

COMMUNITY RELATIONS

Table of Contents

Series 800 / 4000

800.0 Goals

PUBLIC PARTICIPATION

- 811.0 Public Relations
- 812.0 Public Access to District Records
- 813.0 Visitors to the School
- 814.0 Accommodating Individuals with Disabilities
- 815.0 Parents Right-to-Know Notices

PUBLIC ACCESS

- 820.0 School-Support Organizations
- 821.0 Community Use of School Facilities
- 821.1 Facility Use Agreement

PUBLIC CONDUCT

- 830.0 Conduct on School Property
- 831.0 Contact with Students
- 832.0 Disruption of School Operations
- 833.0 Spectator Conduct and Sportsmanship

RELATIONS WITH GOVERNMENTAL AGENCIES

- 840.0 Relations with Law Enforcement and Child Protective Agencies
- 841.0 Investigations and Arrests by Police
- 842.0 Sex Offenders

GIFTS

- 850.0 Public Gifts/Donations to the School
- 851.0 Donations of Material Equipment Affecting Building Structure or Maintenance
- 852.0 Public Gifts Donations to the School (Regulations)

POLICY

- 860.0 Community Involvement in Policy Updates

4105 Public Participation - Form

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 communications, understandings, 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;
4. To promote understanding and cooperation between the schools and community groups.



LEGAL REFERENCE:

Board Action

ADOPTED: 6/13/05

AMENDED:

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.



LEGAL REFERENCE:

Board Action

ADOPTED: 6/13/05

AMENDED:

Subject to the limitation provided herein and as provided by law, full access to information 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.

A “public record” includes 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 political or local agency regardless of physical form or characteristics and includes e-mail containing information relating to the conduct and administration of district business.

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.

Inspect: Includes the right to listen, view, and make notes of public records, so long as the public record is not altered or damaged.

Copies: Include transcribing by handwriting, photocopying, duplicating machine, and reproducing by any other means, so long as the public record is not altered or damaged.

Public records of a school district do not include the personal notes and memoranda of staff that remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.

The Superintendent shall serve as “public records coordinator” with responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of state law and this policy. As coordinator, the Superintendent shall authorize the inspection and copying of the District's records only in accordance with the criteria set forth in this policy.

EXEMPT MATERIALS FROM PUBLIC REVIEW

The Idaho Legislature has set forth particular records that are exempt from disclosure to the public. All employees should be aware of the following exemptions that apply to this school district. The following list sets forth some of the designated exempt records:

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. This includes, but is not limited to, student records under the Family Educational Rights and Privacy Act.
2. Records relating to the appraisal of real property, timber, or mineral rights, prior

- to its acquisition, sale, or lease by the district.
3. 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.
 4. The records of a library that, when examined alone or when examined with other public records, would reveal the identity of the library patron checking out, requesting, or using an item from the library.
 5. Computer programs developed and purchased by or for the district for its own use. However, computer program does not include:
 - a. The original data including, but not limited to, numbers, texts, voice, graphics, and images;
 - b. Analysis, compilation, and other manipulative forms of the original data produced by use of the program;
 - c. The mathematical or statistical formulas that will be used if the manipulative forms of the original data were to be produced manually.
 6. Employment security information and unemployment insurance benefit information, except that all interested parties may agree to waive the exemption.
 7. Facts contained in any records of a juvenile maintained under the Juvenile Correction Act will be furnished upon request to any district where the juvenile is enrolled or is seeking enrollment. If a juvenile is fourteen (14) years or older and is adjudicated guilty of an offense that would be a felony if committed by an adult, the name, the offense of which the juvenile was adjudicated, and the disposition of the court will be disclosed.
 8. All personnel records of a current or former employee other than the employee's public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing district.
 9. All other personnel information relating to the employee or applicant, including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, and performance evaluations, will not be disclosed to the public without the employee's or applicant's written consent. An employee or authorized representative may inspect and copy his or her personnel records, except for material used to screen and test for employment.

RECORDS CONTAINING A COMBINATION OF BOTH EXEMPT AND NON-EXEMPT MATERIALS

When exempt and non-exempt materials are combined, the district is responsible for separating the exempt from the non-exempt information and for supplying the non-exempt record. The Public Records Law prohibits denying access based on the fact that the record contains both types of materials.

Even if an exemption applies to a record, the law allows disclosure of statistical information that does not identify any particular person.

PROCEDURES FOR REQUESTING PUBLIC RECORDS

Although the Public Records Law allows this district to require written requests for information, it is this district's policy to waive the formal requirement in those cases where the information requested is readily available and routinely provided by this district.

Under some circumstances, however, this district may ask the individual or organization seeking the information to put the request in writing, and to provide the individual's or organization's name, mailing address, and telephone number. Those circumstances include instances when uncertainty exists over what the individual wants, when uncertainty exists over whether the information requested is protected or privileged, or when compiling or copying the information requested is anticipated to be unduly time-consuming or difficult.

The law prohibits asking why the information is needed, except to verify the identity of a person requesting a record to ensure that the requested record or information will not be used for purposes of a mailing or telephone list prohibited by Idaho Code Section 9-348. This district is permitted to explain what records are available and to help identify the material that is desired. This district is also permitted to allow the person to examine non-exempt files in order to select the specific records needed.

Staff must maintain vigilance to see that records are not altered or destroyed, but the law prohibits examination of any copy, photograph, or notes in the person's possession.

A request for records, whether submitted informally or in writing, must be granted or denied within three (3) working days. The designated custodians are authorized to determine that a request cannot be fulfilled within three (3) working days. If more than three (3) working days are needed to locate or retrieve the records, the individual seeking the records will be requested to submit a written request. The request must be granted or denied in whole or in part within ten (10) working days. Provided that, if it is determined that a requested electronic record exists but must first be converted to another electronic format, and that such conversion cannot be completed within ten (10) days, the custodian shall notify the individual requesting the record in writing. The district shall provide the converted public record at a time mutually agreed upon between the district and the

requesting party, with due consideration given to any limitations that may exist due to the process of conversion, or the use of a third party to make the conversion.

If no answer is provided by this district within ten (10) working days, the request will be deemed to have been denied.

DISTRIBUTION OR SALE OF MAILING OR TELEPHONE NUMBER LISTS PROHIBITED

This district will not distribute or sell for use as a mailing list or a telephone number list any list of persons, including students and employees, without first securing the permission of those individuals named on the list. This district will verify the identity of a person requesting a record to ensure that the requested record or information will not be used for purposes of a mailing or telephone list.

COSTS FOR PROVIDING PUBLIC RECORDS

The Public Records Law permits this district to charge for the actual cost of copying records or for providing a duplicate computer tape, computer disc, microfilm, or similar or analogous record system containing the public record information requested. The district's actual cost of conversion, if the existing record is converted to another electronic form, may be charged to the requesting party. The copying or conversion fee schedule will be made available to those individuals requesting copies and will be updated from time to time as necessary to reflect the actual copying costs to the district.

The fee charged for providing information in the form of computer tapes, disks, microfilm, or similar record media, may not exceed the amount of the direct cost of copying. If the information is also available in publication form, the district may offer the published material to the individual or organization at the standard cost of selling the publication.

This district may also charge, at the discretion of the custodian of the records, the actual labor cost, which will include the hourly wage and cost of benefits of the employee associated with locating and copying documents when:

1. The request is for more than one hundred (100) pages of paper records; or
2. The request includes records from which nonpublic information must be deleted; or
3. The actual labor, as defined above, associated with locating and copying documents for a request exceeds two (2) person hours.

This district may require advance payment of the photocopying charges for major copying work. A decision on whether to require advance payment will be made by a custodian of the records.

No cost or fees for copies or labor will be charged by this district when the requester demonstrates:

1. The inability to pay; or
2. That the public's interest or the public's understanding of the operations or activities of government or its records would suffer by the assessment or collection of any fee.

When necessary, a designated custodian may authorize an examination of records to be done outside of regular working hours. In this event, the persons designated to represent the custodian during such examination will be entitled to reasonable compensation to be paid to them out of funds provided in advance by the person examining the records.

If there is a request to mail copies of documents to an individual, the custodian may request advanced payment for the copies and a stamped, self-addressed envelope large enough for the number of copies. If the information requested is unusual, or if there is confusion about what is being sought, the individual may be asked to submit the request in writing, along with advance payment for copies and a stamped, self-addressed envelope large enough for the number of copies. If it is deemed unnecessary to receive a written request, advance payment or a self-addressed, stamped envelope, any or all of the requirements may be waived. Any questions should be referred to a custodian of the records.

INSPECTION AND CORRECTION OF AN INDIVIDUAL'S RECORDS

An individual may inspect, copy, and request correction of public records pertaining to that person, except those portions of records that are exempt from disclosure. Such requests will be referred to a designated custodian immediately. A correction, or a written refusal to make the correction, must be made within ten (10) calendar days.

If a request to correct an individual's record is denied, written notification is required within ten (10) calendar days of the receipt of the request. A notice of refusal to amend a record must state the reasons for the refusal, and provide the statement of appeal rights and certificate of mailing as set forth below.

DENIAL OF REQUESTS

If there is any doubt about whether information should be disclosed, the person who is making the request will be asked to submit that request in writing. The written request will immediately be directed to a designated custodian.

If a request for a record is denied in whole or in part, the person making the request must be notified in writing. This notice must include:

1. A statement that an attorney for the district has reviewed the request, or that the district had the opportunity to consult with an attorney and has chosen not to do so;
2. The statutory basis for the denial;
3. A simple statement of the right to appeal and the time limit for an appeal.

A certificate of mailing must accompany the notice.

The time limit for filing an appeal is one hundred eighty (180) days from the date the notice of denial is mailed. The sole remedy for protesting the district's decision is to file a petition in the district court of the county where the records or some part of them are located, requesting the court to compel the district to make the information available or to correct the record.

When a request is denied, the requested records must be retained until the end of the appeal period, until there has been a decision on an appeal, or as otherwise provided by the Public Records Law, whichever is longer. Whenever a request is denied, there must be some indication made on the record that it must not be purged without the approval of a designated custodian.

PENALTY AND IMMUNITY

The Public Records Law provides a penalty of up to one thousand dollars (\$1,000) for deliberate, bad faith denial of information that should be disclosed. The Public Records Law also provides immunity from liability for the release of records as long as there is a good-faith attempt to comply with the law's requirements. Therefore, it is important that any questions or any requests that seem doubtful be immediately referred to a designated custodian.



LEGAL REFERENCE:

Idaho Code Section 9-337, *et seq.*

34 CFR Part 99

Cowles Publishing Company v. Kootenai County Board of Commissioners, et al., Idaho

S. Ct. Op. 2007-74 (May 4, 2007)

ADOPTED: 6/13/2005

AMENDED: 12/10/2007

Visitors are welcome on school property provided their presence will not be disruptive. While the District encourages visits by Board members, parents and citizens to all District buildings, all visitors are required to report the principal's office upon entering any District building.

For 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.

All building administrators shall ensure that prominent notices are posted at each entrance requiring that all visitors must first report to the administrative office. This includes all parents, board members, 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 normal school environment. Any persons wishing to confer with a staff member is encouraged to contact that staff member by telephone to make an appointment.

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

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 school board member, 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.

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 to leave or remove him/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, 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



LEGAL REFERENCE:

Board Action

ADOPTED: 6/13/05

AMENDED: 7/21/08, 3/8/2010

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 (3) years after its completion date (*for districts having fifty (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.



LEGAL REFERENCE:

Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131, et seq.; 28 C.F.R. Part 35.

ADOPTED: 6/13/05

AMENDED:

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 505-505.1, 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. 416.0; 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 under this Act, 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 % 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 making adequate yearly progress (AYP) and 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 Reference:	ISBA Model Policy	2385	Limited English Proficiency Programs
	ISBA Model Policy	2100	Curriculum Development and Assessment
	ISBA Model Policy	2140	Student and Family Privacy Rights
	ISBA Model Policy	2385	Limited English Proficiency Programs
	ISBA Model Policy	2420	Parent and Family Engagement
	ISBA Model Policy	3000	Entrance, Placement, and Transfer
	ISBA Model Policy	3060	Education of Homeless Children

Legal Reference:	20 U.S.C. § 6311et seq.	State Plans
	20 U.S.C. § 6312(e)	Parents Right to Know
	20 U.S.C. 1414(d)	Individuals with Disabilities Education Act
	20 U.S.C. 6318	Parental Involvement, as amended by ESSA of 2015
	20 U.S.C. § 6321	Fiscal Requirements
	20 U.S.C. § 7912	Unsafe School Choice Option
	20 U.S.C. §§ 1232g, et seq.,	Family Education Right to Privacy Act

Policy History:

Adopted on: 9/11/2017

Revised on:

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. Staff participation, cooperation and support are encouraged in such recognized organizations.

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 principal must approve the specific fund-raising activities in advance.

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.



LEGAL REFERENCE:
Idaho Code Sections 33-

ADOPTED: 6/13/05

AMENDED:

School facilities are available to the community for education, civic, cultural, and other noncommercial 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 may be asked to 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.

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.



LEGAL REFERENCE:

Idaho Code Sections 33-601, 33-602

Lamb's Chapel V Center Moriches Union Free School District 113 S.Ct.2141

ADOPTED:

AMENDED:

FACILITY USE AGREEMENT

Organization or Individual Requesting Facility Use: _____

Facility Requested _____

Date and Hours of Requested Use _____

Purpose of Use: _____

Premises and Conditions

1. Conditions of Facility Use – Use of District facilities is conditioned upon the following covenants:
 - a. That no alcoholic beverages, tobacco or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members.
 - b. No illegal games of chance or lotteries will be permitted.
 - c. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the District.
 - d. The requesting organization or individual to ensure proper care and use of District facilities provides that adequate supervision.

Rent and Deposit

The requesting organization or individual agrees to pay the District, as rent for the premises and as payment for special services (if any) provided by the District, the sum of \$ _____, and this is 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 the 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 of 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 may be asked to 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 the amount not less than \$1,000,000 for

injuries 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 non-discrimination clauses as contained in the Idaho Human Rights laws and federal anti-discrimination laws.

Dated this _____ day of _____, 20 ____.

Highland School District:

Requesting Organization/Individual:

By: _____ By _____

Address _____

City, State _____

Phone _____

Additional Obligations:



LEGAL REFERENCE:

Board Action

ADOPTED: 6/13/05

AMENDED: 12/10/2018

In addition to prohibitions stated in other District policies, no person 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 town or county ordinance;
4. Smoke or otherwise use tobacco products;
5. Consume, possess, or distribute alcoholic beverages, 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; or
8. Willfully violate other District rules and regulations

“School property” means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. As circumstances warrant, the District's administrators will take appropriate action.

• • • • •

LEGAL REFERENCE:

Pro-Children Act of 1994, 20 U.S.C. § 6081

I.C. § 33-205 Denial of school attendance

I.C. § 33-512 Maintenance of schools

I.C. § 39-5503 Prohibitions - Exceptions

ADOPTED: 6/13/05

AMENDED:

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.



LEGAL REFERENCE:

Board Action

ADOPTED: 6/13/05

AMENDED:

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 twenty-four (24) hours from when the incident occurred. A copy of the report shall be given to the staff member's immediate supervisor.

Cross Reference: 813.0 Visitors to the Schools



LEGAL REFERENCE:

- I.C. § 33-512 Governance of schools
- I.C. § 33-205 Denial of school attendance
- I.C. § 33-1222 Freedom from abuse
- I.C. § 18-916 Abuse of school teachers
- I.C. § 18-6409 Disturbing the peace

ADOPTED: 6/13/05

AMENDED:

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or extra-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 of the educational process;
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;
3. The proposed time period that admission to school events will be denied.



LEGAL REFERENCE:

- I.C. § 33-205 Denial of school attendance
- I.C. § 33-512 Governance of schools
- I.C. § 33-1222 Freedom of Abuse
- I.C. § 18-916 Abuse of school teachers
- I.C. § 18-6409 Disturbing the peace

ADOPTED: 6/13/05

AMENDED

The primary responsibility for maintaining proper order and conduct in the schools is that of 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 of 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 Reference: 832.0 Disruption of School Operations



LEGAL REFERENCE:

I.C. § 33-205 Denial of school attendance

ADOPTED: 6/13/05

AMENDED:

All contact between the school and the police department on matters involving students shall be made through the administration 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.

- A. 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;
- B. 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;
- C. If possible, the educational program of the student should not be disrupted to allow for police questioning;
- D. Any questioning by police should be conducted in a private room or area where confidentiality can be maintained.
- E. If law enforcement officials are to be allowed to question a student under the age of eighteen (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 questioning;
- F. If the parents are notified and 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 Reference 443.2 Police Interviews



LEGAL REFERENCE:

ADOPTED: 6/13/05

AMENDED:

Whenever school officials learn that a registered sex offender is residing within a close proximity of any school located within the District, the Superintendent or other designated administrator shall put the parents of students on notice by sending a letter home to each parent notifying parents that a sex offender is residing in the area and providing other pertinent information the school administrator has regarding the registered sex offender.

The Superintendent or other designated administrator shall also prepare a letter to the registered sex offender notifying such person that they are to refrain from coming onto school property unless prior written approval is received from the administration.



LEGAL REFERENCE:
Idaho Code Sections 33-

ADOPTED: 6/13/05

AMENDED:

It is the policy of this district that military recruiters shall have access to secondary school students, in the same manner and to the same extent as is provided to postsecondary educational institutions and prospective employers.



LEGAL REFERENCE:

Elementary and Secondary Education Act (2001)

ADOPTED:

AMENDED:

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. 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 the school or the district will 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 equipment educational opportunities to all student) 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 purchased by the parent-teacher organizations to individual schools. The acceptance of a gift for a particular school, however, indicates the board’s approval of the use the benefactor specified.

Any person or organization desiring to give a gift or make a donation, grant, or bequest to the board should contact the superintendent who may accept the gift, thank the donors, and inform the board, except that offers of real property will be accepted only by the board. 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.

Provided, 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:

Title IX, Education Amendment of 1972, 20 U.S.C. 1681, et seq.

ADOPTED: 6/13/05

AMENDED:

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, qualified persons other than the organization making the donation must evaluate the condition of the equipment or materials.

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 appointment by the superintendent or designee. The committee will use the following criteria in evaluating the proposed project:
 - a. Education value to the student body;
 - b. Cost factors in relation to the board of education's approved budget:
 - i. Immediate costs such as installation or remodeling,
 - ii. Long-range costs such as operation and maintenance,
 - iii. Replacement costs when the item is no longer operable.
 - c. Technical quality of the proposed donated item;
 - 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 the committee and the superintendent disapprove a project, the requesting organization may appeal the decision to the board of education.



LEGAL REFERENCE: Board Action

ADOPTED: 6/13/05

AMENDED:

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 student, 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 asset inventory.
8. The authority of the appropriate principal, director, or program manager is to accept gifts with a value of \$1,000 or less. The authority of the superintendent or designee is to accept gifts with a value in excess of \$1,000 but less than \$10,000. 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.



LEGAL REFERENCE:

Idaho Code Sections 33-

ADOPTED: 6/13/05

AMENDED:

The Superintendent shall create a committee to review policies for possible updates on a monthly basis. The committee shall include at least one (1) member of the community.

Cross Reference Policy # 130.1 – Policy Adoption

•••••

LEGAL REFERENCE:

Board Action

ADOPTED: 6/13/05

AMENDED:

SECTION 800: COMMUNITY RELATIONS

During all regular meetings and Board public hearings, The Board of Trustees encourages all citizens of the District to express their ideas and concerns on agenda items. 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. Public input on agenda items shall not be on any subject matter that would compel the Board to enter into executive session. The Board shall make a determination as to whether or not the subject matter a community member requests to comment on is appropriate in relation to the Board's agenda and/or if a matter would require Executive Session.

The Board may offer the ability to attend their meeting remotely, including the ability to submit patron input electronically ahead of time at a time and in a manner identified by the Board. Such electronically provided input shall be provided to the Trustees and made a part of the minutes.

Addressing Complaints and Grievances

Due to their sensitive nature, comments and complaints about personnel or individual students cannot be heard in open session. Additionally, other topics described in Policy 1500 may only be appropriate for executive session and all grievance processes shall be followed before the Board may entertain such subject matter. The Board shall determine whether a public comment is appropriate in open session and notify the commenter if it is not.

Any complaint about the District on these or other topics; 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, and all channels must be exhausted before the Board may entertain the complaint:

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 to indicate you wish to provide public comment.

Complaints or grievances on topics that may only be considered in executive session will only be heard by the Board in accordance with the applicable grievance or complaint policy. Such executive session may be arranged in advance and included on the agenda as described in Policy 1500 and Procedure 1500P.

Rules and Process for Public Comment

Members of the public will not be recognized by the Chair as the Board conducts its official business except during the Board's scheduled comment period during a regular meeting or public hearing of the board. The Board will listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

At regular Board meetings, the agenda shall provide time for public comment before the Board. At public hearings of the Board and at special meetings of the Board, the Board may accept public comment. All public comment will be accepted before the Board addresses action items on District business. Persons wishing to address the Board at a regular meeting or public hearing on agenda items 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.

The Board shall ensure that members of the following groups, listed in no particular order, are given priority to participate in Board meetings:

1. Students who attend a District school;
2. Parents/guardians of such students;
3. District employees; and
4. People who reside within the District.

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

Total time allotted for public comment will not exceed 30 minutes. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to 5 minutes. Public comment will be taken at a regular meeting of the Board or during a Board public hearing. 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 on agenda items for regular meetings and Board public hearings for distribution to the Board. The Board may decline to hear repetitive comments.

The Board of Trustees encourages input from the public at regular meetings and public hearings of the Board. 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 your name, address, telephone number, and relationship to the District.

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 5 minutes. In unusual circumstances, and when an individual has made a request in advance to provide public comment for a longer

period of time, the individual may be allowed to speak for more than 5 minutes if additional time is approved by the Chair.

3. The Board Chair may shorten or lengthen an individual's opportunity to speak.
4. Speakers who are District students, parents/guardians of District students, District employees, and District residents will be allowed to speak as time permits. Other interested parties may be allowed to speak at the discretion of the Chair.
5. The Board shall follow its written Board Operating Protocol to determine procedural matters regarding public participation.
6. Patrons and community members who are unable to attend meetings in-person are encouraged to submit public comment in writing for agenda items. These items may be sent to the Board clerk by mail in care of Highland School District, 112 Boulevard Ave., Craigmont, ID 83523 or by email to clerk@sd305.org. All items must be received by 4:00 pm no later than 7 days prior to the Board meeting. The Board Clerk will provide written comments to the Board during the period of public comment. Only items that can be discussed in open session will be shared with the Board during a Board meeting.
7. Presentations are to be civil and respectful. Public input shall not disrupt the public meeting. There shall be no intimidation against the Board, members of the Board, school employees, or students of the District. Shouting, loud statements, threats, name calling, profanity, or other improper conduct is strictly forbidden. Individuals engaging in inappropriate conduct will be asked to leave the meeting. Nothing in this policy shall prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is, in the determination of the Board Chair, seriously compromised. Any person otherwise engaged in illegal conduct at the meeting may also be removed. Failure to leave may result in law enforcement intervention.

Because of the diversity of issues and the confines of the Open Meeting Laws, Trustees will not respond to public comment nor engage in discussion with individuals or entities presenting public input. Instead, issues may be recorded and referred to the proper staff person for follow-up and/or considered by the Board in addressing the pending agenda items through open discussion or voting. The Chair may interrupt or terminate an individual's statement when it is too lengthy, abusive, obscene, repetitive, irrelevant, threatening to any individual, or if they are going off-topic from an item listed on the agenda. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

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.

Legal References

Description

IC § 33-510	Annual Meetings-Regular Meetings-Board of Trustees
IC § 33-512(11)	Governance of Schools-District Permitted to Prohibit Entry to School Grounds
IC § 74-206	Executive Session – When Authorized

Code

Description

1500	Board Meetings
1500-B(1)	Board Meetings – Board Operating Procedures & Protocol
1500-P(1)	Board Meetings – Board Meeting Procedures
2425	Parental Rights
2425-P(1)	Parental Rights – Parent/Guardian Notification of Changes in Health and Well-being
2425-F(1)	Parental Rights – Efforts to Notify Parent/Guardian of Changes in Student Health or Well being
444	Public Complaints
4120	Uniform Grievance Procedure
4120-F(1)	Uniform Grievance Procedure
832	Disruption of School Operations

Policy History

Adopted: 5/9/2016

Revised on: 11/04/24, 8/11/2025

Request to Address the Board

Date: _____

Name: _____ (Please Print)

Relationship to District (Please check all that apply):

- Parent/Guardian of a District Student
- Employee of the District
- District Student
- Resident of the District
- Trustee Zone of Residence: _____
- Other: _____

Is your comment related to an item on the agenda? Yes No

If yes, which agenda item do you wish to address:

If no, please list the topic you wish to address.

Check if any of the topics below 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.