

**4000 SERIES  
COMMUNITY RELATIONS**

**TABLE OF CONTENTS**

Goals

4000

Public Participation

Public Relations

4100

Public Complaints

4110

Uniform Grievance Procedure

4120

Uniform Grievance Form

4120F

Public Access to District Records

4130

District Record Request Form

4130F

Visitors to the Schools

4140

Accommodating Individuals with Disabilities

4150

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

4160

Public Access

School-Support Organizations

4200

Community Use of School Facilities

4210-4210G

Facility Use Application

4210P

Fee Schedule for Community Use of School Facilities

4210F

Hold Harmless Agreement

4210F2

Facilities Use Agreement

4220F

Equipment Usage

4225

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

Sex Offenders

4420F

Sex Offenders

4420F2

#### Gifts

Public Gifts/Donations to the Schools

4500

Public Gifts/Donations to the Schools (Regulations)

4500R

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

4510R

#### Volunteers

Volunteer Assistance

4600

Volunteer Procedures

4600P

Volunteer Application

4600F(1)

Volunteer Criminal History Records Fingerprint Check Request

4600F(2)

Volunteer Code of Confidentiality

4600F(3)

## **Castleford School District #417**

### **COMMUNITY RELATIONS**

#### **4000**

##### Goals

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

1. to encourage and enhance communications, 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.

##### Policy History:

Adopted on:

Revised on:

## **Castleford School District #417**

### **COMMUNITY RELATIONS**

#### **4100**

##### Public Relations

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.

To ensure community involvement in the development and implementation of the academic, vocational and extracurricular programs of the schools, 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, presentations to local parent and civic groups and assist staff in improving their skill and understanding in communicating with the public.

The Board also believes the citizens of the district should aid in the development of the total program of the schools, provide financial and moral support to the schools, and participate in the activities of the schools in the district. Therefore, the Superintendent shall establish and maintain a communication process for regular direct communications between the school and the citizens they serve through such activities as parent organizations, parent-teacher conferences, open houses and other such events or activities which may bring staff and citizens together.

Legal Reference:

##### Policy History:

Adopted on: 12/15/2009

Revised on:

**Castleford School District No. 417**

**BOARD OF TRUSTEES**

**4105**

Public Participation in Board Meeting

All regular and special meetings of the Board shall be open to the public, but any person who disturbs good order may be required to leave. 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, the first priority will be District students and their educational program.

**NOTICE**

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

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

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

Teacher or staff;  
Principal or supervisor;  
Director or administrator;  
Superintendent; then  
Board of Trustees.

Please also see District Policy No. 4110 Public Complaints.

Members of the public will not be recognized by the Chair as the Board conducts its

official business except when the Board schedules public discussion period on a particular item. The Board will listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

At each regular and special meeting of the Board the agenda may provide time for public comment before the Board. Persons wishing to address the Board will be required to submit a "Request to Address the Board" form. Forms are available from the Board Clerk and will be available at each meeting.

Total time allotted for public comment will not exceed 15 minutes. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to 3 minutes. Public comment will be taken on matters scheduled on the agenda. Should a large number of the public wish to speak on the same issue or topic, members of the public are encouraged to select one or more representatives to summarize their position. Additionally, the Board Clerk will accept written comments for distribution to the Board. The Board may decline to hear repetitive comments. The Chair may also deny an individual the opportunity to address the Board if the individual has previously addressed the Board on the same subject within the past two months.

Written materials for Board Members must be submitted to the Board Clerk. The written material must include the name, address, and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Board Members if received by noon the Friday preceding the Board Meeting. Materials should not be sent directly to Board Members. Materials may be presented or mailed to the Board Clerk at 500 Main St. Castleford ID 83321.

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

Because of the diversity of issues, members of the Board will not respond to public comment. Instead, issues may be recorded and referred to the proper staff person for follow-up. The Chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, repetitive, or irrelevant. The Board of Trustees as a whole shall have the final decision in determining the appropriateness of all such rulings.

Nothing in this policy shall prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is seriously compromised. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

If a special meeting has been held to obtain public comment on a specific issue, the Chair of the Board may choose not to recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

Cross Reference: 4110 Public Complaints  
4120 Uniform Grievance Procedure  
4320 Disruption of School Operations

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

Policy History

Adopted on:

Revised on:



Castleford School District No. 417

**BOARD OF TRUSTEES**

4105F

**REQUEST TO ADDRESS THE BOARD**

**NOTICE**

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

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

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

Teacher or Staff  
Principal or Supervisor  
Director or Administrator  
Superintendent  
Board of Trustees

If these channels have been exhausted, this form should be filled out and handed to the Board Clerk prior to the beginning of the meeting.

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

If you have indicated on this form your desire to speak, at the appropriate time, the Chair will announce your name.

You will have the floor a maximum of **3** minutes.

The Board of Trustees encourages input from the public. If you want the Board to receive more information than time permits, please reduce your concerns to written form and send them to the Board Clerk. Written Comments must include name, address, and telephone number.

All individuals appearing before the Board are expected to follow these guidelines:

Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chair.

Identify oneself and be brief. Comments shall be limited to 3 minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 10 minutes.

The Board Chair may shorten or lengthen an individual's opportunity to speak. The Chair may also deny an individual the opportunity if the individual has previously addressed the Board on the same subject within the past two months.

The Board Chair shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board policy.

### **Request to Address the Board**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Please Print)

Subject Matter Desiring to Address:

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Check if any of the below identified subject matters are matters you wish to address in your presentation to the Board:

- The hiring of a public school employee.
- The qualifications of any individual employed/prospective employee.
- The evaluation or performance of any individual employed by the District.
- A complaint or concern about any individual employed by the District.
- A complaint or concern about any student enrolled at the District.

**\*\*Please deliver a completed copy of this form to the Board's Clerk prior to the commencement of the Board Meeting.**

**Castleford School District #417**

**COMMUNITY RELATIONS**

**4110**

Public Complaints

The Board is interested in receiving valid complaints and suggestions. Public complaints and suggestions shall be submitted on the Uniform Grievance Procedure 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 Grievance Procedure

Policy History:

Adopted on: 12/15/2009

Revised on:

## **Castleford School District #417**

### **COMMUNITY RELATIONS**

#### **4120**

##### Uniform Grievance Procedure

All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitution, State or federal statute, or Board policy.

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

##### Level 1: Informal

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

##### Level 2: Principal

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

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

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination

complaints. The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

### Level 3: Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal'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, the recommendation will be implemented. If the Superintendent rejects the recommendation of the principal, 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 will be final.

### Procedure History:

Promulgated on: 12/15/2009

Revised on:



**Castleford School District #417**

**COMMUNITY RELATIONS**

**4120F**

**Concern You Would Like Addressed**

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

Name: \_\_\_\_\_ D a t e

M a i l i n g A d d r e s s :

Phone Number(s):

S u b j e c t :

P r o b l e m :

E x a m p l e s t h a t v a l i d a t e t h e p r o b l e m :

R e s u l t s :



S u g g e s t e d

S o l u t i o n s :

Response Date:

Person Responding

**Response to Concern**

Person Responding \_\_\_\_\_ R e s p o n s e      D a t e

Method used to communicate response:

A c t i o n s      t a k e n      t o      i n v e s t i g a t e      c o n c e r n :

People contacted in gathering information upon which to make decision:

F i n d i n g s                      o f                      i n v e s t i g a t i o n :

D e c i s i o n :

Results of communicating the decision:

Signature

## Castleford School District #417

### COMMUNITY RELATIONS

4130

#### Public Access to District Website

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

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

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

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

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

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

1. Non-searchable PDF;
2. Searchable PDF;
3. Spreadsheet; or
4. Database.

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

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

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

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

Cross References:	4260	Records Available to Public
	8605	Retention of District Records
Legal References:	I.C. § 33-133	Idaho Student Data Accessibility, Transparency,
and Accountability Act	I.C. § 33-320	Continuous Improvement Planning and Training
	I.C. § 33-357	Creation of Internet-Based Expenditure Website
I.C. § 74-206A	I.C. § 74-101, <i>et seq.</i>	Negotiations in Open Session
	I.C. § 74-206A	Idaho Public Records Act
	Session	Open Meetings Law - Negotiations in Open

Policy History:

Adopted on:

Revised on:

Reviewed on:

Website Accessibility and Nondiscrimination

The District is committed to ensuring that people with disabilities have an opportunity equal to that of their non disabled peers to participate in the District’s programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration.

Benchmarks for Measuring Accessibility

In order to assure that people with disabilities have an opportunity equal to that of their non disabled peers to access information delivered through electronic and information technology, all pages on the District’s website will conform to the W3C Web Accessibility Initiative’s (WAI) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 techniques for web content, or updated equivalents of these guidelines, except where doing so would impose an undue burden or create a fundamental alteration.

Website Accessibility

With regard to the District’s website and any official District web presence which is developed by, maintained by, or offered through third party vendors and open sources, the District is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504 and Title II so that students, parents, and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, which substantially equivalent ease of use; and that they are not excluded from participation in, denied benefits or, otherwise subjected to discrimination in any District programs, services, and activities delivered online.

All existing web content produced by the District, and new, updated, and existing web content provided by third party developers, will conform to the WCAG 1.0 Level AA and the WAI-ARIA 1.0 techniques for web content or updated equivalents. This policy applies to all new, updated, and existing web pages, as well as all web content produced or updated by the District or provided by third-party developers.

Website Accessibility Concerns, Complaints, and Grievances

A student, parent, or member of the public who wishes to submit a complaint or grievance regarding a violation of the ADA, Section 504 or Title II related to the accessibility of any official



## **Castleford School District #417**

### **COMMUNITY RELATIONS**

#### **4140**

##### Visitors to the Schools

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

All building administrators shall ensure that prominent notices are posted at each entrance requiring that all visitors must first report to the administrative office. This includes all parents, board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the district, salespersons, representatives of the news media, former students, and any other visitors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts 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  
4420

Disruption of School Operations  
Sex Offenders

Policy History:

Adopted on:

Revised on:

4140- PAGE 1  
(ISBA 4/08 UPDATE)



COMMUNITY RELATIONS

4150

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination.

The District may provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

The Superintendent is designated the Americans With Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least three (3) years after its completion date (*for districts having fifty (50) or more full- or part-time employees*).
2. Institute plans to make information regarding Title II's protection available to any interested party.

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

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

Cross Reference: 4120 Uniform Grievance Procedure  
Legal Reference : Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131, et seq.; 28 C.F.R. Part 35.  
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1415  
Procedural Safeguards Notice, 34 C.F.R. § 300.504

Policy History:

Adopted on:  
Revised on:  
Reviewed on:

School-Support Organizations

The Board recognizes that parent, teacher and student organizations are an invaluable resource to the District schools and so supports their formation and vitality. While parent, teacher and student organizations have no administrative authority and cannot determine District policy, their suggestions and assistance are always welcome. Membership must be open and unrestricted.

Booster clubs and/or special interest organizations may be formed to support and strengthen specific activities conducted within the school or District. All such groups must receive the approval of the school principal, Superintendent and the Board in order to be recognized as a booster organization. These organizations must keep on file in the Superintendent's office a record of officers, bylaws, mailing addresses and other pertinent information as may be required by the Superintendent. Staff participation, cooperation and support are encouraged in such recognized organizations.

Approving Activities of Booster Organizations

Booster-proposed plans, projects or activities must be evaluated and promoted in light of their stated contribution to the curricular as well as the extracurricular programs of the District. Careful consideration must be given to the total value of all students, rather than to specific elements such as team participants.

Annually, booster organizations must submit to the Superintendent or designee their tentative goals and objectives along with their fundraising plans for the next school year for review by the Board. Should the goals and objectives or fundraising plans change during the school year, the Superintendent or designee is to be advised before any final revisions are made.

Booster organizations must abide by all District policies as well as the following:

1. Booster organizations may not use the District's tax ID number.
2. Booster organizations may not accept checks made out to the District. The District may not accept checks made out to the booster organization.
3. District officials should not have a leadership role in booster organizations.
4. Fundraising activities should not occur on District premises or during school hours unless permission has been given by the Superintendent or designee.
5. Booster organizations must submit to the Board/Superintendent/Principal/Designee (choose one) for review and approval of annual/quarterly (choose one) reports on income, expenses and balance sheets.

## Fund-Raising by School Support Groups

Fund-raising by school support groups is considered a usual and desirable part of the function of such groups. The specific fund-raising activities must be approved in advance by the principal.

The principal must be consulted prior to any expenditure of such funds. All such funds raised by school adjunct groups are to be used for the direct or indirect support of school programs. Equipment purchased by support groups and donated to the schools becomes the property of the District and may be used or disposed of in accordance with District policy and state law.

Announcements of booster organization events and activities should clearly indicate that it is sponsored by a group and not the school or district. Groups should warrant that the activities will be adequately supervised.

## Financial Records

Booster organizations shall handle their own accounting and bookkeeping procedures and maintain their own separate accounts for income and expenditures. However, each organization shall be required to submit an annual/quarterly (choose one) financial report to the Board/Superintendent/Principal/Designee (choose one) giving a full accounting of their financial dealings for the year including money raised and expended. The organization shall also submit to the Superintendent backup documentation. Adequate, auditable financial records shall be maintained at all times.

Booster organizations shall use a fiscal reporting period that begins July 1 and ends June 30. Only elected officers of the booster organization may be authorized to sign checks drawn on the bank account of the organization. Two signatures are required on all organization checks. Persons authorized to sign may not be related nor live in the same house. An employee of the school may not be authorized to sign checks drawn on the bank account of a booster organization operating at that school.

No member or officer of any school associated organization shall draw a salary or receive wages of any kind in connection with their work with any school associated organization with the exception that members or officers may be reimbursed for personal expenditures made on behalf of the organization to a maximum of \$1,000.00 per year as verified by actual receipts. Any school associated organization failing to submit an annual financial statement as required by this policy shall be subject to having the Board approval withdrawn and will no longer be allowed to raise funds on behalf of the schools or use the name of any school or of the District in any way, or imply or infer that they are a school associated organization.

## Audit

Any booster organization shall be required to conduct annual/quarterly (choose one) audits of their financial records. The District does/does not (choose one) require booster organizations to hire an audit committee or qualified accountant to conduct the organization's audit.

## Liability and Insurance

The District requires any booster organization or like organization to obtain and keep current liability insurance in the amount of \$\_\_\_\_\_ naming the District as additional insureds.

## High School Activities Association Regulations

The Idaho High School Activities Association Rules and Regulations prohibits remuneration of any kind from any source outside the local school board in return for services rendered in instructing or coaching any high school athletic team. Said prohibition shall also apply to any coach, instructor or advisor of other teams, clubs, groups, etc. Coaches, instructors or advisors may receive appreciation gifts from team members, students parent or community organizations that do not exceed the value of an IHSAA player award.

## Parameters for Use of the District's Name, Logo or Mascot

The use of the District or any school name, logo or mascot by booster organizations must be authorized by the Superintendent or designee. The Superintendent or designee may revoke the authorization to use the District's name, logo or mascot if the Superintendent or designee determines that the booster organization has failed to comply with the terms of this policy or any other District policy. The Superintendent or designee will notify the booster organization in writing of the reason for the revocation. The booster organization may appeal the revocation to the Board whose decision will be final. The appeal must be filed in writing and submitted to the Board Clerk no later than five business days from the date of the Superintendent/designee's letter.

In the event a booster organizations authorization to use the District's name, logo or mascot is revoked, the booster organization will within three business days of the final decision provide to the District Treasurer for deposit all of the funds in its possession.

## Donations

Any item that a booster organization proposes to contribute to the school must meet all legal requirements, including safety codes. Before accepting any such donation, the Superintendent/Principal/Designee (choose one) must ensure that funding is available to install and maintain all donated equipment, such as playground equipment, in compliance with all safety requirements.

All items donated become the property of the District. While the intent of the donation will be considered, the District reserves the right to modify the use if the needs of the students or the District change.

### Discrimination

The District and booster organizations may not create a vast difference in benefits or services to female and male athletes and/or students. The District and booster organization must ensure that any contribution by the booster organization does not create a disparity in participation opportunities, equipment, facilities, etc. between males and females.

Legal Reference: 34 C.F.R. § 106.31(b) Education Programs or Activities: Specific Prohibitions (Implementing Title IX)

Other Reference: Idaho High School Activities Association, Current Rules and Regulations Manual (available at [https://idhsaa.org/asset/19-20Manual\\_Complete.pdf](https://idhsaa.org/asset/19-20Manual_Complete.pdf)) (last accessed November 11, 2019)

Office of Civil Rights, Title IX Athletics Investigator's Manual (available at <https://eric.ed.gov/?id=ED400763>) (last accessed November 11, 2019)

### Policy History:

Adopted on:

Revised on:

Reviewed on:

## **Castleford School District #417**

### **COMMUNITY RELATIONS**

#### **4210**

##### Community Use of School Facilities

School facilities are available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest, when such use does not interfere with the school program or school-sponsored activities. Such facilities may also be used for the operation of a senior citizen center. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of the facility may be assessed fees and costs depending upon the extent of use.

The administration shall approve and schedule the various uses of the school facilities. A master calendar will be kept in the office for scheduling dates to avoid conflicts during the school year. Requests for use of the school facilities must be submitted in advance of the event to the Superintendent's office.

The use or lease of District property:

Shall be in the best interest of the District;

Shall not interfere with the conduct of the District's educational program and related activities;

Shall require the users to abide by District policies and procedures; and

Will 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 means.

The District reserves the right to deny or cancel leases with 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 or designee has the authority to change rates where applicable, establish priorities, determine frequency of use, and grant or deny requests.

The Superintendent or designee will annually review the lease 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.

Legal Reference: 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  
I.C. § 63-1311A        Advertisement of and hearing on fee increases

Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

Policy History:

Adopted on:

Revised on:

**Castleford School District #417**

**COMMUNITY RELATIONS**

**4210F**

Fee Schedule for Community Use of School Facilities

<b>Building/Area</b>	<b>Rate of Charge</b>
<b>High School:</b>	
Fieldhouse when no admission is charged	
Fieldhouse when admission is charged	
Gym when no admission is charged	
Gym when admission is charged	
Auditorium when no admission is charged	
Auditorium when admission is charged	
Cafeteria without kitchen equipment	
Cafeteria with kitchen equipment*	

\*When kitchen equipment is used, a school cook must be present.

<b>Building/Area</b>	<b>Rate of Charge</b>
<b>Junior High School:</b>	
Gym when no admission is charged	
Gym when admission is charged	

<b>Building/Area</b>	<b>Rate of Charge</b>
<b>Elementary:</b>	
Gym when no admission is charged	
Gym when admission is charged	



<b>Building/Area</b>	<b>Rate of Charge</b>
<b>Use of any Classroom (per classroom):</b>	
When no admission is charged	
When admission is charged	

All charges are based on a per-day charge. Should the services of additional personnel be required due to the nature of the use request, the charges will be based on \$ \_\_\_\_\_ per hour for such additional employee.

Policy History:

Adopted on:

Revised on:

**Castleford School District #417**

**COMMUNITY RELATIONS**

**4210F2**

Community Use of School Facilities

**HOLD HARMLESS AGREEMENT FOR USE OF DISTRICT FACILITIES**

Castleford School District No. 417 (hereinafter referred to as "District") receives requests to cooperate with other agencies in promoting student activities by use of school facilities. Occasionally, such cooperation poses the District to possible liability exposure. This agreement provides the District with assurance that the cooperating agency agrees to accept the additional liability risks and to defend and hold the District harmless in case of claims arising out of the rental or use of district facilities or grounds.

Indemnity

*(agency using district facility)* shall defend, indemnify and hold harmless the District, all of its officers, agents, employees, the State of Idaho, and its political subdivisions from and against any and all demands, suits, actions, claims, loss of damage of any kind, whether or not meritorious, and by whomsoever made or caused, in any manner arising out of or occurring by reason of or in relation to any action or omission of the \_\_\_\_\_ *(agency using district facility)*, its agents, servants, or representatives, or any occurrences, incidents or injuries connected with the activity.

Liability Insurance and Damage

Prior to the activity, \_\_\_\_\_ *(agency using district facility)* shall procure and prepay all premiums on a comprehensive general liability insurance policy issued by an entity licensed to provide business insurance in Idaho. Said policy shall contain standard liability insuring agreements naming the District as an additional insured with \_\_\_\_\_ *(agency using district facility)*. The limits of said policy shall not be less than the following amounts:

- \$ \_\_\_\_\_ for injuries to, or wrongful death of, any one person in any one (1) accident;
- \$ \_\_\_\_\_ for injuries to, or wrongful death of, all persons in any one (1) accident;
- \$ \_\_\_\_\_ for damage to, or loss of property in any one (1) accident.

*(agency using district facility)* shall furnish to the District a

certificate of insurance at least \_\_ business days prior to the event/activity/meeting date. Said certificate of insurance shall show compliance with this agreement and provide days prior notice of cancellation to the District.

(agency using district facility) shall be primarily responsible to the District for any and all damage of any nature and by whomsoever caused to District property arising out of the aforementioned event/activity/meeting, but not limited to, any consequential damages the District may suffer because of loss of use of school facilities.

Non-Assignability

This Agreement is not assignable by \_\_\_\_\_ (agency using district facility) without the express and written consent of the District.

Miscellaneous

This Agreement shall be construed pursuant to the laws of the State of Idaho. It is agreed that the State of Idaho is the place of the formation of this Agreement and that this Agreement constitutes the whole of the parties' understanding and may not be modified except as provided herein or by a writing signed by each party hereto. The individual signing below as an officer or a representative warrants that he/she has the actual authority to sign this Agreement on behalf of the cooperating agency.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on this day of \_\_\_\_\_, 200\_\_.

Cooperating Agency:

Owner:

Castleford School District No.

417

By: \_\_\_\_\_

By:

Authorized Agency Administrator  
Administrator

Authorized District

Policy History:

Adopted on:

Revised on:

4210F2- PAGE 1  
(ISBA 10/07 UPDATE)

**Castleford School District #417**

**COMMUNITY RELATIONS**

**4210G**

Community Use of School Facilities

**Guidelines for Cafeteria Use**

Schedule date on school/district calendar in the office and cafeteria calendar.

Notify lunch supervisor.

Adult chaperon is responsible.

Cafeteria posters, etc. must not be removed or destroyed.

Do not stand or sit on tables. Tables are for eating and benches are for sitting only.

Folding chairs are stored properly under the stage.

Tables are cleaned up and put back in place.

Floors swept and dust mops returned to storage area.

Spills and messes cleaned up.

Garbage taken to dumpster, new bags in can.

Lights off.

Doors locked.

Anything broken, lost, destroyed will be charged to the sponsoring group.

**Guidelines for Kitchen Use**

It is recommended that one of the full time hot lunch personnel is present when using the kitchen. The salary is negotiable. The administration is aware of the use of the kitchen and who is responsible.

Sanitary procedures followed while using kitchen area.

Kitchen area left in original condition.

Floors swept and mopped.

All garbage emptied and new bags in can.

Guidelines for cafeteria use also apply to kitchen use.

Policy History:

Adopted on:

Revised on:

## **Castleford School District #417**

### **COMMUNITY RELATIONS**

#### **4210P**

##### Community Use of School Facilities

##### **Facility Use Applications:**

Applications requesting use of the school facility must be presented to the building Principal at least ten (10) days in advance of the time desired and must be signed by a qualified representative of the organization desiring to use the building.

When considering facility use applications, the following should be taken into consideration:

The activity should not interfere with the schedule of normal activities of the school or district.

The content of the activity should be reasonably appropriate in a school setting.

The renting of school facilities will ordinarily be on a first-come-first-serve basis for eligible organizations, except that school-related activities shall have priority.

##### **Right of Refusal:**

The use of the school premises will be denied when, in the opinion of the Superintendent or the Board, such use may be construed to be solely for commercial purposes, there is probability of damage or injury to school property, or the activity is deemed to be improper to hold in school buildings.

##### **Fees:**

The Superintendent, or designee, shall establish a schedule of fees and make additional adjustments in the fees as necessary for the use of any school facility or school grounds. Fees/rental charges shall cover costs of wages of school personnel involved and utilities. The Board will review this fee schedule annually. Fees may be waived by the Superintendent or designee in consideration of services rendered by public institutions or nonprofit organizations in direct support of public school students or staff.

Fees will be invoiced and the sponsoring organization whose name appears on the application shall be held responsible for any and all damages to school property and equipment.

##### **Insurance Coverage:**

The Board may require facility users to carry a commercial general liability insurance policy with a minimum limit per occurrence of \$1,000,000. A Certificate of Insurance for the policy, naming the \_\_\_\_\_ School District as an additional insured, may also be required along with the facility use request. The Board reserves the right to require increased insurance coverage on any event.

### **School Equipment:**

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator. No District equipment shall be removed from the premises for use by non-district personnel unless otherwise provided for in policy.

### **Supervision**

At least one District employee must be on hand, paid for by the organization, when in the opinion of the Superintendent or designee it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteer helpers.

Whenever a cafeteria is used, it shall be under the supervision of a school employee. The group using the facility shall reimburse the District for the salary of the employee.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law.

No access to other rooms or equipment in the building shall be permitted unless designated by agreement.

### **Outdoor Facility Usage**

The following applies to all District outdoor facility rentals:

The rental group shall be responsible for the full replacement cost of any facility or equipment damage.

Arrangements for keys for any rented facility must be made prior to the event by contacting the Athletic Director.

The procedure for cancellation of outdoor events due to threatening weather and/or field conditions is as follows:

If field conditions are such that play is not recommended, the athletic director shall notify

the rental group as far in advance as possible that contests must be cancelled. Practice field rental will be substituted, if possible.

If there is rain the day of the scheduled contests, the game field rental is considered cancelled and game fields are not to be used. Questions can be answered by calling the Athletic Director, High School Principal, Superintendent (in that order.)

All equipment items the rental group desires must be listed on the rental agreement.

Requests for night rentals will be reviewed on a case-by-case basis.

Legal Reference: 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:

Revised on:



**COMMUNITY RELATIONS**

**4220F**

**FACILITIES USE AGREEMENT  
Castleford School District #417**

Organization or Individual Requesting Facility Use:

\_\_\_\_\_

Facility Requested:

\_\_\_\_\_

Date and Hours of Requested Use:

\_\_\_\_\_

Purpose of Use:

\_\_\_\_\_

**Premises and Conditions**

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

**Rent and Deposit**

The requesting organization or individual shall be responsible for all actual damages, including costs, disbursements, and expenses, resulting while it has use of the premises.

**Insurance and Indemnification**

The requesting organization or individual, by signature below, hereby guarantees that the

organization shall indemnify, defend and hold harmless the District and any of its employees or agents from any liability, expenses, costs (including attorney's fees) damages and/or losses arising out injuries or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of the District facility which are not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law.

The requesting organization or individual shall provide the District with a certificate of insurance prior to the use of the facility. The certificate shall show coverage for comprehensive general liability insurance in an amount not less than \$1,000,000 for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility.

**Non-Discrimination**

The requesting organization or individual agrees to abide non-discrimination clauses as contained in the Idaho Human Rights laws and federal anti-discrimination laws.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Castleford School District #417  
Individual**

**Requesting Organization/**

By \_\_\_\_\_

By \_\_\_\_\_

Address

\_\_\_\_\_

Phone

\_\_\_\_\_

Additional Obligations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Castleford School District #417**

**COMMUNITY RELATIONS**

**4225**

Equipment Usage

The District athletic equipment will not be loaned out except under the provisions in the last paragraph of this policy.

For liability reasons, use of school equipment by any group or individual, other than for school sponsored events, is discouraged. In all cases where equipment is used by non-school groups, a liability release will be required.

Use of equipment will not be available to non-school groups. Equipment such as pitching machines, catcher's gear, shoulder pads, helmets, weight room equipment, blocking dummies and sleds, pole vault and high jump equipment and mats, meet hurdles, starting blocks, and wrestling mats are available for use by school district classes and athletic teams only. This does not include Freestyle Wrestling's use of the mats.

Different pieces of equipment such as practice hurdles, pole vault equipment, etc. may be used by district athletes for practice during non-scheduled practice times. These must be checked out through the athletic director and a waiver must be signed releasing the District of any liability.

Policy History:

Adopted on:

Revised on:

Use of School Property for Posting Notices

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.

Cross-Reference:     3250             Distribution and Posting of Materials

Policy History:

Adopted on:

Revised on:

Reviewed on?

**Castleford School District #417**

**COMMUNITY RELATIONS**

**4240**

Distribution of Fund Drive Literature Through Students

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 student or school-affiliated organizations of the District request permission to participate in such activity.

Policy History:

Adopted on:

Revised on:

Records Available to Public

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 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 Exempt from Disclosure

In accordance, 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 then 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.

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

Policy History:  
 Adopted on: 8/19/2020  
 Revised on:  
 Reviewed on:

Castleford School District No. 417

THE BOARD OF TRUSTEES

4260F

District Record Request Form

Request for Public Records

I request:  to examine  to copy  to receive an electronic copy of the following records:

---

---

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---

Date Records Requested Were Created:

Beginning: \_\_\_\_\_

Ending: \_\_\_\_\_

\_\_\_\_\_  
Name (Please Print)

Mailing Address:

---

---

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Daytime Phone Number

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Public Agency \_\_\_\_\_

\_\_\_\_\_ Initial if Applicable: More than three (3) working days are needed to locate or retrieve the requested records. A response shall be provided within ten (10) working days of the request.

Payment received for \_\_\_\_\_ copies \_\_\_\_\_  
Amount Received

Payment received for \_\_\_\_\_ labor \_\_\_\_\_  
Amount Received

\_\_\_\_\_  
Receipt Number

Conduct on School Property

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

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

“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.

Cross Reference: 3295 Hazing, Harassment, Intimidation, Bullying, Cyber Bullying  
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:

Revised on:

Reviewed on:



**Castleford School District #417**

**COMMUNITY RELATIONS**

**4310**

Contact with Students

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.

Cross-Reference: 4150 Speakers in the Classroom

Policy History:

Adopted on:

Revised on:

**Castleford School District #417**

**COMMUNITY RELATIONS**

**4320**

Disruption of School Operations

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

Policy History:

Adopted on:

Revised on:

**Castleford School District #417**

**COMMUNITY RELATIONS**

**4330**

Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or other extracurricular 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:

- using vulgar or obscene language or gestures;
- possessing or being under the influence of any alcoholic beverage or illegal substance;
- possessing a weapon;
- fighting or otherwise striking or threatening another person;
- failing to obey the instructions of a security officer or school district employee;
- and
- 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:

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

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

Policy History

Adopted on:

Revised on:

**Castleford School District #417**

**COMMUNITY RELATIONS**

**4400**

Relations with the Law Enforcement and Child Protective Agencies

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, demonstrations with a 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.

Cooperation with law enforcement agencies is essential for the protection of students, for the maintenance of a safe environment in the district schools, and for the safeguard of all school property. The Board also is aware of the potential enrichment that law enforcement agencies can contribute to the educational program, therefore, 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: 4320 Disruption of School Operations

Legal Reference: Legal Reference: I.C. § 33-205 Denial of school attendance

Policy History:

Adopted on:

Revised on:

## **Castleford School District #417**

### **COMMUNITY RELATIONS**

#### **4410**

##### Investigations and Arrests by Police

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.

- A. If the police have a warrant for the student's arrest, they must be permitted to arrest the student; however, whenever possible, the arrest should be conducted in the principal's office out of view of other students. Before removing a student from school, the police shall sign a release form in which they assume full responsibility for the student;
- B. Law enforcement personnel should not be allowed to roam about the school until the student is found. They should remain in the administration office while school personnel seek out the student;
- C. If possible, the educational program of the student should not be disrupted to allow for police questioning;
- D. Any questioning by police should be conducted in a private room or area where confidentiality can be maintained;
- E. If law enforcement officials are to be allowed to question a student under the age of eighteen (18), a reasonable attempt shall be made to notify the parents, except in cases of suspected child abuse or child neglect involving the parent. The parents should be given the opportunity to come to the school prior to the questioning;
- F. If the parents are notified and able to attend, they should be allowed to be present at the interview. The administrator should be present at the interview, but should not take part in any questioning. The administrator should at all times remain a neutral observer.

Policy History:

Adopted on:

Revised on:

4410- PAGE 1

## Castleford School District #417

### COMMUNITY RELATIONS 4420

#### Sex Offenders

The Castleford 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.

#### Visitors to and Conduct on School Property

For purposes of this policy, “school property” means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location being utilized during a school athletic event or other school-sponsored event, properties posted with a notice that they are used by a school and school grounds.

Visitors are welcome on school property provided their presence will not be disruptive. All visitors must initially report to the building principal’s office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher’s conference/preparation period.

The District expects mutual respect, civility and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

- Injure, threaten, harass or intimidate a staff member, a school board member, sports official or coach, or any other person;
- Damage or threaten to damage another’s property;
- Damage or deface District property;
- Violate any Idaho law, or town or county ordinance;
- Smoke or otherwise use tobacco products;
- Consume, possess, distribute or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
- Impede, delay, disrupt or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the school board;
- Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee’s directive;
- Engage in any risky behavior, including rollerblading, roller skating or skateboarding; or
- Violate other District policies or regulations, or an authorized District employee’s directive.

#### Convicted Sex Offender

State law prohibits a person who is currently registered or is required to register under the sex offender registration act to:

- Be on or remain on the premises of a school building 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.
- 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.
- 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.
- 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.

Sample posted notice

"Pursuant to I.C. 18-8329, registered sex offenders only have limited rights to enter upon or be near school property. Please contact school district at (208) 537-6511 or your probation/parole officer for more information."

Provided, however, section numbers 1 and 2 immediately above shall not apply when the person:

- Is a student in attendance at the school; or
- 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
- 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
- Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
- 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;
- Is temporarily on school grounds, during school hours, for the purposes of making a delivery involving mail, food or other necessary delivery;
- Is exercising his or her right to vote in public elections;
- Is taking delivery of his mail through an official post office located on school grounds;
- 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
- 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 his/her 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.

Legal Reference: I.C. § 18-8323  
Public Access to Sexual Offender  
Registry Information  
I.C. § 18-8324  
Dissemination of Registry  
Information  
I.C. § 18-8326  
Penalties for Vigilantism or Other  
Misuse of Information  
I.C. § 18-916  
Abuse of School Teachers  
I.C. § 33-512(11)  
Governance of Schools

Policy History:

Adopted on:

Revised on:

## **Castleford School District #417**

### **COMMUNITY RELATIONS**

#### **4420**

##### Sex Offenders

The Castleford 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.

##### Visitors to and Conduct on School Property

For purposes of this policy, “school property” means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location being utilized during a school athletic event or other school-sponsored event, properties posted with a notice that they are used by a school and school grounds.

Visitors are welcome on school property provided their presence will not be disruptive. All visitors must initially report to the building principal’s office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher’s conference/preparation period.

The District expects mutual respect, civility and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

- Injure, threaten, harass or intimidate a staff member, a school board member, sports official or coach, or any other person;
- Damage or threaten to damage another’s property;
- Damage or deface District property;
- Violate any Idaho law, or town or county ordinance;
- Smoke or otherwise use tobacco products;
- Consume, possess, distribute or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
- Impede, delay, disrupt or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the school board;
- Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee’s directive;
- Engage in any risky behavior, including rollerblading, roller skating or skateboarding; or
- Violate other District policies or regulations, or an authorized District employee’s

directive.

### Convicted Sex Offender

State law prohibits a person who is currently registered or is required to register under the sex offender registration act to:

Be on or remain on the premises of a school building 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.

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.

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.

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:

Is a student in attendance at the school; or

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

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

Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or

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;

Is temporarily on school grounds, during school hours, for the purposes of making a delivery involving mail, food or other necessary delivery;

Is exercising his or her right to vote in public elections;

Is taking delivery of his mail through an official post office located on school grounds;

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

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 his/her 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.

Legal Reference:	I.C. § 18-8323	Public Access to Sexual Offender Registry Information
	I.C. § 18-8324	Dissemination of Registry Information
	I.C. § 18-8326	Penalties for Vigilantism or Other Misuse of Information
	I.C. § 18-916	Abuse of School Teachers
	I.C. § 33-512(11)	Governance of Schools

Policy History:

Adopted on:

Revised on:

**Castleford School District #417**

**COMMUNITY RELATIONS**

**4420F(1)**

Sex Offenders

LETTER TO PARENTS REGARDING VISITS TO SCHOOL  
BY CONVICTED SEX OFFENDERS

Dear Parents/Guardians:

The purpose of this letter is to help the school and District comply with State law placing restrictions on sex offenders access to school children and school property.

If you would like to obtain information regarding convicted sex offenders in your area, you can contact the Idaho State Police or your local Sheriff's Department. The Idaho State Police has a website available to provide this information. Currently, that website is: [http://www.isp.state.id.us/identification/sex\\_offender/index.html](http://www.isp.state.id.us/identification/sex_offender/index.html)

State law prohibits a sex offender from:

Being on or remaining on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present and involved in a school activity or when children are present within thirty (30) minutes before or after a school activity.

Loitering 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.

Being 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.

Residing within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school property line, unless the person's residence was established prior to July 1, 2006.

The following applies if you are parent/guardian who is a convicted sex offender:

You need to immediately return this letter with the blanks completed to the building principal's office where your child is enrolled. If you have children attending more than one school, you must complete this form for each school. The district will crosscheck responses with the list the District receives from law enforcement identifying sex offenders living within its jurisdiction.

When you visit your child at school or a school event that you have not already described on the form below, you must inform the principal's secretary that you need to make an entry on your record of school visits. This record will be kept on file in the building principal's office where your child is enrolled.

The following must be completed by a convicted sex offender who is a parent or guardian of a student enrolled in the school.

**TO BE COMPLETED ONLY IF YOU ARE A PARENT/GUARDIAN AND ARE A CONVICTED SEX OFFENDER**

Student's Name (please print)

School

Name of Parent/Guardian (please print)

Date

Signature

Date

You do not need advance permission for you to visit school property.

You must provide the information requested below for the times you anticipate visiting the school, such as, after school to pick-up your child, during specific sporting events, and during parent-teacher conferences.

For all other visits, you must go immediately and directly to the principal's office and provide the information on your record of visits.

You must remain under the direct supervision of the assigned school official.

When you are to leave, you must go immediately and directly to the principal's office and provide the time that you are leaving. You must then immediately leave the school grounds.

**Record of Visits**

Date	Location & Purpose	School Official Assigned	Time In	Time Out
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The following applies if you know someone who is a convicted sex offender who would like to visit school property:

If you know a convicted sex offender who is not a parent/guardian of a student enrolled in the school, but who would like to visit school property, please refer them to the Superintendent's office to request permission. A sex offender who is not a parent/guardian of a student enrolled in the school must complete a form in order to be granted permission to visit school property. This form must be completed for each visit to school property.

If permission is granted, the Superintendent or designee shall provide the details of the sex offender's upcoming visit to the building principal. The Superintendent, or designee, who is a certified employee, will supervise the sex offender whenever the sex offender is in a student's vicinity.

**TO BE COMPLETED IF YOU ARE A CONVICTED SEX OFFENDER AND ARE REQUESTING PERMISSION TO VISIT SCHOOL PROPERTY**

A convicted sex offender who is not a parent/guardian of a student enrolled in the District must complete this form in order to seek permission to visit school property whenever students are present. After a decision is made whether to grant or deny permission to visit, a copy will be returned to you. This information will be kept in the Administration offices as well as in the building principal's office where you are seeking permission to visit. Please be specific in completing this form.

Name (please print)

Residence Address

Signature

Residence City, State, Zip Code

Date

**Visit Request**

Date and Time Requested	Location of Visit	Purpose of Visit

**The following is to be completed by District personnel only:**

Permission Granted

Permission Denied

Signature  
(Superintendent, Designee, or Board President)

Date

**Visit Supervision:**

Time In: \_\_\_\_\_

Time Out:

‘  
-

Signature of Supervisor  
(Building Principal or other certified employee)

Date

Policy History:

Adopted on:

Revised on:

(ISBA 07/08 UPDATE)

**Castleford School District #417**

**COMMUNITY RELATIONS**

**4420F(2)**

Sex Offenders

LETTER TO EMPLOYERS & CONTRACTORS  
REGARDING ACCESS TO SCHOOL PROPERTY BY SEX OFFENDERS

Dear Employer/Contractor:

The purpose of this letter is to help the school and District comply with State law placing restrictions on sex offenders' access to school children and school property. State law prohibits a sex offender from:

Being on or remaining on the premises of a school building 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.

Loitering 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.

Being 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.

Residing within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school's property line, unless the person's residence was established prior to July 1, 2006.

The following applies if you and/or your employee(s), subcontractor(s), delivery personnel, etc. are a convicted sex offender:

You need to immediately return this letter with the blanks completed to the building principal's office where you, your employee(s), subcontractor(s), delivery personnel, etc. may be providing any form of work or visitation onto any school grounds.

It is your responsibility to inform your employee(s), subcontractor(s), delivery personnel, etc. of this requirement. Anyone who is a convicted sex offender must complete this form and return it to the building principal prior to accessing school grounds.

When you and/or your employee(s), subcontractor(s), delivery personnel, etc. access

school grounds that you have not already described on the form below, you must inform the principal's secretary that you need to make an entry on your record of school visits. This record will be kept on file in the building principal's office where you are performing work or accessing school grounds.

The following must be completed by a convicted sex offender who is accessing school grounds for the purposes of maintenance, deliveries, contract work, etc.

Name of School that the Convicted Sex Offender Will Be Accessing

Name of Convicted Sex Offender  
(please print)

Date

Signature

Date

You do not need advance permission for you to visit school property, however, the work that you are to perform, reason for visit, or deliveries that you will complete must be known and approved of by the principal prior to you accessing school grounds.

You must provide the information requested below for the times you anticipate visiting the school, such as, when work will be performed, when deliveries will be made, etc.

For all other visits, you must go immediately and directly to the principal's office and provide the information on your record of visits.

You must remain under the direct supervision of the assigned school official.

When you are to leave, you must go immediately and directly to the principal's office and provide the time that you are leaving. You must then immediately leave the school grounds.

**Record of Visits**

Date	Location & Purpose	School Official Assigned	Time In	Time Out


Policy History:

Adopted on:

Revised on:

## **Castleford School District #417**

### **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 may be accepted and the action recorded, provided the conditions of acceptance do not remove any degree of control of the school district from the Board and will not cause inequitable treatment of any student(s) or student group(s).

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

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

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

Propositions giving funds, equipment, or materials to the school with a "matching agreement" or restriction are generally not acceptable. Acceptance of donated equipment or materials may depend upon the compliance with the board's policy of standardizing materials and equipment in the district which could restrict gifts purchased by the parent-teacher organizations to individual schools. The acceptance of a gift for a particular school, however, indicates the board's approval of the use the benefactor specified.

Any person or organization desiring to give a gift or make a donation, grant, or bequest to the board should contact the superintendent who may accept the gift, thank the donors, and inform the board, except that offers of real property will be accepted only by the board. Also, where the appropriateness of a gift is in doubt, the superintendent will refer the matter to the board for its acceptance or rejection. For example, single gifts of considerable value exhibiting the donor's name or business shall be considered on an

individual basis by the board.

Provided, all conditional gifts must be approved by the board.

Any gift or grant accepted by the board or the superintendent as its executive officer shall become the property of the board of education and will comply with all state and federal laws.

Legal Reference: Title IX, Education Amendment of 1972, 20 U.S.C §1681, et seq.

Policy History:

Adopted on:

Revised on:



## **Castleford School District #417**

### **COMMUNITY RELATIONS**

#### **4500R**

##### Public Gifts/Donations to the Schools (Regulations)

The following basic principles shall apply to all gifts accepted by the school district:

Gifts to employ “regular” full- or part-time personnel shall be discouraged.

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

Significant gifts to individual members of the staff by students, parents, or organizations shall be discouraged.

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

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.

Any purchased to be funded by a cash donation must be processed in accordance with district policy.

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.

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.

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.

##### Policy History:

Adopted on:

Revised on:



## **Castleford School District #417**

### **COMMUNITY RELATIONS**

#### **4510R**

Public Gifts to the Schools:

Donations of Material/Equipment Affecting Building Structure or Maintenance (Regulations)

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

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

The following procedures shall apply to filing a project request:

The organization desiring to make the donation must ensure the proposed project will not cause inequitable treatment of any student(s) or student group(s).

The organization will discuss the proposed project with the building principal prior to filing a request with the central office.

After discussion with the building principal, the organization will submit a written request to the director of property services specifying the type of item to be donated, the technical specifications of the item, and information regarding installation, maintenance, and replacement of the item.

The request will be evaluated by a committee appointed by the superintendent or designee. The committee will use the following criteria in evaluating the proposed project:

Educational value to the student body;

Cost factors in relation to the board of education's approved budget:

Immediate costs such as installation or remodeling,  
Long-range costs such as operation and maintenance,  
Replacement costs when the item is no longer operable.

Technical quality of the proposed donated item;

Commitment of the donating organization to continuance of the project.

Based upon the committee's evaluation and recommendations, the superintendent will approve or disapprove the request. If the request is disapproved, the committee will make recommendations to the requesting organization as to requirements necessary to approve the request.

If a project is disapproved by the committee and the superintendent, the requesting organization may appeal the decision to the board of education.

Policy History:

Adopted on:

Revised on:

## **Castleford School District #417**

### **COMMUNITY RELATIONS**

#### **4600**

##### Volunteer Assistance

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

**Volunteers Mission:** As advocates of children in partnership with schools, parents, community members and business, the Castleford School Volunteer Program supports the educational process with time and resources to promote student success.

##### 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: 12/15/2009

Revised on:

4600-1  
(ISBA 1/06 UPDATE)

**Castleford School District #417**

**COMMUNITY RELATIONS**

**4600F(1)**

**CASTLEFORD SCHOOL DISTRICT #417**

**VOLUNTEER APPLICATION**

Thank you for your interest in serving as a school volunteer. The application procedure helps us to provide the safest environment for our students. Prior to completing the volunteer application it is required that you read the District's policy regarding volunteers. A criminal history/ fingerprint check will be obtained. The school's volunteer coordinator will contact you upon the application process being completed.

Personal Information:

Last Name: \_\_\_\_\_

First Name:

Social Security  
Number: \_\_\_\_\_

Date of Birth:

City of Birth: \_\_\_\_\_

State of Birth:

Gender: \_\_\_\_\_

Race:

Home Phone: (208) \_\_\_\_\_

Business Phone: (208)

Home Address:

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip:

School Selection:

1. List all schools where you will volunteer:

2. If you have children attending those schools, list the child's name, grade and school:

Child's First & Last Name:

School Child Attends:

Grade:

Child's First & Last Name:

School Child Attends:

Grade:

Child's First & Last Name:

School Child Attends:

Grade:

Volunteer Availability:

I am available at the following times:

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Education Information:

Provide highest level of education completed:

Employment Information:



Current Employer

Address:

Position:

Years with Employer:

Past Volunteer Experience:

Name of Organization:

Contact Name:

Address:

Can we contact Supervisor? Yes No

Name of Supervisor & Supervisor's Position:

Phone Number:

When did you volunteer? From: \_\_\_\_\_ To:

References:

List two references who have known you for at least one year and are not related to you.

Please notify your references to expect us to contact them.

Name # 1: \_\_\_\_\_ Name # 2:

Phone: \_\_\_\_\_ Phone:

Relationship: \_\_\_\_\_ Relationship:

Email: \_\_\_\_\_ Email:

Background Security Information:

To safeguard the children we serve, \_\_\_\_\_ School District screens volunteer applicants. All information is confidential and will not be shared.

Yes No I will cooperate with the \_\_\_\_\_ School District in obtaining fingerprint background check.

Yes No Have you ever been convicted of a felony? If yes, explain:

Yes No Have you ever committed any criminal offenses against a minor?

Yes No Have you ever been arrested, found guilty, entered a plea of no contest or had adjudication withheld in a criminal offense other than a minor traffic violation?

Statement of Understanding & Signature (Required):

I have read the district's policy and procedure regarding volunteers. I fully understand the policy and procedure and agree to abide by them.

I affirm that all of my responses are true, complete and correct to the best of my knowledge and are made in good faith. In addition, I certify that I have reviewed the above criminal history information and responded truthfully. I understand that all involvement with students is restricted to approved school activities. In exchange for the benefit I receive from being allowed to volunteer within the school district I agree to indemnify \_\_\_\_\_ School District from any and all responsibility of liability that they may incur as a result of volunteering my services to the district.

Signature

Name Printed

Date

*A completed fingerprint card must be attached to this request. Submit a separate form for each request.*

*Please print clearly in blue or black ink.*

**REQUEST** (check one)

I am requesting an Idaho criminal history check on the subject named below..

I am requesting a copy of my Idaho criminal history check..

Name

Date of Birth

Requester Name (if different)  
History Check

Reason for Criminal

Address of Requester (Results will be mailed to this address.)

**RESULTS**

Record Attached

No Record Found  
Date

BCI Initials

**General Information: An individual may obtain a copy of an Idaho record through the following procedures.**

Submit a set of rolled fingerprints of the subject of the check on an applicant fingerprint card. These will be used to search the BCI database of fingerprints. BCI will return the fingerprint card with the search results. Fingerprints provide a positive method of identification. The fingerprint card must be completed and include: name (print), alias names (including maiden and previous married names), current address, sex, date of birth, and (optionally) social security number. The subject of the check must also sign and date the card. The date must be within 180 days of the fingerprint card submission.

A check made payable to Idaho State Police must accompany the fingerprint card. **The fee is \$10 for each fingerprint check.** A \$20.00 processing fee will be charged for any returned checks.

This request may be hand delivered or mailed to the address below. The bureau does not telephone or fax responses. Please allow ample time for processing this request. Requests are processed on a first come basis.

The records maintained by the Idaho Bureau of Criminal Identification (BCI) are based upon the felony and serious misdemeanor arrests reported to BCI from other Idaho criminal justice agencies. If a person disputes the accuracy of information obtained, that person may challenge the information by writing to the address on this form.

Idaho code 67-3008 (6) states, "A person or private agency, or public agency, other than the department, shall not disseminate criminal history record information obtained from the department to a person or agency that is not a criminal justice agency or a court without a signed release of the subject of record or unless otherwise provided by law."

**P.O. BOX 700 MERIDIAN, ID 83680-0700 - (208) 884-7130 - FAX  
884-7193**

I:\APP\Letters\fprequest.doc  
Rev. 6/28/2000

**Castleford School District #417**

**COMMUNITY RELATIONS**

**4600F(2)**

**IDAHO STATE POLICE  
BUREAU OF CRIMINAL IDENTIFICATION**

**NON-CRIMINAL JUSTICE CRIMINAL HISTORY RECORDS  
FINGERPRINT CHECK REQUEST  
of the Idaho Central Repository of Criminal History Records**

**Castleford School District #417**

**COMMUNITY RELATIONS**

**4600F(3)**

**Volunteer Confidentiality**

Volunteers may see student records whether they are doing data entry or not. To make sure volunteers know the importance of keeping records confidential, the Castleford School District requires all Volunteers to sign this Volunteer Code of Confidentiality.

**Volunteer Code of Confidentiality**

All student records should be considered confidential.

Records should be not be left in a place where they can be viewed by others.

Copies of records can only be shared with administrative approval.

Volunteers should not discuss or repeat information overheard while in the staff lounge or offices by teachers or administrators.

Volunteers should not discuss information obtained while in a classroom, such as a student's grade or behavior, with anyone other than the student's teacher.

Directory information, including student's and staff's name, address, telephone number, date and place of birth, student's photograph, participation in officially recognized activities and sports, weight and height of student members of athletic teams, dates of attendance and awards received, and previous educational agencies or institutions attended can only be shared with administrative approval.

Concerns or questions regarding student records of issues of confidentiality should be brought to the attention of the staff member that supervises the volunteer and the school administrator.

Any knowledge of a violation of this Code of Confidentiality should be immediately reported to the school administrator and the staff member who supervises the volunteer.

By signing, I acknowledge that I have read, understand, and will comply with the Volunteer Code of Confidentiality.

Date

Signature

Policy History:

Adopted on:

Revised on:

## **Castleford School District #417**

### **COMMUNITY RELATIONS**

#### **4600P**

##### Volunteer Assistance Procedures

The District supports and encourages volunteers in our schools. Volunteers work in cooperation with schools to help in meeting the needs of children and the school staff. The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator. The following procedural guidelines are being set with regard to volunteers.

##### Qualifications and Requirements.

The qualifications and requirements of a volunteer include:

- A. Be community member of good standing and possess an aptitude/interest for working with students and teachers.
- B. Be dependable and of appropriate character to work with students and teachers.
- C. Complete a Criminal History Records Check. All volunteers must complete a Criminal History Records Check supplied by the District prior to service and will be subject to a background check. Any volunteer applicant who does not disclose his/her criminal background will not be eligible for service.
- D. Read the district's policy and procedure regarding volunteers.
- E. Complete a Volunteer Application provided by the District.

Fair Labor Standards Act. Section 3(e) of the Fair Labor Standards Act, 29 U.S.C. § 203(e)(4)(A), provides that individuals performing volunteer services for units of state and local governments will not be regarded as "employees" under the statute if several criteria are met:

The employee must perform the voluntary service without promise, expectation or receipt of compensation for services rendered.

Individuals will be considered volunteers only where their services are offered freely and without pressure, direct or implied, from any employer.

The individual may not be employed by the same school district to perform the same type

of services as those for which the individual proposes to volunteer.

Additional Requirements.

Any volunteer who falsifies information on his/her application will not be eligible for service.

Volunteers will work with students in areas designated by school staff.

Volunteers will treat all students equally regardless of gender, race, religion or culture and refrain from any comments that can be construed as racist, sexist or bigoted.

Volunteers must refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial products.

Disciplinary issues should be referred to the student's teacher.

Volunteers may not be in possession of or under the influence of alcohol or illegal substances.

Smoking or the use of tobacco products is not permitted on school grounds or supervised trips.

If a volunteer is unwilling to agree to the requirements of the District's policy and procedure regarding volunteers, the Principal will inform the applicant that he/she may not perform volunteer services in the District.

Background Check.

The District shall conduct, at *District / Volunteer (choose one)* expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal or designee and the volunteer has undergone the required records check.

If the background check reveals evidence of convictions as identified in the paragraph below or other concerns regarding past behavior, the candidate will not be recommended.

- A. Convicted of any crime against persons.
- B. Found to have sexually assaulted or exploited any minor or to have physically abused any minor.
- C. Found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor or their spouse.
- D. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor or their



spouse.

If a criminal background check reveals a conviction or pending charge which substantially relates to the nature of the position and which the candidate failed to disclose as required on the district application form, his/her application for volunteer assignment may be rejected.

If the criminal background check confirms a conviction or pending charge which the candidate acknowledged on the application form, a determination shall be made, in consultation with legal counsel, whether or not to reject the application based upon a consideration of the circumstances of the conviction/pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied.

#### Selection and Placement of Volunteers.

Placement of volunteers shall be the responsibility of the building principal who shall base placement decisions on data regarding staff needs. Volunteers shall not correct or make decisions regarding students or other personnel. No volunteer shall be placed unless a need has been identified and approved by the building principal.

#### Supervision.

All volunteers shall provide assistance only under the direct supervision of a member of the professional administrative and teaching staff. Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

Volunteers who jeopardize the security or safety of a facility or office may be denied access to the school. Additionally, volunteers who are inappropriately dressed may be denied access to the school.

If a volunteer is injured while on school premises or providing volunteer services, he/she will report this injury to the building principal as soon as reasonably possible.

#### Relationship Between Schools and Volunteers.

When arriving at school during regular school hours, volunteers will sign in and be issued a badge.

School staff will be courteous to volunteers and show respect for their contributions. Likewise, volunteers will be expected to extend courtesy and respect to school staff. Any issues that may arise will be referred to the volunteer coordinator or school principal as appropriate.

All volunteers working in schools will be under the direct supervision of an accountable member of the school's staff. Periodic assessments should be made to ensure volunteers are working productively with students.

Orientation and Training.

The Superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures. Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal. Exceptions would be district-wide programs established by the administration whereby general volunteer programs would be defined.

Duties and Responsibilities.

A volunteer's assignment shall be limited to assisting staff members with duties such as routine tutorial, clerical, housekeeping and material preparation tasks. The assignment shall be limited to situations which may be supervised by a certificated staff person. In some instances, volunteers may perform clerical and material preparation tasks away from the school site. Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting. Volunteers will not discuss the performance or actions of students except with the student's teacher, counselor or principal.

Additional specific areas in which a volunteer may be used are as follows:

Reading stories to students Assisting in supervising the loading and unloading of buses Helping in learning centers, computer labs, libraries, cafeterias, offices, etc. Lecturing on special topics Assisting in technology Helping set up science experiments Acting as hostess for school functions	Providing exhibits Arranging and assisting in field trips Assisting in supervising playgrounds Tutoring Contacting groups of parents by telephone Organizing parents for special projects Mentoring Participating in business and community partnerships
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Volunteers will supplement and enrich programs and services in the District but will not substitute for employee activities and functions.

Orientation.

Each school should thoroughly orient volunteers to the duties they will perform.

Volunteers also should be acquainted with the overall operation of the school, including what is expected of all employees and volunteers. They should be cautioned to discuss school matters outside of school in a responsible manner.

Training at local schools should not be held simultaneously with school-sponsored functions. Volunteers should not have to choose between attending a school function or a volunteer training. However, it is appropriate to hold trainings prior to or immediately following a school-sponsored event.

Each volunteer coordinator will provide all volunteers with a handout of expectations, guidelines and procedures specific to the school.

All volunteers will be oriented on the following:

Volunteer guidelines, policies and procedures

Expectations for creating positive school climate

Safety and security issues

Confidentiality: All communications are to be kept strictly confidential. Information about the student may be shared only with the teacher, principal or guidance counselor of the school.

Transportation

Dress Code

Sexual Harassment

Blood borne pathogens

Volunteers may receive initial training from Castleford Schools or from the district office. When a volunteer is trained away from the local schools, the District volunteer coordinator who conducts the training must provide the volunteer's name to the local school volunteer coordinator.

The volunteer coordinator will notify the volunteer specialist of training dates. These will be posted at the District office or on the District website.

At the beginning of each school year, schools are encouraged to have multiple training sessions at various times of the day. Beginning in October, the District's volunteer coordinator will hold one training session at the district office or at a local school each month.

### Termination.

Although the District is not limited to the reasons below, a volunteer can be terminated for the following:

Breach of confidentiality concerning student or other privileged information.

Unlawful conduct or breach of the District rules and regulations.

Physical or emotional stress which incapacitates the volunteer.

Inability to cooperate and work effectively with site staff and students.

Activities that threaten the order or security of the site or the safety of the volunteer.

Erratic or unreliable attendance or behavior.  
Unsatisfactory service.  
Sexual misconduct.  
Providing falsified information on the application.  
Establishing inappropriate relationships with youth served.  
Criminal charges or conviction of a crime.

A volunteer may be asked to terminate his/her services when circumstances which in the judgment of the administrator necessitate termination.