission is granted, the Superintendent or designee shall provide the details of the sex offender’s upcoming visit to the building principal. The Superintendent, or designee who is a certified employee, will supervise the sex offender whenever the sex offender is in a student’s vicinity.

TO BE COMPLETED IF YOU ARE A CONVICTED SEX OFFENDER AND ARE REQUESTING PERMISSION TO VISIT SCHOOL PROPERTY

A convicted sex offender who is not a parent/guardian of a student enrolled in the District must complete this form in order to seek permission to visit school property whenever students are present. This form must be provided to the District at least 10 days prior to the anticipated visit. After a decision is made on whether to grant or deny permission to visit, a copy will be returned to you. This information will be kept in the administration offices as well as in the building principal's office where you are seeking permission to visit. Please be specific in completing this form.

Name (please print)

Residence Address

Signature

Residence City, State, Zip Code

Date

Visit Request

Date and Time Requested	Location of Visit	Purpose of Visit

The following is to be completed by District personnel only:

Permission Granted

Permission Denied

Signature
(Superintendent, Designee, or Board President)

Date

Visit Supervision:

Time In: _____

Time Out: _____

Signature of Supervisor
(Building principal or other certified employee)

Date

{{Full_District_Heading}}

COMMUNITY RELATIONS

4420F2

Sex Offenders

LETTER TO EMPLOYERS & CONTRACTORS
REGARDING ACCESS TO SCHOOL PROPERTY BY SEX OFFENDERS

Dear Employer/Contractor:

The purpose of this letter is to help the school and District comply with State law placing restrictions on sex offenders' access to school children and school property. State law prohibits a sex offender from:

1. Being on or remaining on the premises of a school building or school grounds, or upon other properties posted with a notice that they are used by a school, when the person believes children under the age of 18 years are present and are involved in a school activity or when children are present within 30 minutes before or after a scheduled school activity.
2. Loitering on a public way within 500 feet of the property line of school grounds or a school building when children under the age of 18 years are present for a school activity, or when students are present 30 minutes before or after such activity.
3. Being in any vehicle owned, leased, or contracted by a school to transport students to or from school or school-related activities when children under the age of 18 years are present in the vehicle.
4. Residing within 500 feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school's property line, unless the person's residence was established prior to July 1, 2006.

The following applies if you and/or your employee(s), subcontractor(s), delivery personnel, etc. are a convicted sex offender:

You need to immediately return this letter with the blanks completed to the building principal's office where you, your employee(s), subcontractor(s), delivery personnel, etc. may be providing any form of work or visitation onto any school grounds.

It is your responsibility to inform your employee(s), subcontractor(s), delivery personnel, etc. of this requirement. Anyone who is a convicted sex offender must complete this form and return it to the building principal prior to accessing school grounds.

When you and/or your employee(s), subcontractor(s), delivery personnel, etc., access school grounds that you have not already described on the form below, you must inform the principal's

secretary that you need to make an entry on your record of school visits. This record will be kept on file in the building principal's office where you are performing work or accessing school grounds.

The following must be completed by any convicted sex offender who is accessing school grounds for the purposes of maintenance, deliveries, contract work, etc.

Name of School the Convicted Sex Offender Will Be Accessing

Name of Convicted Sex Offender
(please print)

Date

Signature

Date

- At least once annually you need to obtain advance written permission for you to visit school property. Once written permission is obtained for the year, you will not need to obtain advance written permission for each individual visit, however, the work that you are to perform, reason for visit, or deliveries that you will complete must be known and approved of by the principal prior to you accessing school grounds.
- You must provide the information requested below for the times you anticipate visiting the school, such as when work will be performed, when deliveries will be made, etc.
- For all other visits, you must go immediately and directly to the principal's office and provide the information on your record of visits.
- You must remain under the direct supervision of the assigned school official.
- When you are to leave, you must go immediately and directly to the principal's office and provide the time that you are leaving. You must then immediately leave the school grounds.

Record of Visits

Date	Location & Purpose	School Official Assigned	Time In	Time Out

{{Full_District_Heading}}

COMMUNITY RELATIONS

4500

Public Gifts/Donations to the Schools

The Board assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies, and services that may be required in the interest of education in the school units under its jurisdiction. Gifts, donations, grants, or bequests will be accepted and the action recorded, provided the conditions of acceptance do not remove any degree of control of the School District from the Board and will not cause inequitable treatment of any student(s) or student group(s).

A gift shall be defined as money, real or personal property, and personal services provided without consideration. Gifts from organizations, community groups, and/or individuals that will benefit the District shall be encouraged by the District administration. Individuals or groups contemplating presenting a gift to a school or the District shall be encouraged to discuss, in advance, with the building principal or the Superintendent what gifts are appropriate and needed.

Community groups or individuals may donate equipment to the District. Such equipment shall be added to the District's inventory, provided it is operative at the time of donation and meets an educational purpose of the District.

The District reserves the right to accept or decline any proposed gifts. In determining whether a gift will be accepted, consideration shall be given to District policies, goals, and objectives (with particular emphasis on the goal of providing educational opportunities to all students) and adherence to the basic principles outlined in Board-approved regulations.

Propositions giving funds, equipment, or materials to the school with a "matching agreement" or restriction are generally not acceptable. Acceptance of donated equipment or materials may depend upon the compliance with the Board's policy of standardizing materials and equipment in the District which could restrict gifts given by the parent-teacher organizations to individual schools. While the intent of donations will be considered, the District reserves the right to modify the use if the needs of the students or the District change.

Any person or organization desiring to give a gift or make a donation, grant, or bequest to the Board should contact the appropriate staff member as indicated by Procedure 4500P Public Gifts/Donations to the Schools. Also, where the appropriateness of a gift is in doubt, the Superintendent will refer the matter to the Board for its acceptance or rejection. For example, single gifts of considerable value exhibiting the donor's name or business shall be considered on an individual basis by the Board.

All conditional gifts must be approved by the Board.

Any gift or grant accepted by the Board or the Superintendent as its executive officer shall become the property of the Board of Education and will comply with all State and federal laws.

Legal Reference: 20 U.S.C. §§ 1681 - 1682 Title IX of the Education Amendments of 1972

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4500P

Public Gifts/Donations to the Schools

The following basic principles shall apply to all gifts accepted by the School District:

1. Gifts to employ “regular” full- or part-time personnel shall be discouraged;
2. Gifts that involve significant costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be discouraged;
3. Gifts to individual members of the staff by students, parents, or organizations shall be discouraged;
4. Gifts on a matching basis requiring money, property, or services by the District shall be discouraged;
5. Gifts to the School District become the property of the District and are subject to the same controls and regulations that govern the use of all District-owned property;
6. Any purchase to be funded by a cash donation must be processed in accordance with District policy.
7. Gifts that meet the definition of a fixed asset as outlined in the District policy on inventories must be added to the school’s fixed assets inventory.
8. Gifts with a value of \$1,000 or less will be accepted by the authority of the appropriate principal, director, or program manager. Gifts with a value in excess of \$1,000 but less than \$10,000 will be accepted by the authority of the Superintendent or designee. Contributions with a value in excess of \$10,000 will be presented to and acted upon by the Board of Trustees.
9. At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the District. It is the responsibility of the appropriate principal, director, or program manager to approve and accept the gift, process the appropriate forms to update inventory, and to send an acknowledgement letter to the donor.

Procedure History:

Promulgated on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4510

Public Gifts to the Schools: Donations of Material/Equipment Affecting Building Structure or Maintenance

Organizations desiring to donate equipment or material that will affect the physical structure of a building, either in appearance or in operating maintenance expense, must have the project approved by the school administration.

Items to be donated must meet the technical specifications and standards of similar equipment or materials purchased by the District. If items are not new, the condition of the equipment or materials must be evaluated by qualified persons other than the organization making the donation.

The following procedures shall apply to filing a project request:

1. The organization desiring to make the donation must ensure the proposed project will not cause inequitable treatment of any student(s) or student group(s).
2. The organization will discuss the proposed project with the building principal prior to filing a request with the central office.
3. After discussion with the building principal, the organization will submit a written request to the director of property services specifying the type of item to be donated; the technical specifications of the item; and information regarding installation, maintenance, and replacement of the item.
4. The request will be evaluated by a committee appointed by the Superintendent or designee. The committee will use the following criteria in evaluating the proposed project:
 - A. Educational value to the student body;
 - B. Cost factors in relation to the Board's approved budget including:
 - i. Immediate costs such as installation or remodeling;
 - ii. Long-range costs such as operation and maintenance; and
 - iii. Replacement costs when the item is no longer operable.
 - C. Technical quality of the proposed donated item; and
 - D. Commitment of the donating organization to continuance of the project.
5. Based upon the committee's evaluation and recommendations, the Superintendent will approve or disapprove the request. If the request is disapproved, the committee will make

recommendations to the requesting organization as to requirements necessary to approve the request.

6. If a project is disapproved by the committee and the Superintendent, the requesting organization may appeal the decision to the Board.

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4520

Soliciting and Accepting Grants or Donations

Prior to seeking any grant or donation on behalf of the District or its schools, an applicant must obtain prior approval from the District. Any staff, administrators, school-related groups, or members of the public seeking grants or donations on behalf of the school or for the benefit of the school and/or its students should first discuss such request with the building principal.

Prior to finalization of any grant or donation associated with the school and/or its students, all requests for grants or donations must be approved by the Superintendent. When the appropriateness of a request is in doubt or if the grant/donation obligates the school to engage in specific actions or obligations or involves the addition of District/school funding, the Superintendent shall refer the request to the Board for final acceptance or rejection.

Grants for projects that will affect the physical structure of a building may be referred by the Superintendent to a committee in the same manner as requests to make donations that will affect a building's physical structure, as described in Policy 4510.

Approval of a grant or donation request shall depend on factors including, but not limited to, the availability of existing District resources and the following principles:

1. Conformance with the District's policies, goals, and objectives;
2. The District's instructional priorities, strategies, and standards;
3. Equity in funding;
4. Conformance to District governance and decision-making procedures of the Board, central office, and building-level staff;
5. Provision of value or benefit that is greater than the obligation under the grant award;
6. No violation of management or bargaining unit rights and responsibilities;
7. Lack of conditions that would divert school or District efforts away from the District's primary mission;
8. Conditions that obligate the District/school to engage in specific actions or obligations;
9. Any financial impact upon the District associated with required additions of District/school funds to the grant activity; and
10. District criteria for accepting gifts.

The Board reserves the right to deny approval of solicitation of any funding or grant application or to refuse acceptance of any funds awarded or donated.

Cross Reference:	4500	Public Gifts/Donations to the Schools
	4500P	Public Gifts/Donations to the Schools
	4510	Public Gifts to the Schools: Donations of Material/Equipment Affecting Building Structure or Maintenance

Policy History:

Adopted on:

Revised on:

Reviewed on:

Crowdfunding

The District recognizes that crowdfunding is a useful tool to assist teachers and other employees in the procurement of funding for specific projects and/or programs. Crowdfunding campaigns have been used with great success to provide revenues for such benefits as classroom supplies, educational programs and activities and community advancement. However, the District also recognizes that unregulated use of employee crowdfunding campaigns that are administered on behalf of the District or an individual school or classroom within the District can subject the District and employees to legal liability.

Purpose

The purpose of this policy is to ensure that crowdfunding campaigns administered by employees in their capacity as District employees or on behalf of the District or to supplement any District programs are effectively regulated and are appropriately used to further the District's objectives and mission.

Definitions

“Crowdfunding campaign” means the practice of raising funds to meet an advertised goal or need by soliciting funds from a large number of people, typically via the Internet.

Prohibition on Unapproved Crowdfunding on Behalf of the District

District employees, including teachers, coaches, staff, and paraprofessionals, may not engage in crowdfunding campaigns in their official capacity as a District employee, on behalf of the District or for the benefit of a District program or activity, without obtaining prior written authorization from the building administrator.

Employees who have not obtained prior written approval pursuant to this policy may not:

1. Solicit funds or items on behalf of the District or an individual school or classroom within the District on a crowdfunding website;
2. Give the appearance of soliciting funds or items on behalf of the District on a crowdfunding website;
3. Use the District's name, logo, mascot, or other identifying information in a crowdfunding post;
4. Link to or reference any of the District's websites or social media sites; or
5. Link to or reference any other sites, platforms, or accounts associated with the District.

Absent prior written approval by the District of a crowdfunding project pursuant to this policy, employees are prohibited from providing any information that would lead a reasonable person to

conclude that the funds identified on the crowdfunding website are to be used by the District or for any District purpose or program.

Procedures

Employees wishing to utilize crowdfunding for District purposes or programs are required to obtain written permission to do so by submitting a Crowdfunding Request Form, to the building administrator. Written permission must be received before launching any crowdfunding web page or effort.

It shall be the responsibility of building administration to approve or deny all crowdfunding requests. Crowdfunding requests that are incomplete, not submitted in writing, and/or do not meet the requirements of this policy shall not be considered for approval. Information required to be included in the crowdfunding request includes:

1. The name, job title, school, and contact information for the person overseeing the campaign;
2. The crowdfunding website to be used;
3. The items requested and/or the amount of funds targeted to be raised;
4. The classroom, program, and/or activity to be benefited;
5. The exact language that will be included in the post and/or advertising for the crowdfunding campaign; and
6. The start and projected end dates of the post and/or advertising.

Guidelines for Crowdfunding

1. All crowdfunding campaigns involving classroom materials, projects, or resources must be consistent with the District-approved curriculum;
2. Before the building administration accepts technology related items, the building administration is responsible for confirming acceptability with the coordinator of technology and media services.
3. All crowdfunding campaigns, including the solicitation of donations, online posting, selection of items, and/or use of funds must be consistent with all applicable laws and District policies; and
4. All crowdfunding campaigns must have specific, pre-determined beginning and ending dates.
5. To the extent that physical property and not funds are solicited, such property shall be delivered directly to the building administrator of the building where the items are to be used and shall be deemed District property, subject to District policies concerning the use and disposal of District property.

Crowdfunding campaigns may not:

1. Include personally identifying information of any District student or otherwise focus on any identifiable student or groups of students;
2. Include pictures of District students on the crowdfunding website or post any personal or biographical information about any individual student or students on the website;
3. Reveal any confidential information concerning student academic or disciplinary records, personal confidences, health or medical information, family status or income, or assessment or testing results;
4. Reveal any confidential information about colleagues obtained through employment practices;
5. Disparage the District or any of its buildings, programs, students, or employees or paint the District or any of its employees, students, or programs in a negative light;
6. Be used for personal gain to the teacher or of any individual other than the District-related benefits associated with the campaign's purpose;
7. Result in funds and/or items being provided or delivered directly to the individual who requested the funds;
8. Solicit funds for items or projects that are religious or political in nature or that have a religious or political purpose;
9. Violate Title IX or any other applicable state or federal law;
10. Be contingent on additional District spending or require "matching" funds from the District or another organization;
11. Request food items that do not meet the "smart snacks" standards of the USDA regulations for school nutrition; or
12. Contain language that suggests or states that an item or items for which the donations are being sought are required for or otherwise integral to a student's special education program, necessary for a student to achieve their IEP goals, or necessary to ensure participation of a student or students with disabilities in school or any program offered by the District.

Requirements for Crowdfunding Sites

All crowdfunding sites that are approved by the District must meet all of the following requirements:

1. The site must be operated by a legitimate corporation or limited liability company with no significant history of fraud, unlawful activity, financial mismanagement, or other misconduct; and

2. The site must have a policy that requires all funds raised by an individual on behalf of the school to go directly to the school, not the individual who posted or advertised the fundraising request.

Additional Requirements and Regulations

Where a crowdfunding campaign requires the electronic transfer of funds, the building administrator in consultation with the business manager shall ensure that such transfer is made properly and in accordance with acceptable standards of practice. Where such transfer cannot be properly achieved, the campaign should not be approved.

The District reserves the right to refuse funds that have been raised through an approved crowdfunding campaign if it discovers that the project violated this policy or was in violation of the crowdfunding site's requirements, policies, or regulations.

The District reserves the right to terminate any pre-approved crowdfunding campaign for any reason or withhold approval for any crowdfunding campaign project for any reason.

Delegation of Responsibility

The Superintendent or designee shall ensure that procedures and guidelines are in place to monitor all crowdfunding requests. Building administrators will be responsible for forwarding all information to their staff. Building administrators are responsible for reviewing all crowdfunding requests and determining the appropriate response. The building administrator or designee shall review any ongoing crowdfunding campaigns to ensure compliance. The District's business manager shall ensure the proper recording and accounting of any funds or items received through a crowdfunding campaign and shall be notified of any unused funds and determine the most appropriate method of expending or returning any unused funds. These duties are intended as a guideline and in no way establish liability on the part of the District if a crowdfunding campaign fails to comply with District policies, state or federal law.

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4530F

Crowdfunding Request Form

Crowdfunding requests must be made via a fully completed copy of this form.

Contact Person

Name: _____

Job Title: _____

Phone Number: _____ Email Address: _____

School: _____

Campaign Information

Crowdfunding Website to be Used: _____

Target Amount of Fundraising and/or Items Requested: _____

Recipient Classroom, Program, and/or Activity: _____

Campaign Start Date: _____ End Date: _____

Please attach a copy of the exact language to be included in the post and/or advertising for the crowdfunding campaign.

Signature of Applicant

I have read and agree to abide by Policy 4530 Crowdfunding. I understand that I must have the written permission of the building principal before I begin this crowdfunding webpage or effort.

Name: _____ Date: _____

Signature: _____

Signature of Building Principal

Please select one:

_____ I have consulted the coordinator of technology and media service and the coordinator has confirmed the technology-related items the crowdfunding effort seeks to obtain are **acceptable**.

_____ I have consulted the coordinator of technology and media service and the coordinator has deemed the technology-related items the crowdfunding effort seeks to obtain **unacceptable**.

_____ This crowdfunding effort does not seek to obtain any technology-related items.

Please select one:

_____ I, the building principal, **authorize** this crowdfunding request.

_____ I, the building principal **decline** to authorize this crowdfunding request.

Name: _____ Date: _____

Signature: _____

{{Full_District_Heading}}

COMMUNITY RELATIONS

4600

Volunteer Assistance

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, District staff shall clearly explain the volunteer's responsibility in school, on the playground, and on field trips. On field trips, both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

Definition of Volunteer

Volunteers are persons who assist in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs.

A volunteer shall be an individual who:

1. Has not entered into an express or implied compensation agreement with the District;
2. Is excluded from the definition of "employee" under appropriate state and federal statutes;
3. May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
4. Is not employed by the District in the same or similar capacity for which he or she is volunteering.

Volunteers who have unsupervised access to children are subject to the District's policy mandating background checks.

The Superintendent or designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The procedures will facilitate effective communication with persons who volunteer. The selection and use of volunteers will be consistent with the procedures outlined in 4600P.

The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator.

Legal References: 29 U.S.C. § 201, *et seq.* The Fair Labor Standards Act of 1985
 I.C. § 33-130 Criminal History Checks for School District
 Employees or Applicants for Certificates or
 Individuals Having Contact with Students

Policy History:

Adopted on:

Revised on:

Reviewed on:

{{Full_District_Heading}}

COMMUNITY RELATIONS

4600F1

{{FULL_DISTRICT_NAME_NUMBER}}
VOLUNTEER APPLICATION

Thank you for your interest in serving as a school volunteer. The application procedure helps us to provide the safest environment for our students. Prior to completing the volunteer application it is required that you read the District's policy regarding volunteers. A criminal history/fingerprint check will be obtained. The school's volunteer coordinator will contact you upon the application process being completed.

Personal Information

Last Name: _____ First Name: _____
Social Security Number: _____ Date of Birth: _____
City of Birth: _____ State of Birth: _____
Gender: _____ Race: _____
Home Phone: () _____ Business Phone: () _____
Home Address: _____
City: _____ State: _____ Zip: _____

School Selection

1. List all schools where you will volunteer:

2. If you have children attending those schools, list the child's name, grade, and school:

Child's First & Last Name: _____
School Child Attends: _____
Grade: _____

Child's First & Last Name: _____

School Child Attends: _____

Grade: _____

Child's First & Last Name: _____

School Child Attends: _____

Grade: _____

Volunteer Availability

I am available at the following times:

	Morning	Afternoon
Monday	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>

Education Information

Highest Level of Education Completed: _____

Employment Information

Current Employer: _____

Address: _____

Position: _____

Years with Employer: _____

Statement of Understanding & Signature (Required)

I have read the District's policy and procedure regarding volunteers. I fully understand the policy and procedure and agree to abide by them.

I affirm that all of my responses are true, complete, and correct to the best of my knowledge and are made in good faith. In addition, I certify that I have reviewed the above criminal history information and responded truthfully. I understand that all involvement with students is restricted to approved school activities. In exchange for the benefit I receive from being allowed to volunteer within the {{Full_District_Name}} I agree to indemnify {{Full_District_Name}} from any and all responsibility of liability that they may incur as a result of volunteering my services to the District.

Signature

Name Printed

Date

{{Full_District_Heading}}

COMMUNITY RELATIONS

4600F2

Volunteer Confidentiality

Volunteers may see student records whether they are doing data entry or not. To make sure volunteers know the importance of keeping records confidential, the {{Full_District_Name}} requires all volunteers to sign this Volunteer Code of Confidentiality.

Volunteer Code of Confidentiality

1. All student records should be considered confidential.
2. Records should be not be left in a place where they can be viewed by others.
3. Copies of records can only be shared with administrative approval.
4. Volunteers should not discuss or repeat information overheard while in the staff lounge or offices.
5. Volunteers should not discuss information obtained while in a classroom, such as a student's grade or behavior, with anyone other than the student's teacher.
6. Directory information, including students' and staff names, addresses, telephone numbers, dates and places of birth, students' photographs, participation in officially recognized activities and sports, weight and height of student members of athletic teams, dates of attendance and awards received, and previous educational agencies or institutions attended can only be shared with administrative approval.
7. Concerns or questions regarding student records or issues of confidentiality should be brought to the attention of the staff member who supervises the volunteer and the school administrator.
8. Any knowledge of a violation of this Code of Confidentiality should be immediately reported to the school administrator and the staff member who supervises the volunteer.

By signing, I acknowledge that I have read, understand, and will comply with the Volunteer Code of Confidentiality.

Date

Signature

{{Full_District_Heading}}

COMMUNITY RELATIONS

4600P

Volunteer Assistance Procedures

The District supports and encourages volunteers in our schools. Volunteers work in cooperation with schools to help in meeting the needs of children and the school staff. The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator. The following procedural guidelines are set with regard to volunteers.

Qualifications and Requirements

The qualifications and requirements of a volunteer include:

1. Being a community member of good standing and possessing an aptitude/interest for working with students and teachers;
2. Being dependable and of appropriate character to work with students and teachers;
3. Completing a Criminal History Records Check. All volunteers must complete a Criminal History Records Check supplied by the District prior to service and will be subject to a background check. Any volunteer applicant who does not disclose their criminal background will not be eligible for service;
4. Reading the District's policy and procedure regarding volunteers; and
5. Completing a Volunteer Application provided by the District.

Section 3(e) of the Fair Labor Standards Act, 29 U.S.C. § 203(e)(4)(A), provides that individuals performing volunteer services for units of State and local governments will not be regarded as "employees" under the statute if several criteria are met:

1. The employee must perform the voluntary service without promise, expectation, or receipt of compensation for services rendered;
2. Individuals will be considered volunteers only where their services are offered freely and without pressure, direct or implied, from any employer; and
3. The individual may not be employed by the same school district to perform the same type of services as those for which the individual proposes to volunteer.

Additional Requirements

1. Any volunteer who falsifies information on their application will not be eligible for service;
2. Volunteers will work with students in areas designated by school staff;

3. Volunteers will treat all students equally regardless of gender, gender identity and expression, sexual orientation, race, religion, or culture and will refrain from making any comments that can be construed as racist, sexist, homophobic, transphobic, or bigoted;
4. Volunteers must refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial products;
5. Disciplinary issues should be referred to the student's teacher;
6. Volunteers may not be in possession of or under the influence of alcohol or illegal substances; and
7. Smoking or the use of tobacco products is not permitted on school grounds or supervised trips.

If a volunteer is unwilling to agree to the requirements of the District's policy and procedure regarding volunteers, the principal will inform the applicant that he or she may not perform volunteer services in the District.

Background Check

The District shall conduct, at **District/volunteer [choose one]** expense, a State criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the principal or designee and the volunteer has undergone the required background check.

If the background check reveals evidence of convictions as identified in the list below or other concerns regarding past behavior, the candidate will not be recommended.

1. Convicted of any crime against persons;
2. Found to have sexually assaulted or exploited any minor or to have physically abused any minor;
3. Found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor or their spouse; or
4. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor or their spouse.

If a criminal background check reveals a conviction or pending charge which substantially relates to the nature of the position and which the candidate failed to disclose as required on the District application form, their application for volunteer assignment may be rejected.

If the criminal background check confirms a conviction or pending charge which the candidate acknowledged on the application form, a determination shall be made, in consultation with legal counsel, whether or not to reject the application based upon a consideration of the circumstances of the conviction/pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied.

Selection and Placement of Volunteers

Placement of volunteers shall be the responsibility of the building Principal who shall base placement decisions on data regarding staff needs. Volunteers shall not make decisions regarding students or other personnel. No volunteer shall be placed unless a need has been identified and approved by the building Principal.

Supervision

All volunteers shall provide assistance only under the direct supervision of a member of the professional administrative and/or teaching staff. Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

Volunteers who jeopardize the security or safety of a facility or office may be denied access to the school. Additionally, volunteers who are inappropriately dressed may be denied access to the school.

If a volunteer is injured while on school premises or providing volunteer services, he or she will report this injury to the building principal as soon as reasonably possible.

Relationship Between Schools and Volunteers

When arriving at school during regular school hours, volunteers will sign in and be issued a badge.

School staff will be courteous to volunteers and show respect for their contributions. Likewise, volunteers will be expected to extend courtesy and respect to school staff.

Any issues that may arise will be referred to the volunteer coordinator or principal as appropriate.

All volunteers working in schools will be under the direct supervision of a member of the school's staff. Periodic assessments should be made to ensure volunteers are working productively with students.

Orientation and Training

The Superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures. Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing District standards. This training shall be developed under the leadership of the principal. Exceptions would be District-wide programs established by the administration whereby general volunteer programs would be defined.

Each school should thoroughly orient volunteers to the duties they will perform. Volunteers also should be acquainted with the overall operation of the school, including what is expected of all employees and volunteers. They should be cautioned to discuss school matters outside of school only in a responsible manner.

1. Training at local schools should not be held simultaneously with school-sponsored functions. Volunteers should not have to choose between attending a school function or a volunteer training. However, it is appropriate to hold trainings prior to or immediately following a school-sponsored event.
2. Each volunteer coordinator will provide all volunteers with a handout of expectations, guidelines, and procedures specific to the school.
3. All volunteers will be oriented on the following:
 - A. Volunteer guidelines, policies, and procedures;
 - B. Expectations for creating positive school climate;
 - C. Safety and security issues;
 - D. Confidentiality: All communications are to be kept strictly confidential. Information about students may be shared only with the teacher, principal, or guidance counselor of the school;
 - E. Transportation;
 - F. Dress code;
 - G. Sexual harassment; and
 - H. Blood borne pathogens
4. Volunteers may receive initial training from any {{Full_District_Name}} school or from the District office. When a volunteer is trained away from the local schools, the District volunteer coordinator who conducts the training must provide the volunteer's name to the local school volunteer coordinator.
5. The volunteer coordinator will notify the volunteer specialist of training dates. These will be posted at the District office or on the District website.
6. At the beginning of each school year, schools are encouraged to have multiple training sessions at various times of the day. Beginning in October, the District's volunteer coordinator will hold one training session at the District office or at a local school each month.

Duties and Responsibilities

A volunteer's assignment shall be limited to assisting staff members with duties such as routine tutorial, clerical, housekeeping, and material preparation tasks. The assignment shall be limited to situations which may be supervised by a certificated staff person. In some instances, volunteers may perform clerical and material preparation tasks away from the school site. Volunteers with special talents, hobbies, or experiences may share those with students on a

scheduled basis in a suitable educational setting. Volunteers will not discuss the performance or actions of students except with the student's teacher, counselor, or principal.

Additional specific areas in which a volunteer may be used are as follows:

1. Reading stories to students;
2. Assisting in supervising the loading and unloading of buses;
3. Helping in learning centers, computer labs, libraries, cafeterias, offices, etc.;
4. Lecturing on special topics;
5. Assisting with technology;
6. Helping to set up science experiments;
7. Acting as host for school functions;
8. Providing exhibits;
9. Arranging and assisting in field trips;
10. Assisting in supervising playgrounds;
11. Tutoring;
12. Contacting groups of parents by telephone;
13. Organizing parents for special projects;
14. Mentoring; and
15. Participating in business and community partnerships.

Volunteers will supplement and enrich programs and services in the District but will not substitute for employee activities and functions.

Termination

Although the District is not limited to the reasons below, a volunteer can be terminated for the following:

1. Breach of confidentiality concerning student or other privileged information;
2. Unlawful conduct or breach of District rules and regulations;
3. Physical or emotional stress which incapacitates the volunteer;
4. Inability to cooperate and work effectively with site staff and students;
5. Activities that threaten the order or security of the site or the safety of the volunteer;
6. Erratic or unreliable attendance or behavior;
7. Unsatisfactory service;
8. Sexual misconduct;
9. Providing falsified information on the application;
10. Establishing inappropriate relationships with youth served; and
11. Criminal charges or conviction of a crime.

A volunteer may be asked to terminate their services when, in the judgment of the administrator, circumstances necessitate termination.

Procedure History:

Promulgated on:

Revised on:

Reviewed on:

Student Teachers

The Superintendent or their designee is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. The Superintendent or designee shall coordinate with each student teacher's higher education institution and shall ensure a fingerprint-based criminal history records as described in Policy 5110 is conducted

Student teachers may be accepted on a limited basis and placed according to the availability of suitable supervising teachers. In accepting and placing student teachers, the Superintendent shall consider local school needs including qualifications and interests of available supervising teachers.

The process of considering a student teacher for acceptance may include the following steps:

1. Submission of a teacher application including copies of transcripts and references.
2. An interview by the building principal.
3. Recommendation by the building principal to the Superintendent to accept or reject the student teacher's assignment to a named cooperating teacher.
4. The Superintendent may interview prospective student teachers and may make the final decision on acceptance of each student teacher.

The Superintendent shall report on assignment of student teachers to the Board of Trustees twice per year.

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities.

Teachers who cooperate in training student teachers must have a demonstrated record as a successful teacher and be willing to participate on a voluntary basis. Normally no more than one student teacher will be assigned to a cooperating teacher in any given school year.

The supervising teacher must hold a meeting with the student teacher at least twice each week to check lessons, plans, grades, etc. While the supervising teacher must observe the student teacher, the student teacher should be left in sole supervision of the class for periods of time. The supervising teacher shall evaluate the student teacher, checking their progress and offering feedback.

Cross References: 5110 Criminal History/Background Checks

Legal References: I.C. § 33-130 Criminal History Checks for School District
IDAPA 08.02.02.011.c.15 Employees or Applicants for Certificates
Student Teaching

Policy History:

Adopted on:

Revised on:

Reviewed on: