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501.0 - SCHOOL-COMMUNITY RELATIONS

A goal of school public relations is to improve the quality of education for all children. In order to achieve this goal, and to evaluate progress towards it, the Board sets itself the following objectives:

1. To help parents and other citizens recognize their responsibility for the quality of education provided by their schools;
2. To foster public understanding of the need for constructive change and to solicit public advice on how we can achieve our educational goals;
3. To involve citizens in the work of the schools and the solving of educational problems;
4. To identify non-parent groups, such as senior citizens, and promote the involvement of these persons in school activities and programs;
5. To earn the good will, respect, and confidence of the public with regard to school staff and services;
6. To promote a genuine spirit of cooperation between the school and the community and to set up channels for sharing the leadership in improving community life.
7. To develop public understanding of all aspects of school operation; to ascertain public attitudes toward issues in education; and to discover the public's aspirations for the education of their children;
8. To secure adequate financial support for a sound educational program;

502.0 - PUBLIC INFORMATION PROGRAM

The Board will keep all the staff and patrons informed of the affairs of the district. To achieve its goals for good school/community relations and maintenance of open two-way channels of communication with the public, the Board authorizes the superintendent to:

1. Design a formal plan for public relations at the district and building levels and assign the responsibility for implementing the particulars of the plan to the Public Information Officer or other designee.
2. Prepare or guide the preparation of informational materials including: newsletters, articles for periodicals, newspapers, television and radio releases, special pamphlets, and other assigned material and to maintain close liaison with mass media and publicity organizations.
3. Prepare or assist in the preparation of materials which will keep staff members informed of school and individual recognitions, awards and achievements.
4. Organize or assist in development of speakers' bureaus and speaking engagements with civic, PTA/PTO, and other groups.
5. Provide staff members with assistance and materials for working with educational conventions or meetings and for preparation of material for community and staff consumption (handbooks, information leaflets, etc.)
6. Assist in coordinating work with civic and other groups which contribute to school system values.
7. Serve as community relations counselor to the Board and other staff members.
8. Urge each principal and school to maintain good school-community relations including issuing a school newsletter or regular communication advising parents and patrons of school programs and activities.

502.1 - Accessibility to Administration Office Services

Upon request and with 48 hours notice, services otherwise rendered in the basement of the Administration Office will transpire in the first floor Board Room to accommodate persons who cannot access the basement due to disability. This policy will be posted on the Idaho Falls School District 91 website and in a conspicuous place in the lobby of the Administration Office along with instructions on how and where to make such a request. See AP 502.1 <http://vd-p.d91.k12.id.us/AdminPrd/>

Policy History:

Adopted: 07/15/2015 Revised: _____ Reviewed: _____

502.2 – Website Accessibility and Nondiscrimination

The District is committed to ensuring that people with disabilities have an opportunity equal to that of their nondisabled 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 nondisabled 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, 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 2.0 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 District web presence that is developed by, maintained by, or offered through the District, third party vendors and/or open sources may complain directly to a school administrator. The initial complaint or grievance should be made in accordance with Board Policy 506.0. When a school administrator receives the information, they shall immediately inform the District’s IT Department. The Complainant need not wait for the investigation of any grievance or complaint in order to receive the information requested.

Whether or not a formal complaint or grievance is made, once the District has been notified of inaccessible content, effective communication shall be provided as soon as possible to the reporting party to provide access to the information.

Testing and Accountability

The District will ensure website accessibility training to all appropriate personnel, including employees who are responsible for developing, loading, maintaining, or auditing web content functionality. The District IT Department will be responsible for managing the review and evaluation new material that is published by the District and uploaded to the website for accessibility on a periodic basis. The District IT Department will be responsible for managing the review of all areas of the District’s website and the evaluation of its accessibility on a periodic basis, and at least once per quarter. Any non-conforming webpages will be corrected in a timely manner.

This policy shall be available to the public via a link entitled “Accessibility,” which shall be located on the District’s homepage.

Cross Reference: IFSD #91 Board Policy 506.0-Public Complaints

Legal Reference: Title II of the Americans with Disabilities Act of 1990
Section 504 of the Rehabilitation Act

Policy History:

Adopted: 01/10/2018

Revised: 12/13/2017

Reviewed: 11/15/2017

503.0 - PUBLIC'S RIGHT TO KNOW

The minutes, accounts and other non-confidential records of the Board are public documents. They are in the custody of the Superintendent, or a designee, and shall be made available to the public, upon request, during regular business hours.

Upon receipt of a written request, the Superintendent or a designee will provide a copy of the record requested. A reasonable cost will be charged to defray the expense of copying requested materials.

Confidential records are not open to the public. These include staff personnel records, student records, and records pertaining to such matters as may be discussed in executive session.

503.1 - Retention of District Records

In compliance with Idaho Code, the Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of District records. This schedule likewise identifies the anticipated physical location of where such records may be kept or maintained by the District, in addition to the possible document retention of all categories of records on the school's servers and computer systems.

Superintendent will designate a district level administrative assistant to serve as the Records Custodian. The Records Custodian is responsible for the maintenance, safeguarding and destruction of the District's records. Performance of such duties shall be in cooperation with the District's Business Office, Directors of Maintenance and Operations, Transportation, and Technology, the Principals at the school's buildings and other administrative personnel employed by the District. However, each school employee is likewise responsible for having knowledge of this policy and the requirement to safeguard the District's records, electronic or otherwise, consistent with the administrative procedures.

The Superintendent or designee(s) shall work in conjunction with the District's Technology department to assure that the school's staff is aware of the routine destruction of electronic District records, including emails, such that they are able to assure that the District's public records are retained consistent with the administrative procedures, regardless of whether they are maintained in a hard copy or an electronic copy. In such a process, the District's employees need to retain District records included in the administrative procedures, particularly student educational records, personnel records, and investigative records, in a format that is not part of the District's routine electronic records destruction and/or notify the technology personnel of the District that a particular document is not to be destroyed as part of the routine destruction of electronic records.

Unless otherwise prohibited by applicable law, all District records may be maintained digitally and/or in paper copy.

Method of Destroying Official Records

The District's official paper records, and any copy thereof that may be deemed to be confidential and/or not intended to be disseminated to the public, will be shredded before disposal. Digital records will be destroyed in accordance with current industry standards.

Retention of Electronic Mail/e-mail

The District will retain electronic mail/e-mails for three (3) years. All email will be automatically deleted from the District's system at the end of this retention period. It is the responsibility of every district employee to assure that District documents that need to be retained for a longer period of time due to federal law, state law or the provisions of this policy are retained accordingly and in a different format than electronic mail. An employee's failure to retain District documents accordingly could serve as a basis for discipline, up to and including possible termination.

Suspending of Destroying Official Records

The District will immediately cease the destruction of all relevant records, including electronic records, even if destruction is authorized by an approved Retention Schedule, for the following reasons:

1. If the District receives a Freedom of Information Act (FOIA) request;
2. If the District believes that an investigation or litigation is imminent; or
3. If the District is notified that an investigation or litigation has commenced.

The Superintendent or designee(s) is responsible for carrying out this policy.

If relevant records exist in electronic formats (such as email, digital images, documents, databases, backup media, etc.) the District's Administrative personnel shall notify its information technology staff to cease the destruction of records relating to the subject matter of the suit/potential suit or investigation. Failure to cease the destruction of relevant records could result in penalties against the District.

Other Records

In the event that District records do not correspond to any of the categories listed in the administrative procedures, the Superintendent or designee(s) will determine the period of retention for a particular record.

Legal References:

I.C. § 33-407 Return of Canvass of Elections
I.C. § 33-508 Duties of Clerk
I.C. § 33-701(8) Fiscal Year—Payment and Accounting of Funds
I.C. § 56-209h Administrative Remedies
I.C. § 74-119 Agency Guidelines
SDE Idaho Special Education Manual Revised 2009, Chapter 11, Section E
SDE Administrator's Handbook 1.43
Federal Regulation

Idaho Records Management Guide, August, 2013

Policy History:

Adopted: 05/09/2018

Revised: 04/11/2018

Reviewed: 03/15/2018

504.0 - COMMUNITY USE OF SCHOOL FACILITIES

When not in use for school purposes, school buildings and grounds or portions thereof, may be used for adult education, discussion groups, recreation, entertainment, and religious, civic, or social purposes, and such other purposes that promote the welfare of the community, including use as registration and polling places for voters.

No person, group, or organization has any vested right to use school property. But, the Board of Trustees may grant the use of buildings and grounds for any lawful purpose.

A nominal rental fee to cover the cost of heat, lights, and general expenses of opening the building may be charged in accordance with a schedule approved by the Board. School affiliated clubs and organizations utilizing district facilities for fund raising activities shall be exempt from the rental fee, but will be responsible for custodial fees if incurred.

Permission to use school facilities will be granted by the superintendent or his/her designee, in keeping with school board regulations, to organizations and residents when such use will not interfere in any way with the regular programs and activities of the schools.

The school system will provide adequate custodial service and supervision at the expense of the group using the facility or the renting group may elect to provide clean-up services subject to approval of school district staff.

The superintendent or designee shall establish such rules and regulations as needed to implement this policy as well as to assure the preservation of school district property. Accordingly, the Board will review regulations pertaining to the use of school facilities.

AP504 <http://vd-p.d91.k12.id.us/AdminPrd/>

Policy History:

Adopted: _____ Revised: 06/28/2011 Reviewed: _____

505.0 - PUBLIC SOLICITATIONS-ADVERTISING IN THE SCHOOLS

Students and faculty of the schools are to be protected from intrusions on their time by announcements, posters, bulletins, and communications of any kind from individuals and organizations not directly connected with the schools.

In all cases, the policies listed below will be executed by the Superintendent at his/her discretion. When any group or organization is not satisfied with the judgment of the Superintendent as exercised under this policy, it may petition the Board in writing.

The Superintendent and principals are urged to interpret this policy strictly. Exceptions may be made, when, in their judgment, the best interests of the school will be served. In the case of differences of opinion, the decision of the Superintendent will be final.

505.1 - Solicitations in the Community

Discretion should be applied to all fund raising considerations. All student projects which involve solicitations from the community or business firms, or which involve the sale of tickets or commodities, must have the approval of the principal and the Assistant Superintendent for Instruction and Curriculum. Fund raising projects from any one school should be confined to that attendance area. In no instance will students be encouraged or permitted to pursue fund raising by door-to-door solicitation.

505.2 – Solicitations of Students

The public school setting is not to be used to contact staff members or students for sales or other commercial purposes not directly related to the operations or activities of the District or the school.

The schools shall strive to protect the students and their parents from money raising plans of outside organizations, commercial enterprises and individuals. This policy applies particularly to ticket sales and sales of articles or services except those directly sponsored or approved by the school authorities.

When requests appear, the procedure to be followed will be:

1. Principals of individual schools should refer requests for solicitations or distribution of materials to the Director of Education or designee. Persons who have approval from the District Office will show an approval card to principals.
2. The Director of Education will judge the request according to the following criteria:
 - a. Materials which promote commercial or profit making organizations or businesses will not be distributed in the schools. The school staff and pupils shall not be used in any manner for promoting interests of a commercial nature.

- b. Projects which are profit-making but which also provide funds for PTA/PTO and other parent or student groups will be allowed at the discretion of the principal.
 - c. Surveys, questionnaires and requests for information will be judged by the appropriate administrator on the basis of merit to the schools and the students.
 - d. Upon approval of an administrator, the schools may distribute information which advertises activities of non-profit making organizations or activities which will promote the general welfare.
3. If a principal chooses not to participate in any of these activities, he or she will be allowed to abstain.

505.3 - Solicitations of Employees

Sales representatives will not be allowed to make presentations to teachers or staff members relative to items of a personal interest during school hours.

The names and addresses of employees shall not be given to any private person or firm as an aid in soliciting business, contributions, or collections.

506.0 - PUBLIC COMPLAINTS

The Board recognizes that situations may arise in the operation of the system which are of concern to parents or the public. Such concerns are best dealt with through communication with appropriate staff members and officers of the District, such as the faculty, the principals, the Superintendent or designee and the Board.

The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning individual students should first be addressed with the teacher or the person directly involved in the matter.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school.
3. Unsettled matters from (2) above or problems and questions concerning the District should be directed to the Superintendent or designee.
4. If the matter cannot be settled satisfactorily by the Superintendent or designee, it may be brought before the Board of Trustees.
5. In the event the complaint is against a particular teacher or District employee, the affected employee must be notified within five working days. For this reason, the board requires that such complaints, which may ultimately be resolved by the Board, shall be in writing. Complaints informal in nature to be administratively acted upon, and not intended for Board action, may be orally directed to the principal, central office administrators, or the superintendent.

Written complaints received by the District involving District personnel will be made available to the affected personnel.

The Board considers it the obligation of employees of the District to entertain the questions of parents or the public.

Policy History:

Adopted: _____

Revised: 06/28/2011

Reviewed: _____

507.0 - RELATIONS WITH COMMUNITY ORGANIZATIONS

The public schools have the primary responsibility for the formal education of the children and youth of the community. However, the Board recognizes that many governmental agencies and community organizations, while not primarily concerned with education, play a definite role in education.

Therefore, it will be the desire of the Board to establish positive working relationships with all other public and private organizations which contribute to the education process and to the general welfare of the citizens of the community.

507.1 - Relations with PTA/PTO Groups

The Board recognizes that parent-teacher organizations are a source of interest in the public schools. The district looks to the PTA/PTO as a means of promoting a finer educational program by achieving better understanding among the pupils, the parents, the teachers, and the administrators. The district will give every encouragement to the maintenance of enthusiastic and industrious parent organizations.

507.2 - Relations with Governmental Authorities

The school serves the children, the parents, and all of the residents of the city, and it is in the interests of all to coordinate the functions of the Board with other agencies concerned with the security, safety, health, and well being of the citizenry.

Therefore, the Board directs its administrative staff to inform the elected and appointed officials of the local, county, and state governmental units of the desire to plan cooperatively for the improvement of services to residents.

The Board and its administrative officers welcome elected officials to participate with them in the planning and execution of such projects as will be mutually beneficial.

To this end, the Board of Trustees and the City of Idaho Falls have developed and executed a "Joint Use Agreement" which stipulates formal terms and conditions for cooperative efforts. This agreement will be evaluated annually and updated as needed. It shall be the responsibility of the superintendent and/or his/her designee to administer the "Joint Use Agreement" on behalf of the school district.

(Reference: "Memorandum of Agreement" between the city of Idaho Falls and Idaho Falls School District #91, executed March 14, 1989.

507.3 - Relations with Planning Authorities

The Board will participate in local and state planning functions that could directly affect district schools and their immediate environment.

The Superintendent will keep the Board informed of planning matters bearing directly on the operation of the district schools or school sponsored programs and will undertake action on behalf of the Board to influence matters in the best interests of the students, the schools and the district.

The Superintendent will give particular attention to the following factors when analyzing the impact of local planning proposals:

1. Effect on the school and its students of forced growth in excess of the maximum enrollment limits stated in the school district's master plan;
2. Highway and road construction and traffic implications such as noise and air pollution, hazardous crossings, and congested ingress and egress;
3. Overload, deterioration, vandalism, and maintenance of schools, fields, tennis courts, and other school facilities;
4. Need for bikeways, parking, and additional bus transportation.

507.4 - Relations with Police Authorities

Relationships between the schools and officials of law enforcement agencies in investigative matters concerning pupils will take into consideration the respective roles of the schools and law enforcement agencies in assisting and protecting the interests of the community and ensuring the rights of all concerned.

507.5 - Relations with the Representative Organization

The Board and the Representative Organization recognize that the best interests of public education will be served by a spirit of cooperation between the Board of Trustees and the teachers and the maintenance of free and open exchange of views in determining and resolving matters of mutual concern.

507.5.1 - Right to Organize

The Board and the Representative Organization agree that the individual teacher may have full freedom of association and self-organization. However, the Board and the District shall not be required to recognize or negotiate with any organization not so designated.

507.5.2 - Pertinent Information

The Board and the Representative Organization will exchange requested information regarding mutual interests and concerns.

507.5.3 - Representative Organization Business

The Board will permit Representative Organization representatives to transact necessary Representative Organization business on school property, provided that this does not disrupt regular school operations. Authorized Representative Organization representatives may be allowed to receive telephone calls or other communiqués during school hours providing they do not disrupt the regular classroom or school operations and activities.

507.5.4 - Use of Buildings

The Board will grant permission for the use of District buildings to the Representative Organization and its representatives for meetings. Such facilities must be scheduled through the building administrator prior to the day of the planned meeting. Care will be taken to see that rooms, etc., are restored to their normal condition following such meetings.

507.5.5 - Use of District Equipment

The Board will permit the Representative Organization to contract with the District administration to have printing or duplicating work done at cost. Audio-visual equipment for use in Representative Organization meetings may be checked out from the scheduled building.

507.5.6 - Use of District Communications

In order to meet the needs of Representative Organization members and promote two-way communication with the Board of Trustees, the Board will grant the Representative Organization use of district communication, such as telephones, e-mail, interoffice mail, faculty mailboxes, and bulletin boards in faculty areas.

507.5.7 - Representative Organization Involvement at Faculty Meetings

The Board grants the Representative Organization reasonable time on the agenda of the orientation program for new teachers to explain Representative Organization activities. Furthermore, reasonable time will be provided at faculty meetings to present reports and announcements.

507.5.8 - Representative Organization Involvement at School Board Meetings

The Board of Trustees shall place the Representative Organization President or his/her designee on the agenda of each regularly scheduled Board meeting to provide a report to the Board.

507.5.9 - Notice of School Board Meetings

The Board directs that the President of the Representative Organization or the President's designee shall be given notification of all regular and special meetings of the Board of Trustees together with a copy of the agenda or a statement of purpose of each meeting at least twenty-four (24) hours prior to the scheduled time of the meeting. Minutes of the meetings shall be sent to the President of the Representative Organization or a designee.

507.5.10 - Payroll Deduction

The Board of Trustees agrees to deduct on a monthly basis the dues for membership in the Representative Organization.

507.5.11 - Exclusive Rights

The Board recognizes the Representative Organization as having the exclusive rights as the representative in collective bargaining. Recognition of the Representative Organization will be in accordance with Idaho Code.

Policy History:

Adopted: 06/28/2011

Revised: _____

Reviewed: _____

508.0 - RELATIONS WITH OTHER AGENCIES

It is the general policy of the District to support educational endeavors of other institutions whose goals are compatible with those of the District. The following guidelines shall foster a cooperative intent where practical:

1. The School District will promote improved cooperation with other school districts in selected programs which can expand students' knowledge and which can be better done in cooperation than by a single district acting alone.
2. The School District will assume appropriate responsibility for expanding the fiscal base for education, providing for efficient expenditure of funds, and bringing about state or federal legislation which improves education or contributes to District goals.
3. The School District will cooperate with recognized professional educational organizations for the mutual improvement of education.

509.0 - GIFTS & BEQUESTS

509.1 - Cash Donations

Each year a sum of money may be budgeted within the School Plant Facility Fund to match funds that are raised within the school to purchase equipment and materials for District programs.

An additional sum of money may be designated to match gifts and bequests that are given to the District or a school for special purchases or projects. In this category, matching funds (up to \$5000) may be provided for any one project. Funds from these sources may not be enhanced with money from other sources for purposes of matching, and are limited on an annual basis to the amount budgeted.

In all cases, the requests are to be directed to the Board of Trustees through the appropriate administrator(s). The Board will consider and approve each request on the basis of its contribution to the school and the District.

509.2 - Non-Cash Donations

Gifts made to the School District in the form of goods/services will be evaluated as to the utility and ongoing costs involved in their acceptance. The School District shall make no statement, written or implied, as to the dollar value of such gifts and in no case will such donations be considered matchable.

510.0 – PRIVATE SERVICE PROVIDERS WORKING WITH STUDENTS IN PUBLIC SCHOOLS

1. Private Service Provider means a person, group, agency or organization that meets the following conditions:
 - a. Is not an employee of Idaho Falls School District #91 or a public agency with legal jurisdiction over the circumstances related to their involvement with the student, and
 - b. Is paid for services provided to the student.
 - c. Provides evidence of a satisfactory State of Idaho Background Check.
 - d. Provides evidence of personal liability and Workers' Compensation Insurance.
(Examples of Private Service Providers includes, but is not limited to, Physicians, Optometrists, Psychologists, Counselors, Targeted Service Coordinators, Behavioral Therapists, Developmental Disabilities Specialists, Speech Therapists, Occupational Therapists, Physical Therapists, Social Workers, Substance Abuse Counselors, Psycho-Social Rehabilitation Specialists.)
2. Private Service Providers may do the following in District #91 schools:
 - a. Refer a student to a school Multi-Disciplinary Team (MDT) for consideration for evaluation to determine eligibility for special education.
 - b. Submit evaluation reports to a school IEP team for consideration related to the referral or an evaluation being conducted by the MDT.
 - c. Be invited to an IEP Team Meeting by either the school or the parent.
 - i. Under IDEA 1997, the determination of eligibility for special education and the provisions of a Free Appropriate Public Education (FAPE), is the responsibility of the IEP Team and cannot be prescribed by any other entity.
 - ii. All educational decisions regarding educational methodology, materials, and personnel are the responsibility of the school district.
 - d. Provide services in the schools to students under the terms of a contract with the District.
 - i. Contracts are established when the District is paying for the services and should describe the services, the role and responsibilities of the Private Service Provider with the IEP Team, the frequency and duration of services, documentation of licensure/certification to perform the prescribed services, address issues related to liability, terms for payment, and state the provisions for changes or termination of the contract.
 - ii. Contracted services to a student with a disability shall be included on the student's IEP.
 - e. Provide services to students under the terms of a Memorandum of Understanding with the District.
 - i. Memorandums of Understanding are established when the District is not paying for the services, but agree that the services are needed in the school for the benefit of the student's progress in the general education curriculum. The Memorandum of Understanding shall describe the

specific services provided, the responsibilities of the school and the private provider, the provisions for space, time, equipment, materials provided by the District, and that the District may terminate the Memorandum of Understanding at any time.

- ii. Services provided under a Memorandum of Understanding to a student with a disability shall not be included on the student's IEP.
 - iii. The District has no obligation to enter into a contract or Memorandum of Understanding with a Private Service Provider or allow such Provider access to school district property, space, materials, or equipment.
3. District records are only accessible to Private Service Providers under contract with the District or with written consent of the student's parent or guardian, or if the student is 18 years of age or older. Requests for records may be subject to a fee to cover the costs of copying and mailing.
 4. Nothing in this policy shall be construed to limit or impinge in any way on services parents may acquire for their child that are provided outside the school day or year.

Policy History:

Adopted: 01/14/2003

Revised: _____

Reviewed: _____

END OF SECTION 500