POLICY - 4000 SERIES
COMMUNITY RELATIONS
TABLE OF CONTENTS

Goals 4000
Public Participation
Public Relations 4100
Public Participation in Board Meeting 4105
Public Complaints..... 4110
Uniform Complaint Policy..... 4120
Public Access to District Records..... 4130
District Record Request Form.....4130F
Visitors to the Schools 4140
Accommodating Individuals with Disabilities..... 4150
Parents Right-to-Know Notices..... 4160
District or School operated Social Media.....4170
Required Annual Notice…….4175
Public Access
School-Support Organizations 4200
Community Use of School Facilities 4210
Student-Community Involvement..... 4215
Use of School Property for Posting Notices 4230
Distribution of Fund Drive Literature Through Students 4240
Public Conduct
Conduct on School Property..... 4300
Contact with Students 4310
Disruption of School Operations 4320
Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events 4330
Relations with Governmental Agencies
Relations with the Law Enforcement and Child Protective Agencies 4400
Investigations and Arrests by Police..... 4410
Sex Offenders 4420
Gifts
Public Gifts/Donations to the Schools 4500
Public Gift/Donations to the Schools……...4500P
Volunteer Assistance 4600

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

4000 – COMMUNITY RELATIONS

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

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:

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:

Uniform Complaint Procedure **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 misconduct against a student should be addressed in accordance with Policy 3085.

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.

(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 II, Section 504 of the Rehabilitation Act, or a violation of Title IX other than sexual misconduct, the Principal or Supervisor shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint in accordance with Policy 3085. 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 oordinator, 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.

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.

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

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, 4/12/21
Revised on: 11/12/07, 10/13/08, 11/10/08, 5/9/11, 7/11/11
Reviewed on: 3/15/21

Records Available to Public **4130**

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

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

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

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

Definitions

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

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

Records Available to Public (continued) **4130**

Records Exempt from Disclosure

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

1. Any public record exempt from disclosure by federal or State law or federal regulations to the extent specifically provided for by such law or regulation.

2. Retired employees' and retired public officials' home addresses, home telephone numbers, and other financial and non-financial membership records.

3. Records of a current or former employee other than the employee's duration of employment with the District, position held, and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses. However, all other personnel information relating to a public employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, net pay, applications, testing and scoring materials, grievances, correspondence, and performance evaluations shall not be disclosed to the public without the employee's or applicant's written consent.

4. Records relating to the appraisal of real property, timber, or mineral rights prior to its acquisition, sale, or lease by the District.

5. Any estimate prepared by the District that details the cost of a public project until such time as disclosed, or bids are opened, or upon award of the contract for construction of the public project.

6. Records of any risk retention or self-insurance program prepared in anticipation of litigation, or for analysis of, or settlement of potential or actual money damage claims against the District or its employees except as otherwise discoverable under the Idaho or federal rules of civil procedure. These records shall include but are not limited to claims evaluations, investigatory records, computerized reports of losses, case reserves, internal documents, and correspondence relating thereto. At the time any claim is concluded, only statistical data and actual amounts paid in settlement from public funds shall be deemed a public record unless otherwise ordered to be sealed by a court of competent jurisdiction. Provided however, nothing in this subsection is intended to limit the attorney client privilege or attorney work product privilege otherwise available to any public agency or independent public body, corporate and politic.

7. Computer programs developed or purchased by or for the District for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval, and manipulation of data from the computer system, and any associated documentation and source material that explain how to operate the computer program. This does not include:

A. The original data including but not limited to numbers, text, voice, graphics, and images;
B. Analysis, compilation, and other manipulated forms of the original data produced by use of the program; or
C. The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually.

8. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act, Idaho Code, and adopted District policy.

9. Test questions, scoring keys, or other examination data used to administer academic tests.

10. Records relevant to a controversy to which the District is a party, but which records would not be available to another party under the rules of pretrial discovery for cases pending resolution.

11. Records of buildings, facilities, infrastructures, and systems when the disclosure of such information would jeopardize the safety of persons or the public safety. Such records may include emergency evacuation, escape, or other emergency response plans; vulnerability assessments; operation and security manuals; plans; blueprints; or security codes.

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

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

Response to Requests

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

The District shall either grant or deny a person's request to examine or copy public records within three working days of the date of the receipt of a request for public records. If a longer period of time is needed to locate or retrieve the records, the District shall notify the person

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

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

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

Fee Waiver

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

1. That the requester's examination and/or copying of public records is likely to contribute significantly to the public's understanding of the operations and activities of the government;

2. That the requester's examination and/or copying of public records is not primarily in the individual interest of the requester including, but not limited to, the requester's interest in litigation in which the requester is or may become a party; and

3. That the requester's examination and/or copying of public records will not occur if fees are charged because the requester has insufficient financial resources to pay such fees.

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

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

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

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

Fee Schedule

The copying fee schedule of the District is as follows:

1. The District shall not charge a fee for the first 100 pages of records or the first two hours of labor in responding to a request.

2. Copies of public records - 10¢ per page for copies beyond the first 100 pages or beyond the first two hours of labor in responding to a request.

3. The District will charge for the labor costs associated with locating and copying documents if:

    A. The request is for more than 100 pages of records;
    B. The request includes nonpublic information that must be redacted from the public records; or
    C. The labor associated with locating and copying the records exceeds two hours.

4. The fees for labor associated with responding to a public records request shall be charged at the per hour pay rate of the lowest-paid administrative staff employee of the District who is necessary and qualified to process the request.

5. The fees associated with redactions required to be made by an attorney employed by the District shall be charged at the lowest-paid hourly rate of the lowest paid attorney

employed by the District or, if there are no attorneys employed by the District, the rate shall be no more than the usual and customary rate of the attorney retained by the District.

6. Copy of a duplicate computer disc or similar record system the fee shall not exceed:

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

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

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

Policy History:
Adopted on: 2/9/09
Revised on: 10/12/2020
Reviewed on: 9/14/2020

TROY SCHOOL DISTRICT #287
4000 – COMMUNITY RELATIONS

District Record Request Form **4130F**

Request for Public Records

I request: ☐ to examine ☐ to copy ☐ to receive an electronic copy of the following records (please be as specific as possible):

_____

_____

_____

_____

Date Records Request Were created:

Beginning:_____

Ending:_____

_____

Name (Please Print)

Email Address (required):

_____

Physical Address (required):

_____

_____

Mailing Address:

_____

_____

Daytime Phone Number

_____

District Record Request Form (continued)

Date of request:_____

Received By:_____

Date Received:_____

Public Agency:_____

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

Payment received for_____copies_____

Amount Received:_____

Payment received for_____labor_____

Amount Received:_____

_____

Receipt Number

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:

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 years after its completion date **[For districts having 50 or more full- or part-time employees].**

2. Institute plans to make information regarding Title II's protection available to any interested party.

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

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

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

Cross Reference: 4120 Uniform Grievance Procedure

Accommodating Individuals with Disabilities **4150**

Legal Reference: Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131, et seq.; 28 C.F.R. Part 35.
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, 12/10/19

Parents Right-to-Know Notices **4160**

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

Academic Notices

1. **Teacher Qualifications**: At the beginning of each school year, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

    A. Whether the teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    B. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria has been waived;
    C. Whether the teacher is teaching in the field or discipline consistent with the teacher's certification; and
    D. Whether paraprofessionals provide services to the student and, if so, their qualifications.

2. **Student Performance:** The District must provide parents the following information on the level of achievement of the parent's child:

    A. Information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required by law; and

    B. Timely notice that the student has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Testing Transparency Notices

1. **Testing Notification:** At the beginning of each school year, the District shall notify the

parents of each student that the parents may request, and the District will provide the parents in a timely manner, information regarding any State or District policy regarding student participation in any required assessments which information shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

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

English Learner Program Notices

1. **Initial Program Notice:** The District shall, not later than 30 days after the beginning of the school year, inform a parent of an English learner identified for participation or participating in such a program of:

   A. The reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program;

   B. The child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;

   C. The methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;

   D. How the program in which their child is, or will be, participating will meet the educational strengths and needs of their child;

   E. How such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;

   F. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program) if funds under this part are used for children in high schools;

Parents Right-to-Know Notices (continued) **4160**

G. In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child, as described in Section 614(d) of the Individuals with Disabilities Education Act (20 U.S.C. 1414(d)); and

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

(i) Detailing the right of parents to have their child immediately removed from such program upon their request;
(ii) Detailing the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and
(iii) Assisting parents in selecting among various programs and methods of instruction, if more than 1 program or method is offered by the eligible entity.

2. **Program Notice During School Year:** For those children who have not been identified as English learners prior to the beginning of the school year but are identified as English learners during such school year, the District shall notify the children's parents during the first two weeks of the child being placed in a language instruction educational program consistent with subparagraph (1), above.

3. **Parental Participation:** The District shall provide the parents of English Learners information regarding how the parents can: be involved in the education of their children; be active participants in assisting their children to attain English proficiency; achieve at high levels within a well-rounded education; and meet the challenging State academic standards expected of all students; and shall implement an effective means of outreach to parents of the above include holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of English Learners.

4. **Program Exclusion and Admission:** A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.

Parent and Family Engagement

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

Education of Homeless Children and Youths

1. The District shall provide written notice, at the time any homeless child or youth seeks

enrollment in a school, and at least twice annually while the child or youth is enrolled in the school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth), which shall be signed by the parent or guardian, that:

A. Sets forth the general rights provided by the McKinney-Vento Act as set forth in District Policy No. 3060; and

B. Specifically states:

i. The choice of schools homeless children and youths are eligible to attend;
ii. That no homeless child or youth is required to attend a separate school for homeless children or youths;
iii. That homeless children and youths shall be provided comparable services, including transportation services, educational services, and meals through school meals programs;
iv. That homeless children and youths should not be stigmatized by school personnel; and
v. Includes contact information for the local liaison for the homeless children and youths.

2. In the case of an unaccompanied homeless youth, the District shall ensure that the homeless liaison assists in placement or enrollment decisions, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

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

Persistently Dangerous Schools

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

1. In each of the three consecutive years, there is one instance of: suicide; sexual offense; or kidnapping; or

2. The school exceeds an expulsion or student conviction rate of: 1 % of the student body; or three students, whichever number is greater, for violent criminal offenses or for violations of federal or state gun free schools requirements on school property or at a school sponsored event while school is in session.

3. For the purposes of this definition, a "violent criminal offense" is defined as conduct which could be charged as a felony or misdemeanor involving the threat of or actual physical injury, a sexual offense, homicide, rape, robbery, aggravated assault,

aggravated battery, stalking, first degree kidnapping or aggravated arson.

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

1. Notify the parents of all students attending the school that the state has identified the school as persistently dangerous. Notification to the parents must occur within ten school days from the date the state provided such notice to the District.

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

3. For those students who accept the offer, the transfer should be completed within 30 school days from the date the District notified the affected parents.

4. Parental notification regarding the status of the school and the offer to transfer student may be made simultaneously.

5. For student(s) choosing a transfer:

    a. Students should be transferred to a school that is making adequate yearly progress (AYP) and is not identified as being in need of improvement, corrective action, or restructuring.

    b. Transfers may be temporary or permanent, but must be in effect as long as the school is identified by the state as persistently dangerous.

    c. In the event there is no other qualifying school in the District to accept the transferring student(s), the Superintendent should explore other options, such as an agreement with a neighboring district to accept the student(s). (See, Idaho Code §§ 33-1402, 33-1404.)

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

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

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

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

Student Privacy

1. The student privacy policies developed by the District shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled in schools served by the District. At a minimum, the District shall provide such notice at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in such policies; and offer an opportunity for the parent to opt the student out of the activity.

2. The District shall provide reasonable notice of such existing policies to parents and guardians of students, e.g., "*The Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request.*"

Program Notices to Parents Format

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

Cross Reference:
- 2385 Limited English Proficiency Programs
- 2100 Curriculum Development and Assessment
- 2140 Student and Family Privacy Rights
- 2385 Limited English Proficiency Programs
- 2420 Parent and Family Engagement
- 3000 Entrance, Placement, and Transfer
- 3060 Education of Homeless Children

Legal Reference:
- 20 U.S.C. § 6312(e) Parents Right to Know
- 20 U.S.C. 1414(d) Individuals with Disabilities Education Act
- 20 U.S.C. 6318 Parental Involvement, as amended by ESSA of 2015

Parents Right-to-Know Notice (continued) **4160**

20 U.S.C. § 6321 Fiscal Requirements
20 U.S.C. § 7912 Unsafe School Choice Option
20 U.S.C. §§ 1232g, et seq., Family Education Right to Privacy Act

Policy History:
Adopted on: 1/8/07
Revised on: 2/9/09, 3/12/18

District or School Operated Social Media **4170**

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

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

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

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

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

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

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

The Content Manager may remove any material that would:

District or School Operated Social Media (continued) **4170**

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 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

Required Annual Notice **4175**

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

2140, 2140F	Student and Family Privacy Rights
2353F	Minute of Silence Notice
2425	Parental Rights
3280	Equal Education, Nondiscrimination, and Sex Equity
3295P	Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying
3320	Substance and Alcohol Abuse
3330	Student Discipline
3335	Academic Honesty
3500	Student Health/Physical Screenings/Examinations
3570F1	Student Records
3575	Student Data Privacy and Security
4160	Parent Right-to-Know Notices
5120	Equal Employment Opportunity and Non-Discrimination
5265	Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying
8200	Local School Wellness
8245	Unpaid School Meal Charges

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

Legal References IC 33-1639

Policy History
Adopted: 10/12/26

School-Support Organizations **4200**

[RESERVED]

TROY SCHOOL DISTRICT #287

4000 – COMMUNITY RELATIONS

Community Use of School Facilities 4210

Use of Facilities by Non-School Organizations:

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.

Troy School teams or Troy School District school-age children may use indoor and outdoor facilities supervised by designated coaches or designated District patrons. All activities are subject to immediate cancellation if the current state and regional health authorities, or the Idaho High School Activities Association, prohibit them. 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.
All uses must:

- Be in the best interest of the District.
- Not interfere with the conduct of the District's educational program and related activities.
- Require the users to abide by District policies and procedures.
- Be denied if the function's intent is to advance any doctrine subversive to state or federal laws or to advocate social or political change by violent or disruptive means.
- The District reserves the right to deny or cancel applications.

The District reserves the right to deny or cancel the rentals or applications an individual or organization if any of the above requirements are not met. The Board shall make District property available for use by individuals or organizations that meet the requirements of this policy and administrative guidelines. The administrative guidelines will be in writing and available to all individuals or organizations requesting use of District property.

The Superintendent shall develop procedures to manage community use of school facilities, including a fee schedule, which shall be reviewed by the Board.

Community Use of School Facilities(continued) **4210**

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.

The Superintendent or designee has the authority to charge rates where applicable, establish priorities, determine frequency of use and grant or deny requests. The Board allows individuals or organizations who wish to rent District facilities on a weekly basis to do so for a period of three weeks at a time. The rental must resolve any problems identified in each rental period to the satisfaction of the Superintendent or designee prior to an extension of any rental. The Superintendent or designee will annually review the rental rates to determine if a change is deemed necessary. Fees are set by administrative procedure subject to Board approval. An increase of 5% or greater must meet the requirements of state law for public announcement and input. Individuals or organizations who are dissatisfied with the Board policy or administrative guidelines shall have the right to request a review by the Board.

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;
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 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 or maintenance of the facility.
- 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, 6/12/2023
Reviewed on: 2/24/2023

TROY SCHOOL DISTRICT #287

FACILITY USE REQUEST

Submit all copies at least one week in advance- PLEASE PRINT

Name of Organization_____

Name of Representative_____
LAST FIRST

Mailing Address_____
NUMBER OR BOX STREET CITY STATE ZIP

Telephone Number(s)_____

School_____ Building or Facility Requested_____

Date(s) and Start/End Times (*include preparation and clean-up*) _____

Description of planned activity:

Admission to be charged: $_____

I understand that:

1. Adult supervision (21 years or older) will be provided at all times; supervisor's name(s) will be submitted to school prior to event.
2. No unauthorized person is to be admitted to premises; all windows and doors to be secured at conclusion.
3. Any special decorations will comply with fire codes, and will be removed immediately following the event.
4. We are responsible for any damage to the facility.
5. We hereby indemnify, defend and hold harmless the District and its employees or agents from any liability, expenses, costs (including attorney's fees) damages and/or losses arising out injuries or death to any person or persons or damage to any property of any kind in connection with the use of the District facility which are not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law. *Documentation of liability insurance appropriate to the event must be included with request.*
6. We agree to abide by non-discrimination clauses as contained in the Idaho Human Rights laws and federal anti-discrimination laws.
7. No tobacco, alcohol, non-prescription drugs, nor games of chance (without prior approval), are allowed on school property.
8. No school equipment will be used unless it has been approved on this form
9. No food or drink will be sold or consumed unless it has been approved on this form.
10. Sales tax must be submitted to the State of Idaho if admission is charged.

Representative_____
SIGNATURE DATE

Office Use

Maintenance (Condition, Security, Custodial_____
Comments:

Fee Require: $_____Principal (Approval)_____
SIGNATURE DATE

Event Confirmation (following approval): _____
REPRESENTATIVE'S SIGNATURE DATE

Fee Schedule

Location (each)	First Hour	Additional Hour	Additional Information
Gymnasium	**$50.00**	**$50.00**	
Cafeteria Dining Area	**$50.00**	**$50.00**	
Cafeteria Kitchen	**$50.00**	**$50.00**	**Food Service Supervisor or designee must supervise**
Field, Parking Lot or other outside areas	**$50.00**	**$50.00**	
Field, Parking Lot or other outside areas	**$50.00**	**$50.00**	**With restroom access**

Availability is limited by school needs, maintenance, and availability of district personnel. Additional charges will apply if, in the judgement of the District, on-site supervision or security is required. See Troy School District Policy 4210 for additional information.

Fee Paid: Amount: $_____Received by: _____

All fees must be paid in advance of use at the school office, with no payment to individual teachers, custodians, etc. Activities charging admission mush pay ten percent (10%) of gross receipts at the end of the activity. Shops will not be rented due to liability. ***(State tax is added for all recreational uses. Hourly charges apply to any portion of hour)***

Keys

Date checked out: _____Received by: _____
(DISTRICT REPRESENTATIVE) PRINT NAME

Representative_____
SIGNATURE DATE

Office Use

Specific Key: _____Number of keys: _____

Date checked in: _____Received by: _____
PRINT NAME

Representative (returning the key) _____
SIGNATURE DATE

Parking

No parking on Trojan Drive. Parking in main lots only. If school is in session, the back lot is closed except for buses.

Representative_____
SIGNATURE DATE

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

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

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.

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

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:

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:

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

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

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

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

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.

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

COMMUNITY RELATIONS **4500**

Public Gifts/Donations to the Schools

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

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

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

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

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

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

All conditional gifts must be approved by the Board.

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

Cross Reference:	2510 & 2510P	Selection of Library Materials
Legal Reference:	20 USC §§ 1681 - 1682	Title IX of the Education Amendments of 1972

Policy History:
Adopted on: 01/08/07
Revised on: 02/09/09, 6/10/2024
Reviewed on: 05/13/2024

Troy School District 287

COMMUNITY RELATIONS **4500P**

Public Gifts/Donations to the Schools

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

1. Gifts to employ "regular" full- or part-time personnel shall be discouraged;

2. Gifts that involve significant costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be discouraged;

3. Gifts to individual members of the staff by students, parents, or organizations shall be discouraged;

4. Gifts on a matching basis requiring money, property, or services by the District shall be discouraged;

5. Gifts to the School District become the property of the District and are subject to the same controls and regulations that govern the use of all District-owned property;

6. Any purchase to be funded by a cash donation must be processed in accordance with District policy.

7. Gifts of library materials will only be added to a school library's collection if they meet the standards for selection of library materials. Policy 2510 and Procedure 2510P provide further detail on the donation of library materials.

8. 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.

9. Gifts with a value of $1,000 or less will be accepted by the authority of the appropriate principal, director, or program manager. Gifts with a value in excess of $1,000 but less than $10,000 will be accepted by the authority of the Superintendent or designee. Contributions with a value in excess of $10,000 will be presented to and acted upon by the Board of Trustees.

10. At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the District. It is the responsibility of the appropriate principal, director, or program manager to approve and accept the gift, process the appropriate forms to update inventory, and to send an acknowledgement letter to the donor.

Procedure History:
Adopted on: 06/10/2024
Revised on:
Reviewed on: 05/13/2024

TROY SCHOOL DISTRICT #287

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:

Student Teachers **4605**

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

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

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

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

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

Assignment

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

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

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

Student Teachers **4605**

Cross References:	5110	Criminal History/Background Checks
Legal References:	I.C. § 33-130	Criminal History Checks for School District Employees or Applicants for Certificates
	IDAPA 08.02.02.011.c.15	Student Teaching

Policy History:
Adopted on: 4/12/21
Revised on:
Reviewed on: 3/15/21