

SOUTH LEMHI SCHOOL DISTRICT NO. 292

COMMUNITY RELATIONS

4105

Public Participation in Board Meeting

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.

NOTICE

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

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

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

1. Teacher or Staff
2. Superintendent
3. Board of Trustees

Members of the public will not be recognized by the Chair as the Board conducts its official business except when the Board schedules public discussion period on a particular item. The Board will listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

At each Regular and Special meeting of the Board, the agenda will provide time for public comment before the Board. Persons wishing to address the Board will be required to sign the "DELEGATIONS AND PATRON INPUT" form. The form is available at each meeting.

Total time allotted for public comment will not exceed one (1) hour. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to three (3) minutes. Public comment will be taken from the public on matters scheduled on the agenda. Should a large number of the public wish to speak on the same issue or topic, members of the public are

SOUTH LEMHI SCHOOL DISTRICT NO. 292

encouraged to select a representative(s) to summarize their position. The Chair may deny an individual the opportunity to address the Board if the individual has previously addressed the Board on the same subject within the past two months.

Written materials for Board Members must be submitted to the Board Clerk. The written material must include the name, address and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Board Members if received by noon the Friday preceding the Board Meeting. Materials should not be sent directly to Board Members. Materials may be presented or mailed to the Board Clerk at PO Box 119; Leadore, Idaho.

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

Because of the diversity of issues, members of the Board will not respond to public comment. Instead, issues may be recorded and referred to the proper staff person for follow-up. The Chairman may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, repetitive, or irrelevant. The Board of Trustees 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 Chairman of the Board may not recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

Cross Reference: 4120 Uniform Grievance Procedure
4320 Disruption of School Operations

Legal Reference: I.C. § 33-512 (11) Governance of Schools

Policy History

Adopted on: June 13, 2016

Revised on:

COMMUNITY RELATIONS

4130

Public Access to District Website

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

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

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

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

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

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

1. Nonsearchable PDF;
2. Searchable PDF; 3. Spreadsheet; or
4. Database.

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

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

SOUTH LEMHI SCHOOL DISTRICT NO. 292

6. To the extent possible, a unique identifier for each expenditure.

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

Cross Reference: 4260
8605

Records Available to Public
Retention of District Records

Legal Reference: Title 74 Chapter 1 Public Records Act

I.C. § 33-133

Idaho Student Data Accessibility, Transparency,
and Accountability Act

I.C. § 33-320

Continuous Improvement Planning and Training

I.C. § 33-357

Creation of Internet Based Expenditure Website

I.C. § 33-1273A

Negotiations in Open Session

Policy History

Adopted on: June 13, 2016

Revised on:

Uniform Grievance Procedure

It is the Board's desire that administrative procedures for settling complaints and grievances of any and all persons (i.e., staff, students, patrons, hereinafter "Grievant") 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 each grievant be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

Grievance Procedure

This grievance procedure should be followed if a grievant believes that the Board, its employees or agents have violated the grievant's rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy.

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

Level 1: Informal: A grievant with a complaint is encouraged to first discuss it with the teacher, counselor, or head teacher involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the Superintendent if not involved in the alleged harassment. If the Superintendent is involved proceed to the Board Chairperson with alleged harassment complaint.

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

1. The nature of the grievance; and
2. The remedy requested.

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

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

SOUTH LEMHI SCHOOL DISTRICT NO. 292

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the Superintendent shall investigate the complaint. The Superintendent will complete the investigation within 30 days after receipt of the written grievance. The Superintendent may hire an outside investigator if necessary. If either party involved is not satisfied with the recommendations from Level 2, either party may make a written appeal within 15 days of receiving the report of the Superintendent to the Board for a hearing.

Level 3: 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 30 days of that meeting. The decision of the Board will be final.

Policy History

Adopted on: June 13, 2016

Revised on:

Uniform Grievance Form

Concern You Would Like Addressed

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

Name: _____ Date: _____

Mailing Address: _____

Phone Number(s): _____

Subject: _____

Problem: _____

Examples that demonstrate the problem: _____

Results: _____

Suggested Solutions: _____

Response Date: _____ Person Responding: _____

Response to Concern

Person Responding: _____ Response Date: _____

Method used to communicate response: _____

Actions taken to investigate concern: _____

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

SOUTH LEMHI SCHOOL DISTRICT NO. 292

Findings of the investigation: _____

Decision: _____

Results of communicating the decision: _____

Signature: _____

COMMUNITY RELATIONS

4140

Visitors to the Schools

While the District encourages visits by Board members, parents, and citizens to all District buildings, all visitors are required to report to the secretary's office upon entering any District building.

All building administrators shall ensure that prominent notices are posted at each entrance requiring that all visitors first report to the administrative office. This includes all parents, 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 superintendent's and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

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

Loitering/Unauthorized Persons

The superintendent 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 superintendent any person loitering on or near a school building or school grounds. The superintendent may request such unauthorized individual leave or remove him or her from the school premises or area. If the individual does not leave voluntarily or resists removal, law enforcement shall be notified and requested to assist in the removal.

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

Policy History

Adopted on: June 13, 2016

Revised on:

Records Available to Public

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

The 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 a request for public records. If a longer period of time is needed to locate or retrieve the records, the District shall notify the person requesting the records of the same and provide the records to such person not later than ten (10) working days following the request. In the event an individual requests a record be provided in electronic format, the District shall provide the record in electronic format if the record is available in that format.

A written copy of the Board's minutes shall be available to the general public within a reasonable time after the meeting in which they are approved.

The copying fee schedule of the District is as follows:

- a) Copies of public records - 10¢ per page (*cannot exceed actual cost);
- b) In addition to the cost per page set forth above, the District will charge for the actual labor costs associated with locating and copying documents if:
 - (1) The request is for more than 100 pages of records;
 - (2) The request includes non-public information that must be redacted from the public records; and/or
 - (3) The labor associated with locating and copying the records exceeds two (2) hours.
- c) Copy of a duplicate 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 electronic form.

Fees shall be collected in advance. A fee may not be charged if the person requesting the record or records can demonstrate an inability to pay; or can demonstrate that the public's interest or the public's understating of the operations or activities of the school board or its records would suffer by the assessment or collection of any fee.

Legal Reference: Title 74 Chapter 1 Public Records Act
I.C. § 74-204 Written Minutes of Meetings
IDAPA. 08.01.01.100 Procedures for Responding to Requests for Examination and/or Copying Public Records
Idaho Public Records Law Manual, July 2015

Policy History

Adopted on: June 13, 2016

Revised on:

Conduct on School Property

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

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

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

Definitions

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

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

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

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

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

SOUTH LEMHI SCHOOL DISTRICT NO. 292

Cross Reference: 3295 Hazing, Harassment, Intimidation, Bullying, Menacing
 3305 Prohibition of Tobacco Possession and Use
 3330 Student Discipline

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: June 13, 2016

Revised on:

Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

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

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

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

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

Legal 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

Policy History

Adopted on: June 13, 2016

Revised on:

Public Gifts/Donations to the Schools

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

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

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

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

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

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

All conditional gifts must be approved by the Board.

SOUTH LEMHI SCHOOL DISTRICT NO. 292

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.

Policy History

Adopted on: June 13, 2016

Revised on:

COMMUNITY RELATIONS

4500P

Public Gifts/Donations to the Schools

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

1. Gifts to employ “regular” full- or part-time personnel shall be discouraged;
2. Gifts that involve significant costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be discouraged;
3. Gifts on a matching basis requiring money, property, or services by the District shall be discouraged;
4. 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;
5. Any purchase to be funded by a cash donation must be processed in accordance with District policy.
6. Gifts that meet the definition of a fixed asset as outlined in the District policy on inventories must be added to the school’s fixed assets inventory.
7. Gifts with a value of \$1,000 or less will be accepted by the authority of the appropriate Superintendent, director, or program manager. Gifts with a value in excess of \$1,000 but less than \$10,000 will be accepted by the authority of the Superintendent or designee. Contributions with a value in excess of \$10,000 will be presented to and acted upon by the Board of Trustees.
8. 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 Superintendent, 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.

Policy History

Adopted on: June 13, 2016

Revised on:

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

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

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

The following procedures shall apply to filing a project request:

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

Policy History

Adopted on: June 13, 2016

Revised on:

Volunteer Assistance

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

Definition of Volunteer

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

A volunteer shall be an individual who:

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

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

The Superintendent or designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The procedures will facilitate effective communication with persons who volunteer.

The final decision to accept or reject a volunteer applicant rests exclusively with the Superintendent.

Policy History

Adopted on: June 13, 2016

Revised on: