

DESCRIPTOR TERM:

DESCRIPTOR CODE:

ISSUE DATE:

SECTION K

GENERAL PUBLIC RELATIONS

- K.1.....STAFF-COMMUNITY RELATIONS
 - K.1.1.....BOARD COMMUNITY RELATIONS POLICY
- K.2.....USE OF SCHOOL FACILITIES
 - K.2.1.....USE OF FACILITIES WAIVER FORM
 - K.2.2.....USE OF FACILITIES FORM
- K.3.....ADVERTISING IN THE SCHOOLS
- K.4.....VISITORS TO THE SCHOOLS
 - K.4.1.....PRIVATE SERVICE PROVIDERS IN PUBLIC SCHOOLS
 - K.4.2.....PRIVATE SERVICE PROVIDERS FORM
- K.5.....TRESPASSING
- K.6.....COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS
 - K.6.1.....INSTRUCTIONAL MATERIALS COMPLAINT FORM
- K.7.....DISTRICT CONCERN POLICY
 - K.7.1.....PATRON/COMMUNITY MEMBER CONCERN FORM
 - K.7.2.....TEACHER OR COACH CONCERN FORM
 - K.7.3.....POLICY MANUAL/PATRON REFLECTION
 - K.7.4.....POLICY MANUAL/TEACHER OR
COACH/EXTRACURRICULAR ADVISOR REFLECTION
- K.8.....COMMUNITY INVOLVEMENT IN DECISION MAKING
- K.8B.....PARENT INVOLVEMENT PLAN
- K.9.....NEWS RELEASES
- K.10.....BOARD-COMMUNITY RELATIONS

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
STAFF-COMMUNITY RELATIONS	K.1	10/20/87

The schools in the Filer School District are supported by the community and its patrons. The schools, therefore, belong to the community and district personnel work within the philosophy, goals, and objectives defined by the community through the Filer School Board. All personnel working for, or on behalf of, the Filer School District shall conduct themselves in a positive, ethical, and professional manner. Resolution of conflicts shall be in accordance with Filer School District policies.

To ensure community involvement in the development and implementation of the academic, vocational, and extracurricular programs of the schools, the Board believes it is the responsibility of the administration and staff to accurately inform the citizens of the district about all aspects of the school program through the news media and presentation to local parent and civic groups.

The Board also believes the citizens of the district should aid in the development of the total program of the schools, provide financial and moral support to the schools, and participate in the activities of the school in the district.

DESCRIPTOR TERM:
BOARD COMMUNITY
RELATIONS POLICY

DESCRIPTOR CODE:
K1.1

ISSUE DATE:
12/10/2014

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. Idaho Code § 67-2345.

“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.” Idaho Code § 33-512 (11).

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

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

Please also see District Policy K.7 regarding public concerns.

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 submit a “Community Input” form. Forms are available from the Board Clerk and will be 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 five (5) minutes. All speakers will be allowed to speak at least once before a speaker is allowed to address the Board a second time. Public comment will be taken from the public on matters scheduled on the agenda. If public comment is allowed for an item not on the agenda there will be no discussion **by the board and no action taken by the board at that meeting. However, it may be put on a future agenda.**

Should a large number of the public wish to speak on the same issue or topic, members of the public shall be encouraged to select a representative(s) to summarize their position. Additionally, the Board Clerk will accept written comments for distribution to the Board.

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 700 B Stevens Ave. Filer, Idaho 83328.

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
BOARD COMMUNITY RELATIONS POLICY CONT. Pg 2	K1.1	12/10/2014

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

Because of the diversity of issues, 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 Chair 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 Chair of the Board may **choose** not recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

Legal Reference:	I.C. § 33-512 (11)	Governance of Schools
	I.C. § 67-2345	Executive Sessions—When Authorized

DESCRIPTOR TERM:
USE OF SCHOOL FACILITIES

DESCRIPTOR CODE:
K.2.1

ISSUE DATE:
11/1/95

1. LEGAL STATUS OF SCHOOL BUILDINGS:

The board of education shall have the care and keeping of all school buildings and other school properties belonging to the district. They shall have authority to open any or all school buildings for purposes that keep with the general philosophy of the district. The board of education may at any time it thinks best, refuse to open any and all school buildings for any or all purposes that are not keeping with the philosophy of School District # 413. The Board of Trustees recognizes that the school buildings and other school properties are not open forums.

2. REGULATIONS ON USE OF SCHOOL BUILDINGS:

School buildings represent a heavy investment by taxpayers of the local school district. There are many evenings while a school term is in session that school facilities are not in use for school purposes, as well as many days during the summer that school buildings and grounds are not utilized for educational ends.

Since it is a policy to raise through taxation funds for the operation of the school's educational program only, the board finds it necessary to charge a fee for the use of school buildings and facilities by organizations not directly associated with the schools. These fees will be used to defray a portion of the expenses made by increased use of heat, light, and janitorial services.

3. APPLICATIONS FOR USE OF FACILITIES:

Organizations wishing to schedule use of school facilities will make application to the respective building principals.

DIRECTIONS FOR APPLICANTS:

1. We request that you submit your application a minimum of 2 weeks prior to your intended use dates.
2. Fill out pages 2 and 3.
3. Submit all pages to building principal of the facility that you wish to use.
4. If your request is for multiple facilities, then your application should be submitted to the district office to the attention of the superintendent.
5. The District office will notify you of its acceptance and approval or denial.

DESCRIPTOR TERM: _____ DESCRIPTOR CODE: _____ ISSUE DATE: _____
USE OF SCHOOL FACILITIES K.2.1 11/1/95

Cont. Pg. 2

**CONTRACT FOR USE OF SCHOOL DISTRICT NO. 413
BUILDINGS AND FACILITIES WAIVER OF LIABILITY, INDEMNITY, AND APPLICATION
FOR USE AGREEMENT**

READ THIS DOCUMENT CAREFULLY--BY SIGNING THIS AGREEMENT, YOU GIVE UP CERTAIN RIGHTS AND ASSUME CERTAIN RESPONSIBILITIES INCLUDING FOLLOWING ALL FILER SCHOOL DISTRICT POLICIES AND RULES:

I, _____, an agent or officer, acting for and on behalf of _____ for and in consideration of the use of the facilities of School District No. 413, located _____ (building(s) or facility(ies)) do agree, on behalf of myself and the organization which I represent, to indemnify and hold harmless any employee, officer, servant, or agent of the School District, including elected or appointed officials, and persons acting on behalf of the School District in any official capacity, temporarily or permanently in the service of the School District, whether with or without compensation, from any and all manner of action or actions, cause or causes of action, suits, injuries, or any other claim or demands arising out of the use of any facility of School District No. 413.

THE UNDERSIGNED FURTHER AGREES:

1. To indemnify and hold harmless Filer School District, its agent, employees and assigns from all manner, action or actions cause or causes of action, suits, injuries or any other claims or demands that may arise from any act on behalf of said School District concerning any claim, cause of action, suit, injury or demand arising out of the organization's use of the facilities of said School District.
2. Neither the undersigned or the organizations which is represents shall be entitled to contribution or indemnification, or reimbursement for legal fees and/or expenses from the School District for any action, cause, suit, claims or demands brought against the organizations arising out of the use of the facilities of the School District.
3. To immediately notify the School District of any conduct or circumstances which bring about an injury to persons or tangible property, describing the injury or damage to tangible property, stating the time and place the injury or damage which occurred, and stating the names of all persons involved.
4. To reimburse Filer School District for any damages or losses caused by the organization's use of the school facilities, and agrees to pay for said damages within 60 days.
5. To obtain an individual waiver of liability form each participant in any program that involves the use of any facility of the Filer School District if said waiver of liability is required by the School District.
6. In the event the School District shall be required to initiate legal action to enforce any and all terms of this agreement, the undersigned, on behalf of its organization, agrees to reimburse Filer School District for all legal expenses and costs reasonably incurred.
7. This agreement may not be changed orally, but only by an agreement in writing and signed by the party against whom enforcement of any waiver, change, modification or discharge is sought.
8. This agreement shall be governed by the laws of the State of Idaho.
9. In the event any provision of this agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this agreement. This agreement shall be binding on the heirs, personal representatives, successors and assigns of the parties to this agreement.

DESCRIPTOR TERM:
USE OF SCHOOL FACILITIES

DESCRIPTOR CODE:
K.2.1

ISSUE DATE:
11/1/95

Cont. Pg. 3

GENERAL RULES:

1. No smoking in the school building or on School Grounds.
2. No alcohol use in the school building or on School Grounds.
3. All persons participating in athletic activities in the gymnasium, must wear approved gym shoes.
4. Moving or adjusting school equipment must be approved by the building principal
5. All property not belonging to the school system is to be removed after the last performance or the following day after use of the school facility.
6. Any damage to school property is prohibited. An estimate of damage will be determined and the organization will be sent a bill for damages.
7. Custodial fees (hourly rate plus mileage if an after-hours activity) will be assessed if the use of the building requires additional custodial services due to excessive services needed (as determined by administration.)
8. The agency or organization agrees to reimburse the school district for any costs the district may incur due to the agency or organization's failure to comply with Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA).
9. Report issues that may arise during your event to the building principal. Issues may include damage to facilities or equipment, missing equipment, or unauthorized persons in the facility. Basically, anything out of the ordinary functioning of the facility.

E-MAIL: _____ PHONE: _____
STREET ADDRESS _____ CITY _____ ST. _____ ZIP _____

SCHOOL REQUESTED (Please check all that apply:) FACILITY (Please check all that apply:)

- Filer High Filer Middle Gym Auditorium
 Filer Intermediate Filer Elementary Classroom Area
 Hollister Elementary Grounds Other: _____

Date(s) requested: 1. _____ 2. _____ 3. _____ 4. _____

Group requesting use: Filer Club/Sport Filer Community Group Recreation Depart.

AAU Idaho Prep Basketball Club Volleyball Other
Group: _____

Purpose of Request: _____

Onsite supervisor of activity: _____

Day phone: _____ Evening phone: _____

Time Door should be opened: _____ Time door should be locked: _____

Person Responsible(Printed): _____

Date of this agreement: _____

DESCRIPTOR TERM: _____ DESCRIPTOR CODE: _____ ISSUE DATE: _____
 (Signature): _____

USE OF SCHOOL FACILITIES
 Cont. Pg. 4

K.2.1

11/1/95

GYMNASIUM USE: Fee Table for both Practice Times and All-Day Events

Payment is due to the Filer School District prior to the scheduled event. *(Fees include maintenance and janitorial services, facility is to be left as it was found, or additional fees may be assessed):

Practice Time (Usually 90 minutes to 2 hours):

FACILITY/GROUP DESCRIPTIONS	FHS	FMS	FIS	FES/Hollister
Filer School District Teams/Clubs	No Charge	No Charge	No Charge	No Charge
Filer *Non-profit Community Groups and Recreation Department	No charge	No charge	No charge	No charge
Athletic Private Organizations (AAU, Idaho Prep Basketball, Club Canyon, etc) made of up 100% Filer students	No charge	No charge	No charge	No charge
Athletic Private Organizations made up of mixed students 50% or more (students from other districts as well as Filer students)	\$5 per hour	\$5 per hour	\$5 per hour	\$5 per hour
Private Organizations with no direct connection to FSD less than 50% FSD students	\$10 per hour	\$10 per hour	\$10 per hour	\$10 per hour

Whole Day Event or Tournament:

FACILITY/GROUP DESCRIPTIONS	FHS	FMS	FIS	FES/Hollister
Filer School District Teams/Groups	No Charge	No Charge	No Charge	N/A
Filer *Non-profit Community Groups and Rec Department	No Charge	No Charge	No Charge	N/A
Athletic Private Organizations (AAU, Idaho Prep Basketball, Club Canyon, etc.) made up of mixed students (students from other districts as well as Filer students)	\$250 per day	\$100 per day	\$100 per day	N/A
Private Organizations with no direct connection to FSD	\$250 per day	\$150 per day	\$150 per day	N/A

**The building principal may make adjustments to the above fee schedule as needed.

DESCRIPTOR TERM: _____ DESCRIPTOR CODE: _____ ISSUE DATE: _____

USE OF SCHOOL FACILITIES K.2.1 11/1/95
Cont. Pg. 5

-----DO NOT FILL OUT BELOW THIS LINE-----

SCHEDULE OF FEES

AUDITORIUM: _____ Performances: \$80.00 per performance.
Conventions: \$250.00 for weekend use.

GYMNASIUMS: See fee table on previous page.

CLASSROOMS OR _____ There will be a basic charge of \$50.00 for the use of a classroom or other
general areas.

CENTRAL AREAS:

Charges: _____ Daily Rate

_____ Number of Dates

_____ Subtotal ***(Please remit to the Filer School District prior to the
scheduled event.)***

_____ Additional Fees will be assessed if areas aren't left clean and
undamaged.

_____ Total

Approved by:

Building Principal: _____ date: _____

Building Principal: _____ date: _____ **(If required)**

Building Principal: _____ date: _____ **(If required)**

Athletic Director: _____ date: _____ **(If required)**

Maintenance Director: _____ date: _____ **(If required)**

Food Service Director: _____ date: _____ **(If required)**

Superintendent: _____ date: _____

Staff member(s) assigned to assist event: _____

DESCRIPTOR TERM: DESCRIPTOR CODE: ISSUE DATE:

**Nonprofit organizations are those sponsored by groups where the benefit or proceeds are such that many people will benefit. Nonprofit organizations include (but may not be limited to) Red Cross, Salvation Army, Idaho Youth ranch, Quick Response Units, Boy Scouts, and Girl Scouts. Nonprofit organizations do not include programs, organizations and/or clubs that benefit only a few or are selective in nature or exclusive in their membership. The Superintendent will determine if other programs not listed comply with the intent of Board Policy to qualify as a nonprofit organization. Each case will be reviewed individually.*

REVISED: 6/14/16, 3/1/17

ADVERTISING IN THE SCHOOLS

K.3

8/17/81

No advertising of commercial products or services shall be permitted in school buildings or on school grounds or properties without the approval of the administration.

This policy does not prevent advertising in student publications which are published by student organization, subject to administration control, nor the use of commercially-sponsored free teaching aids if the content is approved by the administration.

Solicitation of sales or use of the name of the school system to promote any product shall not be permitted.

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
VISITORS TO THE SCHOOLS	K.4	8/17/81

Parents are encouraged to visit the schools. The classroom teacher shall be informed as to the day and time of visits so as to avoid any conflicts with the school schedule.

All visitors to school shall report immediately to the school office, except when parents have been invited to a classroom or assembly program.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on grounds. Such persons will be prosecuted to the full extent of the law.

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
PRIVATE SERVICE PROVIDERS IN PUBLIC SCHOOLS	K.4.1	2/16/05

1. Private Service Provider is considered to be a person, group, agency or organization that meets the following two conditions:
 - a. Is not an employee of Filer School District #413 or a public agency with legal jurisdiction over the circumstances related to their involvement with the student, and
 - b. Is paid for services to the student

Examples of Private Service Providers may include, but are not limited to: Physicians, Optometrists, Psychologists, Counselors, Targeted Service Coordinators, Behavioral Therapists, Developmental Disabilities Specialists, Consultants, Speech Therapists, Occupational Therapists, Physical Therapists, Social Workers, Psycho-Social Rehabilitation Specialists, Psychotherapists, etc.

2. Private Service Providers may do the following in the Filer School District schools:
 - a. Refer a student to a school Evaluation Team for consideration for evaluation to determine eligibility for special education
 - b. Submit evaluation reports to a school IEP Team for consideration related to the referral or an evaluation being conducted by the district Evaluation Team
 - c. Be invited to an IEP Team meeting by either the school or parent
 - i. Under the Individuals with Disabilities Education Act (IDEA), the determination of eligibility for special education and the provision of a Free Appropriate Public Education (FAPE), is the responsibility of the IEP Team and cannot be prescribed by any other entity.
 - ii. All educational decisions regarding educational methodology, materials and personnel are the responsibility of the school district.
 - d. Provide services in the schools to students under the terms of a contract with the school district
 - i. Contracts are established when the school district is paying for the services; describe the services, the role and responsibilities of the Private Service Provider and the frequency and duration of services; document the licensure/certification of the Private Service Provider to perform the prescribed services, address issues related to liability, terms for payment; and state the provisions for changes to or termination of the contract.
 - ii. Contracted services to a student with a disability shall be included on the student's IEP.
 - e. Provide services in the schools to students under the terms of a Memorandum of Agreement with the school district
 - i. Memorandums of Agreement are established when the school district is not paying for the services, but agrees that the services are needed in the school for the benefit of the student's progress in the general education curriculum. The Memorandum of Agreement shall describe the specific services provided; the responsibilities of the school and the Private Service Provider; the provisions for space, time, equipment and materials

DESCRIPTOR TERM: DESCRIPTOR CODE: ISSUE DATE:

provided by the school district; and states that the school district may terminate the Memorandum of Agreement at any time.

PRIVATE SERVICE PROVIDERS

K.4.1

2/16/05

IN PUBLIC SCHOOLS CONT. pg 2

- ii. Services provided under a Memorandum of Agreement to a student with a disability shall not be included on the student's IEP.
 - iii. The school district has no obligation to enter into a contract or Memorandum of Agreement with a Private Service Provider or to allow a Private Service Provider access to school district property, space, materials or equipment.
- 3. School district records are only accessible to Private Service Providers under contract with the school district or with written consent of the student's parent or guardian, or written consent of the adult student who retains Age of Majority. Requests for records may be subject to a fee to cover costs of copying and mailing.
 - a. An adult student is a student with a disability, 18 years of age or older, also known as the Age of Majority, to who rights have transferred under the Individuals with Disabilities Act (IDEA) and Idaho Code. Special education rights will transfer from the parent to the adult student unless the IEP team determines that the student is unable to provide informed consent with respect to his or her educational program or the parent has obtained legal guardianship including the scope of educational matters.
- 4. No part or entirety of this policy shall be construed to limit or impinge in any way on services parents may acquire for their child that are not provided at school.

DESCRIPTOR TERM: _____ DESCRIPTOR CODE: _____ ISSUE DATE:
K.4.2

Filer School District #413
700 B Stevens Avenue
Filer, ID 83328
Phone (208)326-4342 – Fax (208)326-4343
Web Address: www.filer.k12.id.us

Authorization for Private Provider Services at Filer School District #413 Facilities
School Year _____

Private Service Provider Agency: _____

Address: _____

Supervisor: _____

Certificate/Licensure Number: _____

Expiration Date: _____

*Proof of liability insurance must be provided to the Director of Special Programs.
Verification of criminal background checks must be provided to the Director of Special Programs.
Treatment and/or Task Plans must be attached.*

.....
Student: _____

School: _____

Name of Service Provider: _____

Filer School District agrees to allow the Private Provider to provide the following services during the school day:

When services will be provided:

Days: _____

Time: _____

Location (classroom, playground, etc.): _____

DESCRIPTOR TERM: _____ DESCRIPTOR CODE: _____ ISSUE DATE: _____
Duration of services: _____

The Private Provider understands this agreement may be terminated at any time by Filer School District.

The Private Provider agrees to adhere to the above terms. Any change in services must be made in writing.

Parent/Guardian Authorization for Service:

Signature of Parent/Guardian Date

School Administrator:

Signature of School Administrator Date

Private Provider Director/Supervisor:

Signature of Private Provider Director/Supervisor Date

The safety, confidentiality and education of our students are important to us. Private Providers must check in at the office and secure a visitor's pass prior to making contact with students or staff. The Private Provider may make contact only with those students for whom written authorization has been obtained.

The principal has the right and responsibility to determine whether the visit will be disruptive to the educational process or an infringement upon the rights of students or district personnel.

Copy to:

School District Compliance Filer (Special Programs Office)
School Administrator
Parent
Provider

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
TRESPASSING	K.5	8/17/81

Illegal Entry. Any student of the school district found guilty of illegal entry into school buildings and/or vandalism of any type to school property is subject to immediate suspension from school. The student and parents or guardians will be required to appear before the board of education before re-admission to school will be granted. Any other person found guilty of illegal entry into school buildings and/or vandalism of any type of school property will be prosecuted.

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS	K.6	8/17/81

The Board assumes final responsibility for all books and instructional materials it makes available to students. However, it recognizes the right of individual parents regarding controversial materials used by their own children.

While the Board will not permit any individual or group to exercise censorship over instructional materials and library collections, provision will be made for the reevaluation of the materials upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach shall be respected.

DESCRIPTOR TERM: _____ DESCRIPTOR CODE: _____ ISSUE DATE: _____
K.6.1

COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS
(Citizen's Request for Reconsideration of a Book)

Author _____ Hardcover _____ Paperback _____

Title _____

Publisher (if known) _____

Request initiated by _____

Telephone _____ Address _____

Complainant represents: ___ himself
 ___ (name of organization) _____
 ___ (identify other group) _____

1. To what in the book do you object? (Please be specific)

2. What, in your opinion, might be the result of reading this book?

3. For what age group would you recommend this book?

4. What do you feel is of value about this book?

5. Did you read the entire book? ___ What parts?

6. Are you aware of the judgment of this book by literary critics?

7. What is the theme of this book?

8. What would you like the library to do about this book?

 ___ do not assign it to students
 ___ withdraw it from all patrons of the library
 ___ refer it to an official committee for re-evaluation

9. In its place what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization?

Signature of Complainant

<u>DESCRIPTOR TERM:</u>	<u>DESCRIPTOR CODE:</u>	<u>ISSUE DATE:</u>
STUDENT/PATRON/EXTRACURRICULAR CONCERN POLICY	G.53/K.7	12/6/95

The Filer School Board of Trustees recognizes that situations may arise during the day-to-day operations of the District which are of concern to parents/guardians or other community members. The following procedures are established to provide a recommended method for resolving patron concerns when District employees are involved. The procedures are for issues that do not involve legal or teacher code of ethic issues. Those issues will go straight to the superintendent.

Patron concerns shall be directed in this manner:

1. Questions or concerns affecting the **general operation of the District** shall be brought to the attention of the District's superintendent.
2. Questions or concerns affecting the **general operation of the individual school buildings** shall be brought to the attention of that building's principal.
3. Parents/guardians with concerns **between their student and a teacher or coach/extracurricular advisor** shall initially attempt to resolve the difficulty by meeting with the teacher or coach/extracurricular advisor. The meeting shall be one-on-one and as informal as possible. The meetings shall be held in a timely fashion for resolution to occur. Each concerned party shall allow at least three working days for the other party to respond. If assistance is needed in setting up the meeting, the building's office staff will help with the arrangements. If either side is uncomfortable about meeting one-on-one during the initial meeting, they may request the principal, athletic director or dean of students be present.
 - a. If the initial meeting does not satisfy the parents/guardians, they may request a meeting with the building principal or the athletic director. The request shall include a short written description of the original concern and what the parents/guardians consider to be a satisfactory resolution to the concern. The teacher/coach/extracurricular advisor will also write an explanation of the complaint/concern from their point of view. The principal, athletic director, or dean of students will receive a carbon copy of all concerns/complaints filed before the meeting. A written summary of previous action (including dates, signatures from all parties, and outcome from meeting) will occur throughout this process. All parties shall be in attendance at the meeting.
 - b. When the meeting with the principal or athletic director does not resolve the concern, the parent/ guardian may request a meeting with the District superintendent. The superintendent will request all parties to write their reflection from the previous meeting and turn into the district before the next meeting takes place. All parties shall be in attendance at the meeting.

DESCRIPTOR TERM: DESCRIPTOR CODE: ISSUE DATE:

STUDENT/PATRON/EXTRACURRICULAR
CONCERN POLICY CONT. pg 2

G.53/K.7

12/6/95

- c. When the meeting with the superintendent does not resolve the concern, the parent/guardian may request a hearing before the Board by submitting a request that includes copies of all previous action taken to the superintendent or the chairman of the Board. All parties will be given reasonable notice of time and place of the hearing and shall be in attendance at the meeting. A minimum of three working days shall pass unless all parties agree to an earlier time. The Board will render a written decision within a reasonable time after the hearing.

- d. The principal or athletic director will follow-up on the concern in an administrative capacity to insure the situation is resolved and satisfactory to all parties. He/she will write a follow-up letter to be given to all parties involved within a reasonable period of time.

The above policy shall be printed in all student handbooks as well as in the Board of Education Policy Manual.

Edited 07/29/08

DESCRIPTOR TERM: _____ DESCRIPTOR CODE: _____ ISSUE DATE: _____

DISTRICT CONCERN POLICY G.53.1/K.7.1 LEVEL 1– Teacher or Coach

PATRON/COMMUNITY MEMBER LEVEL 2 – Principal or Athletic
Director

DATE: _____ LEVEL 3 - Superintendent

NAME: _____ PHONE: _____

EXPLANATION OF COMPLAINT/CONCERN: IF LEVEL 2 OR 3 INCLUDE WHY PREVIOUS
DECISIONS WERE UNACCEPTABLE

PLEASE IDENTIFY YOUR REQUESTED SOLUTION AND/OR CHANGE YOU DESIRE TO
SEE IN THE TEACHER/COACH WHICH ADDRESSES YOUR SPECIFIC COMPLAINT OR
CONCERNS:

SIGNATURE: _____

DESCRIPTOR TERM: _____ DESCRIPTOR CODE: _____ ISSUE DATE: _____

TEACHER/COACH

DATE: _____

NAME: _____ PHONE: _____

EXPLANATION OF COMPLAINT/CONCERN:

PLEASE IDENTIFY YOUR PROPOSED SOLUTION AND/OR CHANGE TO ADDRESS THE SPECIFIC PATRON COMPLAINT OR CONCERNS:

SIGNATURE: _____

DESCRIPTOR TERM: _____ DESCRIPTOR CODE: _____ ISSUE DATE: _____

Policy Manual

G.53.3/K.7.3

Patron Reflection

Name _____ Date _____

Phone _____

Summary of Previous Action (include dates and outcome of meeting):

I. Teacher's/Coach's level:

II. Athletic Director's level:

III. Principal's level:

DESCRIPTOR TERM: _____ DESCRIPTOR CODE: _____ ISSUE DATE: _____

IV. Superintendent's level:

Please summarize why you find decisions made at levels 1, 2, 3 or 4 unacceptable.

DESCRIPTOR TERM: _____ DESCRIPTOR CODE: _____ ISSUE DATE: _____

Policy Manual

G.53.4/K.7.4 Teacher or Coach/ Extracurricular Advisor Reflection

Name _____ Date _____

Phone _____

Summary of Previous Action (include dates and outcome of meeting):

I. Teacher's/Coach's level:

II. Athletic Director's level:

III. Principal's level:

DESCRIPTOR TERM:

DESCRIPTOR CODE:

ISSUE DATE:

IV. Superintendent's level:

Please summarize why you find decisions made at levels 1, 2, 3 or 4 unacceptable.

<u>DESCRIPTOR TERM:</u>	<u>DESCRIPTOR CODE:</u>	<u>ISSUE DATE:</u>
COMMUNITY INVOLVEMENT IN DECISION MAKING	K.8	8/17/81

Community participation in the affairs of the schools is an important facet of achieving improved quality of education for the students. Therefore, the Board intends to make every effort to identify the desires of the community and to be responsive to those desires.

Citizens of the district will be encouraged to express their ideas, concerns and judgments about the schools through (1) written suggestions or proposals, (2) presentations at hearings, (3) responses to surveys made through interviews, written instruments, (4) comments at meetings of the Board, and (5) service on citizens' advisory committees.

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

DESCRIPTOR TERM:

DESCRIPTOR CODE:

ISSUE DATE:

PARENT INVOLVEMENT PLAN

K.8B

9/7/10

Parent Involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

1. that parents play an integral role in assisting their child's learning;
2. that parents are encouraged to be actively involved in their child's education at school;
3. that parents are full partners in their child's education and are included, in decision-making and on advisory committees as appropriate to assist in the education of their child;
4. that parents are involved in identifying barriers to greater participation by parents in parent involvement activities.

Purpose: The purpose of parent involvement is to increase each parent's capacity to help his/her child(ren) be successful in school.

To facilitate meaningful parent involvement each school will:

1. **Develop a Parent Advisory Committee:** The school will establish a parent advisory committee to assist in the review of their parent compact, parent involvement plan, use of parent involvement funds, and the annual review and evaluation of our school Title I program as well as the review and plan for school improvement. The school will solicit parents to serve on the committee at the start of each school year. Any parent of a student in this school is eligible to serve on this committee. The school will establish, from a list of parents willing to serve on the committee, a group of 6 to 12 parents who serve throughout the school year. Every effort will be made to make all parents aware of the efforts of this committee and solicit input from all parents concerning these efforts. The Parent Advisory Committee, or any parent, may request opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children, and the school respond to any such suggestions as soon as practicably possible.
2. **Annually review the Parent Involvement Plan:** The school will, with consultation and input from their parents, annually review and when necessary revise this parent involvement plan. The plan will outline how the school will work with their parents to throughout the school year. A meeting will be held early in the fall to review and possibly revise this plan. This plan will clearly establish when and how parents will be involved in all aspects of the Title I program.
3. **Annually review the Parent /School Compact:** The school will, with consultation and input from their parents, annually review their Parent/School compact. The compact will list the responsibilities of the student, parent/caregiver, classroom teacher, and school administrator. All parents will be annually provided copies of the parent/school compacts at the start of each school year, and will be provided with opportunities for input into this document throughout the year. A meeting will be held in the spring of each year to provide parents an opportunity to review and possibly revise the current parent/school compact. Throughout the school year parent input on the parent/school compact will be solicited and used during the spring meeting in the possible revision of this document.

4. **Annually establish how Title I Parent Involvement Funds will be used:** The school will, with consultation and input from their parents, annually develop a plan for use of any and all Title I parent involvement funds. These funds will be used to provide parents with materials, pay reasonable and necessary expenses associated with parental involvement activities (including transportation and child care costs) to enable participation in school related meetings and training, and other costs directly associated with increasing parental involvement. A plan for use of these funds should be completed at the first meeting of the school year, and be shared with all parents.

5. **Annually review the use of Title I funds and evaluation of the use of these funds:** The school will, with consultation and input from their parents, annually review how Title I funds will be used throughout the school year. This should be done at the first meeting of the year. Parents will be provided with data that supports the use of these funds and be asked for their input. Before the end of each school year parents will be provided with evaluation information/data that assesses the effectiveness of the Title I school program, staff development conducted throughout the year, and all parent involvement activities held during the year.

6. **Facilitate regular, meaningful two-way communication:** The school will hold an annual meeting for parent to explain Title I and what it means to them as a parent and to their student and to explain the right of parents to be involved in the school and in their child(ren)'s education. This may be done at Back to School Night, early in the fall **or** the first parent/teacher conference. The school will also offer this information at meetings held at flexible and convenient times for parents. The school will provide parents a description and explanation of the curriculum, student progress measures, and the proficiency levels students are expected to meet and how to monitor a child's progress and work with educators to improve the student achievement. Curriculum, content standards, measures and proficiency levels will be highlighted in the parent newsletter or progress monitoring updates will be sent home with trimester report cards. The school will ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a timely manner and in a format and, to the extent practicable, in a language the parents can understand, and provide reasonable alternate formats as requested.

7. **Build the capacity of parents to support their child(ren)'s learning:** The school will provide materials and training to help parents to work with their children to improve their children's achievement. This may include a family math night and a family reading night. The school will also work with the district and a local program to offer Positive Behavior Intervention Support (PBIS) courses for parents.

8. **Coordinate and integrate the school's parent involvement programs with early childhood programs in the community and in the school:** To the extent feasible and appropriate, the Title I consulting teacher and Special Education teacher will work with the preschool program, Head Start, and Parents as Teachers to conduct activities that encourage and support parents in more fully participating in the education of their children. At a minimum,

<u>DESCRIPTOR TERM:</u>	<u>DESCRIPTOR CODE:</u>	<u>ISSUE DATE:</u>
PARENT INVOLVEMENT PLAN CONT. PG 3	K.8B	9/7/10

parents in these programs will be invited to participate in Love and Logic courses as well as invited to a transition night before the start of school for parents of children transitioning to Kindergarten.

9. **Build the capacity of school staff to work with parents:** The school will work with the district Title I and LEP programs to train and educate staff in how to reach out to, communicate with, work with parents as equal partners and build ties between the parent and the school.

Revised: 10/19/17

DESCRIPTOR TERM:

DESCRIPTOR CODE:

ISSUE DATE:

NEWS RELEASES

K.9

8/17/81

The superintendent or his designee will be the press liaison person for coordinating the release of information concerning the school system and action of the Board.

The Board chairman shall be the official spokesman for the Board, except as this duty is delegated to the superintendent.

Teachers and other staff members shall submit news or news releases regarding the classroom and other school activities to the school principal who shall submit copies to the superintendent for appropriate action.

DESCRIPTOR TERM:	DESCRIPTOR CODE:	ISSUE DATE:
BOARD-COMMUNITY RELATIONS	K.10	8/17/81

Senior Citizens. The Board of Education shall allow senior citizen's free passes to all school activities but the pass must be picked up prior to the activity at either the Junior High or High School principal's office and the pass would include spouses as well.