

**TROY SCHOOL DISTRICT #287**

**4000 – COMMUNITY RELATIONS**

**POLICY - 4000 SERIES  
COMMUNITY RELATIONS**

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## **TROY SCHOOL DISTRICT #287**

### **4000 – COMMUNITY RELATIONS**

#### **Goals**

**4000**

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

1. to encourage and enhance communications, 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;
4. to promote understanding and cooperation between the schools and community groups.

Community participation in this District is important for improving the quality of education for the students. Therefore, this Board intends to make every effort to identify the desires of the community and to be responsive to those desires.

Patrons of this district are encouraged to express their ideas, concerns, and judgments through:

1. Written suggestions or proposals;
2. Presentations at public hearings;
3. Responses to survey;
4. Comments at meetings of this board; and
5. Service on citizens' advisory committees.

The advice and the concerns of the public will be carefully considered. In evaluation of such advice, the first concern of this board will be the educational program as it affects students.

#### **Legal Reference:**

I. C. 33-506  
Idaho Attorney General Opinion No. 93-2

#### **Policy History:**

Adopted on: 1/8/07  
Revised on: 2/9/09

**TROY SCHOOL DISTRICT #287**

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**Public Relations**

**4100**

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.

The most important public relations ambassadors are the teachers who work directly with students every day. All employees are encouraged to participate in community activities and demonstrate to the community by their words, attitudes, and actions the ideals set forth by this district.

Legal Reference:

I.C. 33-506(1)

Policy History:

Adopted on: 1/8/07

Revised on: 2/9/09

**TROY SCHOOL DISTRICT #287**

**4000 – COMMUNITY RELATIONS**

**Public Participation in Board Meeting**

**4105**

The Board of Trustees encourages all citizens of the District to express their ideas and concerns. The comments of the community will be given careful consideration. In the evaluation of such comments, first priority will be District students and their educational program.

Please see Policy 1520 for information about addressing the Board of Trustees.

**Cross Reference:**

- |      |                                       |
|------|---------------------------------------|
| 1520 | Public Participation in Board Meeting |
| 4110 | Public Complaints                     |
| 4120 | Uniform Complaint Policy              |
| 4320 | Disruption of School Operations       |

**Legal Reference:**

- I.C. 33-512 (11)
- I.C. 67-2345

**Policy History:**

- Approved on: 2/9/09
- Revised on:

**TROY SCHOOL DISTRICT #287**

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**Public Complaints**

**4110**

The Board is interested in receiving valid complaints and suggestions. Public complaints and suggestions shall be submitted on the Uniform Complaint Policy to the appropriate-level staff member or District administrator. Each complaint or suggestion shall be considered on its merits.

Unless otherwise indicated in these policies or otherwise provided for by law, no appeal may be taken from any decision of the Board.

Cross Reference: 4120 Uniform Complaint Policy

Policy History:

Adopted on: 2/9/09

Revised on:

**4000 – COMMUNITY RELATIONS**

**Uniform Complaint Policy**

**4120**

Board members may listen to the problems brought to their attention by a patron of the District, and should encourage patrons and employees to review particular problems with the Building Principal or Superintendent. A Board member may bring any matter for review to the attention of any member of the administration and/or to the attention of the Board sitting as a whole.

It is the Board's desire that administrative procedures for settling complaints and grievances be an orderly process within which solutions may be pursued. Further, that the procedure provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that members of the community be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

Community members, parents, employees, and others should use this complaint procedure if they believe that the Board, or its employees or agents have violated their rights guaranteed by the State or federal constitution, State or federal statute, or Board policy.

Exceptions:

Individuals with complaints alleging illegal discrimination should follow the procedure described in Policy 1360.

Individuals seeking to resolve differences dealing with educational services available under Section 504 of the Rehabilitation Act should follow the procedure described in Policy 1370.

The District will endeavor to respond to and resolve complaints without resorting to this complaint 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 complaint procedure is not a prerequisite to the pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to the pursuit of other remedies.

**Level 1: Informal**

An individual with a complaint is encouraged to first discuss it with the teacher, coach, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

**Level 2: Principal or Supervisor**

If the complaint is not resolved at Level 1, the complainant may file a written complaint stating: 1) the nature of the complaint, and 2) the remedy requested. It must be signed and dated by the complainant. The Level 2 written complaint must be filed with the Principal or Supervisor within sixty (60) days of the event or incident, or from the date the complainant could reasonably become aware of such occurrence.

**4000 – COMMUNITY RELATIONS**

**Uniform Complaint Policy, continued**

4120

(If the complaint alleges a violation of Board policy or procedure, the Principal or Supervisor shall investigate and attempt to resolve the complaint. If either party is not satisfied with the Principal's or Supervisor's decision, the complaint may be advanced to Level 3 by requesting in writing that the Superintendent review the decision. This request must be submitted to the Superintendent within fifteen [15] days of the Principal's or Supervisor's decision.)

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the Principal or Supervisor shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The Superintendent or appointee shall serve as Nondiscrimination Coordinator, and will assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) 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 fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

The District will maintain a complete written record of each complaint, the manner in which it was investigated, and the manner in which it was resolved. Such records will be maintained pursuant to the District's record retention policy unless circumstances dictate that the file should be retained for a longer period of time. Written records, to the extent appropriate, will be maintained in a confidential manner in any affected employee's personnel file.

**Level 3: Superintendent**

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the Principal or Supervisor. The parties shall be afforded the opportunity to either dispute or concur with the Principal's or Supervisor's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the Principal or Supervisor, the recommendation will be implemented. If the Superintendent rejects the recommendation, 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 fifteen (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.

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**4000 – COMMUNITY RELATIONS**

**Uniform Complaint Policy, continued**

4120

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board is final.

Legal Reference:

- I.C. 33-506(1) Organization and government of the board of trustees
- I.C. 33-511 Maintenance of Schools
- I.C. 33-512 Governance of Schools
- I.C. 33-517

Policy History:

Adopted on: 1/8/07  
Revised on: 11/12/07, 10/13/08, 11/10/08, 5/9/11, 7/11/11

**4000 – COMMUNITY RELATIONS**

**Public Access to District Records**

**4130**

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 politic or local agency regardless of physical form or characteristics. 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.

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.

In accordance with Title 9, Chapter 3, Idaho Code, the following records shall not be subject to public inspection and/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. 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, 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;
3. Retired employees' and retired public officials' home addresses, home telephone numbers and other financial and non-financial membership records;
4. Records of a current or former employee other than the employee's duration of employment with the association, position held and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses, of the executive director, executive officers or commissioners of the association. All other personnel information relating to an association 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, retirement plan information and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;
5. Records relating to the appraisal of real property, timber or mineral rights prior to its acquisition, sale or lease by the District;

**4000 – COMMUNITY RELATIONS**

**Public Access to District Records (continued)**

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6. 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;
7. Examination, operating or condition reports and all documents relating thereto, prepared by or supplied to the District;
8. 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 and/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 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;
9. 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. Computer program 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.
10. 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 of 1974 and adopted District policy;
11. Test questions, scoring keys, or other examination data used to administer academic tests;
12. Preliminary drafts, notes, recommendations and intra-District memoranda in which opinions are expressed or policies formulated or recommended, except that a specific record shall not be exempt when publicly cited by the District in connection with any District action;
13. Records that are 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 pre-trial discovery for cases pending resolution;
14. 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, the following records are subject to public inspection and/or copying:

**Public Access to District Records (continued)**

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.

The District shall either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of the request for examination or copying. If it is determined by the District that a longer period of time is needed to locate or retrieve the public records, the District shall so notify in writing the person requesting to examine or copy the records and shall provide the public records to the person no later than ten (10) working days following the person's request. If the District fails to respond, the request shall be deemed to be denied within ten (10) working days following the request. If the District denies the person's request for examination or copying the public records or denies in part and grants in part the person's request for examination and copying of the public records, the person legally responsible for administering the District or the District's designee 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 person's right to appeal the denial or partial denial and the time periods for doing so.

If a record is requested in electronic format and the record cannot be converted to another electronic format within ten (10) working days, the District shall notify the person requesting the records of the same and provide the records to such person at a time mutually agreed upon giving consideration to any limitations that may exist regarding electronic conversion.

If the record requested for inspection and/or copying contains both information exempted from disclosure and non-exempt 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.

The 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.

Unless a person requesting the public record can demonstrate an inability to pay or that the public's interest or understanding of the operation or activities of the school district or its records would suffer by the assessment or collection of any fee, the District will charge 10¢ per copy.

The custodian may require advance payment of the cost of copying. Further, the District reserves the right to establish fees to recover the actual labor cost associated with the locating and copying of documents or records if the request is for more than one hundred (100) pages of paper records; or the request includes records from which nonpublic information must be

**4000 – COMMUNITY RELATIONS**

**Public Access to District Records (continued)**

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deleted; or the actual labor associated with locating and copying documents for a request exceeds two (2) person hours.

If a record is requested electronically, a copy of a computer disc or similar record system the fee shall not exceed:

- (1) The District's cost of copying the information in that form;
- (2) The District's cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to another electronic form.

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. A request for public records may be conducted by electronic mail.

Finally, the school district reserves the right to charge a uniform fee that does not exceed the School District's direct cost of copying information for providing a duplicate of a computer tape, computer disc, microfilm or similar or analogous record system containing public record information.

Cross Reference: 1530 Records Available to Public

Legal Reference:

Title 9, Chapter 3, Public Records

Policy History:

Adopted on: 2/9/09

Revised on:

## **TROY SCHOOL DISTRICT #287**

### **4000 – COMMUNITY RELATIONS**

#### **Visitors to the Schools**

**4140**

While the District encourages visits by Board members, 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 of this requirement are posted at each entrance. 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 the normal school environment.

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

Cross Reference:       4320 Disruption of School Operations  
                              4420 Sex Offenders

#### **Policy History:**

Adopted on:       2/9/09  
Revised on:

**4000 – COMMUNITY RELATIONS**

**Accommodating Individuals with Disabilities**

**4150**

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.

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: 3210

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.

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**4000 – COMMUNITY RELATIONS**

Individuals with Disabilities Education Act, 20, U.S.C. §§ 1415  
Procedural Safeguards Notice, 34 C.F.R. § 300.504

Policy History:

Adopted on: 2/9/09

Revised on: 10/10/12

**4000 – COMMUNITY RELATIONS**

**Notice to Parents Required by No Child Left Behind Act of 2001 (NCLB)**

**4160**

At the beginning of each school year, the District shall notify parents of each student attending a Title I school that the parents may request, and the administration will provide on parental request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualifications for licensing criteria have been waived.
3. The teacher's baccalaureate degree major.
4. Any other graduate certificate or degree held by the teacher, and the field of discipline of the certification or degree.
5. Whether the student is provided service by paraprofessionals and, if so, their qualifications.

Additionally, Title I schools in the district must provide the parent/guardian of each enrolled student the following information in a timely manner:

1. Information on the level of achievement of the parent's child in each of the state academic assessments.
2. Timely notice that the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher of a core academic subject who is not highly qualified.

The District shall provide the notice and information required in this policy in a uniform and understandable written format, including alternative formats upon request, and, to the extent practicable, in a language that the parents can understand.

Legal Reference:

No Child Left Behind Act, Section 1111(h)(6)  
34 CFR Part 200.61

Policy History:

Adopted on: 1/8/07  
Revised on: 2/9/09

**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 media 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. 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 Reference:	3570-3570P	Student Records
	3575	Student Data Privacy and Security
	4130	Public Access to District Website
	4260	Records Available to Public
	5280	Professional Standards Commission Code of Ethics
	5325-5325P	Employee Use of Social Media Sites, Including Personal Sites
	8605	Retention of District Records

Legal Reference:	20 U.S.C. § 1232g	Family Education Rights and Privacy Act
	34 C.F.R. 99	Family Education Rights and Privacy Act
	Title 74 Chapter 1	Public Records Act
	I.C. § 33-133	Idaho Student Data Accessibility, Transparency, and Accountability Act
	I.D.A.P.A. 08.02.02.076	Code of Ethics for Idaho Professional Educators
	I.D.A.P.A. 08.02.02.077	Definitions for Use with the Code of Ethics for Idaho Professional Educators

**Policy History:**

Adopted on: 12/11/17

Revised on:

**TROY SCHOOL DISTRICT #287**

**4000 – COMMUNITY RELATIONS**

**School-Support Organizations**

**4200**

**[RESERVED]**

**4000 – COMMUNITY RELATIONS**

**Community Use of School Facilities**

**4210**

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 shall pay fees and costs.

School facilities may not be used for private gain, unless approved by Board action. School facilities may not be used by any group which in the opinion of the Board advocates overthrow or change of our government by force or discriminates on the basis of sex, race, color, creed, national origin, religion, exceptionality or veteran status. School furniture and equipment, such as audio-visual, shall not be loaned or rented to individuals or groups.

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

The Superintendent shall develop procedures to manage community use of school facilities, including a fee schedule, which shall be reviewed by the Board. Use of school facilities requires the Superintendent's or designee's approval and is subject to the procedures. The Board reserves the right of the District to reject any or all applications for the use of buildings and other facilities.

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.

The use of the property or facilities will not, in any way, interfere with the operations of this District or any of the programs or activities of the District. If required for District purposes, it is understood that the right is reserved to withdraw or rescind the grant of the use of the property or facilities on short notice. The Board assumes no responsibility for properties left on the premises by the applicant. The Board or its representatives will have free access to all rooms at all times.

**General Requirements**

The applicant must:

1. Show proof of appropriate liability insurance coverage;
2. Save and hold harmless the District;
3. Assume full responsibility for all liabilities arising incident to occupancy or use;
4. Repair or replace any damage to the facility or equipment incurred as a result of the use or rental of the District facilities, other than due to reasonable wear;

**4000 – COMMUNITY RELATIONS**

**Community Use of School Facilities (continued)**

4210

5. Designate one of its adult members to be responsible for the user's activity. The designated person shall remain at the school facility while the user group is in the facility and is responsible to see that no unauthorized persons are allowed into the building, that all windows are shut, and that the buildings are secure following use of the building;
6. Provide appropriate adult supervision at any activity in which children are in attendance;
7. Prohibit:
  - a. Consumption or use of tobacco, alcohol, or drugs;
  - b. Games of chance or any activities that suggest gambling or games of chance;
  - c. Teaching or promoting of any activity that is intended to disrupt or damage the District;
8. Erect any special decorations in a manner approved by the fire marshal and the District, and must completely remove them immediately following the function;
9. Not sell or consume food or drink without the approval of the District;
10. Not use any special equipment without prior approval, which may require District personnel to operate;
11. Provide professional security, if required by the District;

**Additional Fees**

An additional amount for District employee services may be charged for supervision and/or custodial services.

A cleaning deposit may be required at the discretion of the District.

**Loan of District Equipment**

District equipment shall not be loaned to individuals or organizations unless included with the rental of a school facility, associated with the educational mission of the District or its employees or, in an emergency, to other taxing units or agencies.

**Legal Reference:**

- I.C. 33-506
- I.C. 33-601 Real and personal property – Acquisition, use or disposal of same.
- I.C. 33-602 Use of school property or buildings for senior citizen centers
- Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

**Policy History:**

- Adopted on: 1/8/07
- Revised on: 2/9/09, 10/12/09

**4000 – COMMUNITY RELATIONS**

**Student-Community Involvement**

**4215**

All students are encouraged to become involved in the various community youth group activities available. However, no student, as part of a school program, will be required to participate in non-school community youth group activities.

**Secret Societies Prohibited**

No person, group, or organization will establish a fraternity, sorority, or secret society whose membership is comprised in whole or in part of students enrolled in the public elementary or secondary schools in this District, or solicit a student to become a member of such organization; nor will students enrolled in any of this District's public schools become a member of such organization, or pledge himself or herself to become a member of any such organization.

A fraternity, sorority, or secret society will be interpreted as any organization, the active membership of which is comprised in whole or in part of students enrolled in this district's schools, and which exists or perpetuates itself wholly or partly by selecting members on the basis of the decision of its membership rather than upon the basis of the right of any student, qualified by the rules and regulations of the school, to be a member. The definition will not be construed to include organizations institutionally sponsored by agencies of public welfare, such as the Boy Scouts of America, Girl Scouts of America, Campfire Girls, the YMCA and YWCA, and similar organizations.

The Board may withdraw the rights and privileges of students participating in such secret society or fraternity or sorority, may deny graduation, deprive students of credit, or suspend or expel such students.

**Public Performances**

Student groups, with the permission of the building Principal, may participate in nonschool-sponsored public events if such participation furthers an educational objective. A student's participation in any nonschool-sponsored event must be voluntary.

School groups desiring to participate in public events outside of the District wherein these events are not a regularly scheduled activity of the school must request permission to participate from the building principal at least thirty (30) days in advance of the anticipated activity. If any expenditure of school funds is required, prior approval must come from the Board.

**Legal Reference:**

I.C. 33-506

I.C. 33-1901, et seq.

**Policy History:**

Adopted on: 1/8/07

Revised on: 2/9/09

**Use of School Property for Posting Notices**

**4230**

Non-school related organizations may ask the building Principal permission:

1. To display posters in the area reserved for community posters; or
2. To 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.

The advertising of commercial products or services is not permitted in school buildings or on school grounds or properties unless pre-approved by the building Principal.

Legal Reference:

I.C. 33-506(1)

Policy History:

Adopted on: 1/8/07

Revised on: 2/9/09

**TROY SCHOOL DISTRICT #287**

**4000 – COMMUNITY RELATIONS**

**Distribution of Fund Drive Literature Through Students**

**4240**

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 activity.

Students and district employees may voluntarily participate in philanthropic fund drives, local or national, but compulsory participation will be prohibited.

No organization or individual will be allowed to solicit or collect money from individual students during school hours without prior authorization from the Board.

Legal Reference:

I.C. 33-506

Policy History:

Adopted on: 1/8/07

Revised on: 2/9/09

**4000 – COMMUNITY RELATIONS**

**Conduct on School Property**

**4300**

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.
9. 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.

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

"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 if such weapon is operable.

The buildings and grounds owned by the district are to be used only for educational purposes or other public purposes as approved by the board or its authorized representatives.

Any person who comes onto district property and who disrupts the educational processes, or whose presence is detrimental to the morals, health, safety, academic learning, or discipline of the students, or who loiters may be removed. Such persons will be prosecuted to the full extent of the law.

All school visitors must report immediately to the school's administrative office prior to proceeding to any classroom or activity.

Unauthorized persons will not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent unauthorized persons from entering district grounds or buildings.

**TROY SCHOOL DISTRICT #287**

**4000 – COMMUNITY RELATIONS**

**Conduct on School Property (continued)**

4300

Cross Reference:           3295 Hazing, Harassment, Intimidation, Bullying, Menacing  
                                  3330 Student Discipline  
                                  4320 Disruption of School Operations

**Legal Reference:**

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 Maintenance of schools  
I.C. 39-5503 Prohibitions – Exceptions

**Policy History:**

Adopted on:   1/8/07  
Revised on:   2/9/09

**TROY SCHOOL DISTRICT #287**

**4000 – COMMUNITY RELATIONS**

**Contact with Students**

**4310**

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: 2/9/09

Revised on:

**TROY SCHOOL DISTRICT #287**

**4000 – COMMUNITY RELATIONS**

**Disruption of School Operations**

**4320**

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: 4140 Visitors to the Schools

Legal Reference:

- 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 from abuse

Policy History:

Adopted on: 2/9/09  
Revised on:

**4000 – COMMUNITY RELATIONS**

**Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events**

**4330**

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;
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. 18-3302I
- I.C. 18-6409 Disturbing the peace
- I.C. 7008

Policy History:

- Adopted on: 1/8/07
- Revised on: 2/9/09

**4000 – COMMUNITY RELATIONS**

**Relations with the Law Enforcement and Child Protective Agencies**

**4400**

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 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 Reference:**

- 3545 Student Interviews, Interrogations or Arrests
- 4320 Disruption of School Operations
- 4410 Investigations of School Operations
- 5260 Abused and Neglected Child Reporting

**Legal Reference:**

- I.C. 33-205 Denial of school attendance
- I.C. 33-506(1)
- I.C. 33-1605 Report of Abuse, abandonment or neglect
- Idaho Attorney General Opinion No. 93-2

**Policy History:**

- Adopted on: 1/8/07
- Revised on: 2/9/09

**4000 – COMMUNITY RELATIONS**

**Investigations and Arrests by Police**

**4410**

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 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 the questioning;
6. 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:                   5260 Abused and Neglected Child Reporting  
  3545 Student Interviews, Interrogations or Arrests

Legal Reference:  
Idaho Attorney General Opinion No. 93-2

Policy History:  
Adopted on:    1/8/07  
Revised on:    2/9/09

**4000 – COMMUNITY RELATIONS**

**Sex Offenders**

**4420**

The Troy School District recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or at school-related activities, the District is implementing this policy.

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, properties posted with a notice that they are used by a school, or school grounds when the person believes children under the age of eighteen (18) years are present and are involved in a school activity or when children are present within thirty (30) minutes before or after a school activity.
2. Loiter on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (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 eighteen (18) years are present in the vehicle.
4. Reside within five hundred (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.

The posted notices required in this section shall be at least one hundred (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. In addition, there shall be at least one (1) notice posted every six hundred sixty (660) feet along the property line.

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. Is attending an academic conference with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the conference; or
3. Is attending a scheduled extracurricular school event with school officials as a parent or legal guardian of a child who is participating in the school event; or
4. Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
5. Is picking up a child or children or dropping off a child or children and the person is the child or children's parent or legal guardian; or
6. Is temporarily on school grounds, during school hours, for the purposes of making a delivery involving mail, food or other necessary delivery; or
7. Is exercising his or her right to vote in public elections; or
8. Is taking delivery of his mail through an official post office located on school grounds; or
9. Has written permission from a school principal, vice-principal, or the equivalent, to be on the school grounds or upon other property posted with a notice that the property is used by a school; or

## **TROY SCHOOL DISTRICT #287**

### **4000 – COMMUNITY RELATIONS**

#### **Sex Offenders (continued)**

4420

10. 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.

#### **Sex Offender Registry Notification**

The Superintendent or 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 of 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 Codes 18-8323 and 18-8324. 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. See Idaho Code 18-8326.

#### **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 18-8326. 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:

- 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.
- If a sex offender violates this policy, school officials shall immediately contact law enforcement.

**TROY SCHOOL DISTRICT #287**

**4000 – COMMUNITY RELATIONS**

**Sex Offenders (continued)**

4420

Legal Reference:

- I.C. 3-512(4) and (11)
- I.C. 18-916 Abuse of School Teachers
- I.C. 18-8301, et seq.
- I.C. 18-8323 Public Access to Sexual Offender Registry Information
- I.C. 18-8324 Dissemination of Registry Information
- I.C. 18-8325
- I.C. 18-8326 Penalties for Vigilantism or Other Misuse of Information
- I.C. 18-8329
- I.C. 33-512(11) Governance of Schools

Policy History:

Adopted on: 1/8/07

Revised on: 2/9/09, 5/11/09

## **TROY SCHOOL DISTRICT #287**

### **4000 – COMMUNITY RELATIONS**

#### **Public Gifts/Donations to the Schools**

**4500**

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 objective (with particular emphasis on the goal of providing equip 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 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 Trustees and will comply with all state and federal laws.

No employee of the district will solicit or encourage solicitation of gifts for himself or herself.

While recognizing that the actions of other individuals or organizations cannot be controlled, it is the intent of the District to discourage individuals or organizations from presenting gifts to school



**4000 – COMMUNITY RELATIONS**

**Volunteer Assistance**

**4600**

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:

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

**Policy History:**

Adopted on: 2/9/09

Revised on: