

SECTION K – SCHOOL-COMMUNITY RELATIONS

POLICY REVIEW

2017

CHANGE LOG

1. ADD KA
2. ADD KB
3. ADD KBA
4. ADD KBAA
5. ADD KBAA-R(1)
6. MODIFY KBC
7. ADD KBCA
8. DELETE KC
9. DELETE KD
10. CHANGE CODE KGD TO KDG
11. DELETE KFA
12. MODIFY KG
13. MODIFY KGB
14. MODIFY KH
15. MODIFY KI
16. ADD KIA
17. MODIFY KK
18. MODIFY KL
19. ADD KL-E(1)
20. ADD KL-E(2)
21. ADD KL-E(3)
22. ADD KMA
23. ADD KMC
24. MODIFY KMI
25. ADD KN

Notes - We don't currently have this policy

SCHOOL & COMMUNITY RELATIONS GOALS

The Board believes that responsible management of the school district requires current laws, standards, attitudes, and philosophies of education be presented to the community on a continuing basis. The Board also recognizes that as elected representatives of the people it must consider the needs and desires of the community in establishing educational policy. In order to meet both of these aims, it is essential that effective two-way communication be maintained with the community.

The basis for an effective community relations program is to be found in the following statements of Board attitudes:

The community will be encouraged to participate and actively assist in the future planning of the school district.

All avenues of communication available will be used.

Special attention will be given to effective internal communication among the Board, administration, the staff, and students, to assure the full understanding of existing programs and to elicit reports and recommendations on those in effect, as well as those which should be considered.

The Board is devoted to the development and maintenance of a comprehensive year-round community relations program to assure a full appreciation of the educational program and the problems of the district, and to provide for the broadest participation of all—Board, staff and community—in seeking the solution to problems and in promoting the continuing improvement of the education available to the residents of the community.

Notes - Currently Do Not Have. Recommend Adopting ASBSD Sample Policy.

Notes - We don't currently have this policy

SCHOOL & COMMUNITY RELATIONS

The purpose of school-community relations is to establish and maintain a program that informs the public of and involves them in the goals and services of the district's public schools.

The Board shall provide parents or guardians and other district residents opportunities for information and orientation regarding local school procedures, and will utilize, insofar as practical, all appropriate means and media to achieve the following objectives:

1. To explain the programs, achievements and needs of the schools to:
 - a) parents;
 - b) City officials and other community leaders;
 - c) local business and industry;
 - d) community organizations;
 - e) special interest groups;
 - f) the community as a whole;
 - g) State and Federal agencies.
2. To determine:
 - a) what residents expect from their schools;
 - b) what residents think about the accomplishments of their schools;
 - c) what residents would like to know about their schools that they don't now know;

Notes - We don't currently have this policy

d) which particular areas of the school program, policies, or operations need further clarification or explanation.

3. To keep staff members fully informed of:

a) district policies and procedures;

b) system-wide activities;

c) their own responsibilities;

d) their rights within district policy and under school law;

e) practices and procedures to follow at parent meetings or conferences to establish cordial relationships and trust on the part of their pupils and parents.

4. To operate, insofar as required, in public session, as speedily and efficiently as circumstances permit, and with public participation.

5. To recognize pupils:

a) as a "public" entitled to both be heard and to be provided with reasons for policies and practices which relate to them;

b) as "ambassadors" from the school system to the community, whose attitudes will affect community opinion of the schools.

6. To inform teaching staff personnel that community opinion depends upon the daily life of the school, and that they should seek the following objectives as opportunity permits in their respective fields of services:

a) acquaint citizens with the work of the schools;

b) give courteous and thoughtful consideration to all inquiries and suggestions and carefully investigate all complaints;

c) make parents feel welcome in the school office and in the classroom;

Notes - We don't currently have this policy

d) cooperate with the parent and other community groups;

e) maintain pupil relations so as to enlist the cooperation of the home;

f) observe inter-staff relations conducive to high morale that merits the respect of pupils and citizens.

Notes - Currently Do Not Have, Recommend Adopting ASBSD Sample Policy.

Notes - We don't currently have this policy

PUBLIC'S RIGHT TO KNOW

The Board is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The Board supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely, and expeditiously.

The official minutes of the Board, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released by the Superintendent or other persons responsible for the custody of confidential files for inspection by the public or unauthorized persons. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent).

Each building administrator is authorized to use all means available to keep parents and others in the particular school's community informed about the school's program and activities.

Notes - Currently Do Not Have, Recommend Adopting ASBSD Sample Policy.

Notes - We don't currently have this policy

PUBLIC RECORDS

The District believes in operating in an open, transparent manner and will make district records available for public inspection, provided the release of the record(s) does not conflict with state or federal law.

The Board hereby designates the Superintendent as the District's public records officer. The public records officer will be responsible for allowing inspection of records upon public request, and for maintaining confidentiality of those records not open to the public. The public records officer will also establish fees that may be charged for the retrieval and copying public records. No fee may be charged for the electronic transfer of any minutes of open meeting actions that were recorded in the last three years.

Failure to provide records may result in a civil or criminal penalty.

Notes - Currently Do Not Have, Recommend Adopting ASBSD Sample Policy.

Notes - We don't currently have this policy

PUBLIC RECORDS - REGULATION

The Superintendent will act as the public records officer for handling routine record requests. Public records are available for viewing during the school's normal business hours. The cost of copying public records will be ____ per page. No fee may be charged for the electronic transfer of any minutes of open meeting actions that were recorded in the last three years. A log will be maintained of all requests, and the disposition.

If a request is refused, it may be submitted in writing, and if refusal is maintained, a written confirmation will be submitted.

Certain records are exempt from public access including: student information and personnel information other than routine directory information, employee salaries and public employee contracts.

Denial may also be based on the cost of retrieval, and form requested. If staff time is required, the district may charge an hourly fee to compensate for this time.

It is the desire of the administration to fully comply with the letter and spirit of the district's policy and South Dakota Law. While there may be disagreements over the availability of records, the district will make every attempt to settle disputes amicably and factually through the processes established by state and federal law.

Notes - Currently Do Not Have, Recommend Adopting ASBSD Sample Policy Regulation.

NEWS MEDIA RELATIONS

The superintendent or his/her designee will coordinate all activities relating to the dissemination of information concerning the schools. The president of the school board will be the official spokesperson for the board except as this duty is delegated to the superintendent or his/her designee.

The public schools will use all media available, both public and private, and the school media to keep the public informed as fully as possible on school matters.

The board welcomes the active participation of newspapers, magazines, radio, television, and other mass communication media in promoting the cause of public education in our district and state.

Suggestions and advice will be welcomed from representatives of such media as to how to best facilitate the flow of information to them by the board and personnel of the district.

Newscasts, spot announcements, sports, and media coverage of school activities and programs must be presented in the public interest.

NEWS MEDIA RELATIONS

The Superintendent or designee will coordinate all activities relating to the publication of information concerning the schools or the appearance of news releases relating to school personnel or activities.

In addition to the use of the official newspaper as required by state law for specific announcements, the public schools will use all media available, both public and private, and the school media to keep the public informed as fully as possible on school matters.

The Board welcomes the active participation of newspapers, magazines, radio, television, and other mass communication media in promoting the cause of good education in our district and state.

Suggestions and advice from representatives of such media as to how best to facilitate the flow of information to them by the Board and personnel of the school district will be welcomed.

Newscasts, spot announcements, sports and media coverage of other school activities and programs must be presented in the public interest. Identification of the schools with the promotion of any commercial or political enterprise will not be permitted.

Notes - Updated the language based on the sample ASBSD Policy,

Notes - We don't currently have this policy

NEWS RELEASES

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Notes - Currently Do Not Have, Recommend Adopting ASBSD Sample Policy.

COMMUNITY INVOLVEMENT IN DECISIONMAKING

The board recognizes the importance of community involvement regarding the program and the operations of the public schools. By working together, the school and the community can enhance the quality of the educational program for students.

To foster mutual respect and confidence between the public and the schools, the board will maintain an atmosphere of openness and honesty. The board will encourage interested groups and representatives to express ideas, concerns, and judgments about the schools to the school administration, to staff-appointed advisory bodies, and to the board. It will be the board's responsibility via the superintendent to provide the public with accurate and complete information on the schools and the board's activities.

The advice of the public will be given careful consideration. In the evaluation of such contributions, the first concern will be for the educational program as it affects all students.

Open public forums will be conducted as needed.

Citizens' Advisory Committees

The board recognizes that one of the best methods to maintain good communications and to establish sound public relations is by utilizing citizens' advisory committees.

These committees will be appointed when needed for a specific time and purpose and will be under the supervision of the superintendent, who will report to the board regarding the activities of each committee.

Notes - Recommend removal of KC - Community Involvement in Decision Making
We currently have as our policy ADC

Public Participation at Board Meetings

The board welcomes citizens of the district to attend its sessions so they may become better acquainted with the operation and programs of the schools.

In order to assure that the board of education may hear citizens who wish to appear before the board; and, at the same conduct its meeting properly and efficiently, the following procedures and policies have been adopted:

1. Any individual who desires to speak about an item on the agenda is encouraged to make this known by communicating orally prior to the meeting, by presenting a written request, or by raising his/her hand during the meeting.
2. Persons who wish to speak about an item that is not on the agenda are asked to present such request to the superintendent or the board president prior to the beginning of the meeting. Persons who present such a request will be allowed to speak about the topic before the meeting is adjourned.
3. Citizens who desire board action on an item not on the agenda shall submit the item to the superintendent's office at least ten (10) days prior to the meeting of the board at which they desire for the item to be considered. Emergency items may be considered at the discretion of the board.
4. Presentations should be as brief as possible. Unless an extension of time is granted, a speaker shall be limited to five minutes or to such limitations as imposed by the board president.

The board vests in its president or other presiding officer authority to terminate the remarks of any individual when he/she does not adhere to the rules established above.

Notes - Recommend removal of KD - Public Participation at Board Meetings. We currently have as our policy BFB.

ALCOHOL CONSUMPTION OR USAGE ON SCHOOL PREMISES AT PUBLIC FUNCTIONS

The Huron public school system and the city of Huron have entered into an intergovernmental agreement wherein the district agrees to provide to the city from time to time as the school determines appropriate, the Huron Arena, for use by the city as a public convention hall. During the times in which the Huron Arena is utilized as a public convention hall, the person or entity authorized by the city and school to use the arena may acquire and use a temporary on-sale liquor license for use at the convention hall, pursuant to SDCL 35-1-5.3, SDCL 35-4-14.2 and/or SDCL 1-24-3. Use of the facility at such dates and times will be determined at the sole discretion of the school district.

ALCOHOL CONSUMPTION OR USAGE ON SCHOOL PREMISES AT PUBLIC FUNCTIONS

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Notes - Recommend changing the policy number to KDG to align with ASBSD policy of the same name. Recommend keeping our policy and not adopting ASBSD policy because of the Huron Arena being utilized as a public convention hall.

SCHOOL/CLASSROOM USE OF VIDEOS/MOVIES

Movies, videos, and other audio-visual materials may be important tools in the educational process. At the same time, the use of movies and videos should be limited so that they are used legally and appropriately in achieving legitimate educational objectives. Therefore, it is the purpose of this policy to promote the appropriate educational use of movies and videos in schools. The following guidelines represent board policy regarding how and when movies and videos may be used as an instructional strategy to supplement approved course curriculum.

COPYRIGHT

With regard to rented or privately-owned movies and videos, all district employees must comply with copyright laws and other applicable regulations. The director of instruction will be responsible for providing information regarding regulations.

EDUCATIONAL RELEVANCE OF MOVIES AND VIDEOS

The showing of movies and videos must be limited to specific educational purposes.

The following must be considered before showing a movie or video:

- The age, maturity, and sophistication of the group of students;
- The movie or video's MPAA rating or television parent guideline rating;
- The presence of profanity, sexual content, prejudicial stereotypes, or violence in the movie or video;
- The course curriculum and educational benefit of the movie or video;
- The availability of alternate sources to accomplish educational objectives;
- The feasibility of using a lawfully edited version or specific portions of the movie or video rather than in its entirety without seriously weakening the movie or video's educational value;
- The student, teacher, and community interest in viewing the particular movie or video.

Notes - Recommend removal of KFA - School/Classroom use of Videos/Movies. We currently have as our policy IIAD-I

School/Classroom Use of Videos/Movies (Continued)

KFA
(IIAD-1)

The following ratings and guidelines apply before showing a movie or video:

- A movie or video with a G, TV-Y, or TV-G rating may be shown to any grade (K-12) with teacher discretion.
- A movie or video with a PG, TV-PG, or TV-Y-7 rating may be shown in grades 2-12 with school approval and parent notification.
- A movie or video with a PG-13 or V-14 rating may only be shown to students in grades 9-12 with school approval and parent notification.
- Movies with an R, NC-17, or TV-M rating are prohibited.

PARENT OBJECTIONS

If a parent objects to a student's viewing of an approved movie or video and personally communicates such objection to the teacher or administrator, the teacher shall not allow the student to view the movie or video. The teacher shall provide the student alternate assignments or course work similar to that done by students who view the movie or video.

Nothing in this policy grants parents, students, or school staff the authority to prohibit an approved movie's showing based solely on individual objections. At the same time, educators should be sensitive to individual complaints and take all reasonable steps to resolve complaints equitably in a manner that would allow the child full participation in the curriculum.

MONITORING RESPONSIBILITY AND REVIEW

Building principals will be responsible for monitoring compliance with this policy.

Notes - Recommend removal of KFA - School/Classroom use of Videos/Movies We currently have as our policy IIAD-1.

COMMUNITY USE OF INSTRUCTIONAL EQUIPMENT

From time to time educational, professional, or service organizations request the use of district instructional equipment in conventions, workshops, or other meetings held in Huron. Such requests will be considered under guidelines and procedures which follow:

1. All requests for equipment should be handled through the appropriate supervisor and forwarded to the business manager. Taking equipment out-of-district without district approval is prohibited.
2. The district will try to assist governmental or non-profit organizations that request microcomputers, AV equipment and any other instructional equipment, provided the following criteria are met:
 - a. The organization meets in Huron.
 - b. The organization benefits district students or staff.
 - c. The organization requesting the equipment verifies that the people who will be using the equipment are familiar with its operation and will designate an individual who will be responsible for the equipment.
3. The organization must further agree to abide by the following conditions:
 - a. Equipment will not be loaned for longer than three days.
 - b. Equipment will only be loaned if the loan does not disrupt the district's program.
 - c. Any equipment that must be taken from an individual building will be done so only with the approval of the building administrator and business manager.
 - d. The organization must identify a secure area where equipment may be stored when not in use.
 - e. The organization agrees to pay for any loss or damage, other than normal wear and tear, when equipment is in its possession.
 - f. If the district has expenses related to the loaning of equipment, the district shall be reimbursed based on prior arrangements with the business manager.
4. All equipment will be delivered, set up, and picked up by district employees unless other arrangements are made with the business manager.

Notes - I don't think ASBSD has a sample policy for this.

COMMUNITY USE OF SCHOOL FACILITIES

Use/Rental of School District Facilities

Operational procedures pertaining to use of district facilities will be established by the administration with board approval. The procedures will be reviewed regularly. Administrative recommendations for changes will be subject to board approval prior to implementation of such changes.

Permission for the use of any facility must first be secured through the building administrator.

Any rental must be accompanied with a \$1 Million Certificate of Liability Insurance.

Waiver of Rental Fees

1. Rental charges may be waived if the scheduled or unscheduled event is sponsored for the benefit of Huron students and/or Huron school district employees/staff.
2. Rental charges may be waived for gym use by district patrons/students when supervision and/or permission for such use is provided by a building principal and supervision is provided at no cost to the district.
3. Rental charges would not be waived if the sponsoring organization charges admission, entry fee, sells memorabilia, or takes a collection.
4. Special permission for waiver of the rental policy could be granted, in writing, only by the building principal, business manager, superintendent, or board.

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3. Rental charges would not be waived if the sponsoring organization charges admission, entry fee, sells memorabilia, or takes a collection.
4. Special permission for waiver of the rental policy could be granted, in writing, only by the building principal, business manager, superintendent, or board.

Building Custodian Required

A custodian is required to be on duty whenever the facilities of the school are rented. Rentee will be charged an hourly custodial rate, inclusive from the time the custodian arrives on duty until he/she leaves the building.

- Arena Custodial Fees:
 - Monday thru Friday: \$18.00 per hour
 - Saturday: \$27.00 per hour
 - Sunday: \$36.00 per hour
- Arena Clean-up Crew Fee:
 - Monday thru Sunday: \$15.00 per hour

Rental--High School Auditorium

- a) A \$23 per hour - two-hour minimum is established.
- b) Auditorium rental permits rentee the usage of the auditorium seating and the commons.
- c) Rentee requiring usage of the special stage lighting or projectors will be charged a \$23 per-show rental fee. A fee of \$9 per hour will be charged for a stage lighting technician or machine operator.
- d) The building administrator may assess an additional fee when the auditorium areas are being used to "set up," to "tear down," or to rehearse for a presentation.
- e) The auditorium is rented on an "as is" basis. No alterations are permitted.

Rental-District Lunchrooms

- a) Rental fee for use of the lunch counter and the lunchroom facility will be \$23 for each luncheon preparation. This fee does not include usage of lunchroom equipment.
- b) Rentee shall be charged at the hourly rate for one regular lunchroom employee who shall be on duty when the facility is being rented.
- c) Rentee desiring to use the lunchroom equipment shall be charged \$85 for every session.
- d) Dishwasher may be rented at \$.15 cents per banquet setting plus the hourly overtime rate for the operator (school furnishes the operator).

COMMUNITY USE OF SCHOOL FACILITIES (Continued)

KG

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A custodian is required to be on duty whenever the facilities of the school are rented. Rentee will be charged an hourly custodial rate, inclusive from the time the custodian arrives on duty until he/she leaves the building.

- Arena Custodial Fees:
 - Monday thru Friday: \$25.00 per hour
 - Saturday: \$37.50 per hour
 - Sunday: \$50.00 per hour
- Arena Clean-up Crew Fee:
 - Monday thru Sunday: \$25.00 per hour

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- d) Dishwasher may be rented at \$.15 cents per banquet setting plus the hourly overtime rate for the operator (school furnishes the operator).

Rental-High School/Middle School Commons

Commons rental fee - \$17 per hour, two-hour minimum

Rental-Classrooms

- a) All classrooms \$13 per hour/per classroom
- b) Gymnasium \$23 per hour, two-hour minimum
- c) Computer Lab \$29 per hour/2-hour minimum

Fee for Use of Tables and Chairs

The school will supply tables and chairs at the rate of \$.20 per chair and \$2.00 per table. The rentee will also be charged for custodial services needed to move and to set up table and chair facilities.

Rental-Middle School Gymnasium

\$23 per hour, two-hour minimum

Rental-Elementary School Gymnasium

\$17 per hour, two-hour minimum

Rental-Tiger Stadium

Night Game --	\$900.00
Day Game --	\$800.00
Track Meet --	\$450.00
Night Track --	\$600.00

Unless specified otherwise in the rental agreement, the district retains all concessions rights.

- Tiger Stadium Custodial Fees:
 - Monday thru Friday: \$18.00 per hour
 - Saturday: \$27.00 per hour
 - Sunday: \$36.00 per hour
- Tiger Stadium Clean-up Crew Fee:
 - Monday thru Sunday: \$15.00 per hour

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USE/RENTAL OF HURON ARENA
ADMINISTRATIVE OPERATIONAL PROCEDURES

Lease Agreement

All agreements covering the leasing of space, use of facility, or the rendering of service will be in writing and on special lease agreement forms--executed in duplicate by both parties.

Regular/Incidental Services

Costs, except where noted, include heat, house lights, ventilation, use of public address system without operator, use of speaker's stand, and tables. Also included will be the use of advertising boards, ticket windows, stage dressing rooms, and athletic dressing rooms.

Services, in addition to those provided in accordance with the regular contracts, will be provided as requested and agreed to by the arena manager or district business manager--i.e., the operator of the public address system, piano and other special props, special lighting equipment, stage curtains, and provisions for sellers, guards, stagehands, laborers, etc.

All electric installation must be contracted for through the Huron arena manager or district business manager. All incidental services will be charged to renters at cost.

Rehearsals/Practice

Use of the arena for rehearsals shall be included in all lease agreements and payment shall be at the Class "A" rental rate for the period used plus any additional incidental services that are required.

Rental Deposit

A rental deposit shall be paid on the signing of the lease agreement. The deposit shall be forfeited if the tenant cancels the lease agreement without permission of the arena manager or district business manager. The balance of the rental charge shall be due and payable by noon of the date of the first day of the rental period. Incidental service charges incurred, but not included in the basic rental, are to be paid on conclusion of event. Any amount due for use of the arena not paid shall be a first lien on the box office receipts of the renter and on any property which may be found in the arena.

Concessions/Sale of Novelty Items

The district has full control of concession sales. Any items offered for sale must be cleared through the arena manager or district business manager.

USE/RENTAL OF HURON ARENA
ADMINISTRATIVE OPERATIONAL PROCEDURES

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ARENA RENTAL SCHEDULE (SCALE)

Class "A" Scale This category includes all conventions, civic, educational, religious, and charitable sponsors where no admissions are charged, no collections are taken, and no sales of materials are offered.

	<u>1st Day</u>	<u>2nd Day</u>	<u>3rd Day</u>
Morning Only	160.00	155.00	150.00
Afternoon Only	205.00	200.00	195.00
Evening Only	250.00	245.00	200.00
Combination	300.00	295.00	290.00
All Day	335.00	330.00	325.00

Class "B" Scale (This class is subject to a 5% admission tax.)

This category includes all civic, educational, religious, and charitable sponsored events when the profit remains in the local community and admission is charged or a collection taken.

	<u>1st Day</u>	<u>2nd Day</u>	<u>3rd Day</u>
Morning Only	210.00	205.00	200.00
Afternoon Only	290.00	280.00	270.00
Evening Only	365.00	350.00	345.00
Combination	435.00	420.00	415.00
All Day	470.00	460.00	455.00

Class "C" Scale (This class is subject to 5% admission tax.)

This category includes all rentals by individuals, groups of individuals, or groups sponsoring events for profit (with income being taken out of the community) when admission is charged or collection is taken.

	<u>1st Day</u>	<u>2nd Day</u>	<u>3rd Day</u>
Morning Only	275.00	260.00	255.00
Afternoon Only	365.00	335.00	330.00
Evening Only	500.00	465.00	460.00
Combination	665.00	620.00	615.00
All Day	685.00	645.00	640.00

NOTE: The above is the basic rent. The district retains the option of a percentage of the gross.

ARENA RENTAL SCHEDULE (SCALE)

Class "A" Scale This category includes all conventions, civic, educational, religious, and charitable sponsors where no admissions are charged, no collections are taken, and no sales of materials are offered.

	<u>1st Day</u>	<u>2nd Day</u>	<u>3rd Day</u>
Morning Only	160.00	155.00	150.00
Afternoon Only	205.00	200.00	195.00
Evening Only	250.00	245.00	200.00
Combination	300.00	295.00	290.00
All Day	335.00	330.00	325.00

Class "B" Scale (This class is subject to a 5% admission tax.)

This category includes all civic, educational, religious, and charitable sponsored events when the profit remains in the local community and admission is charged or a collection taken.

	<u>1st Day</u>	<u>2nd Day</u>	<u>3rd Day</u>
Morning Only	210.00	205.00	200.00
Afternoon Only	290.00	280.00	270.00
Evening Only	365.00	350.00	345.00
Combination	435.00	420.00	415.00
All Day	470.00	460.00	455.00

Class "C" Scale (This class is subject to 5% admission tax.)

This category includes all rentals by individuals, groups of individuals, or groups sponsoring events for profit (with income being taken out of the community) when admission is charged or collection is taken.

	<u>1st Day</u>	<u>2nd Day</u>	<u>3rd Day</u>
Morning Only	275.00	260.00	255.00
Afternoon Only	365.00	335.00	330.00
Evening Only	500.00	465.00	460.00
Combination	665.00	620.00	615.00
All Day	685.00	645.00	640.00

NOTE: The above is the basic rent. The district retains the option of a percentage of the gross.

Staging rental includes

Six dollars (\$6) per 4' x 8' section with a maximum charge of one hundred fifteen (\$115) which will include the backdrop curtain if needed, provided the stage is set where the curtain can be hung.

NOTE: Fee for staging will include use of public address system, podium, steps, and back drop curtain. If curtains are to be used without staging (as a divider for the auditorium), a cost of \$6 per section will be charged.

Tables

Two dollars (\$2.00) per table

Chairs

Twenty cents (\$.20) each (except ten, maximum, to be allowed on the stage and considered a part of stage setting)

Floor Cover

Events that require covering the wood floor will be charged \$150 fee. (Started in 2009). The requirement decision will be made by arena management.

Bleachers

Bleachers are considered standard equipment from beginning of volleyball season until conclusion of basketball season. Renter requiring bleacher removal during volleyball or basketball season or set-up during non-basketball season will be charged \$250.

ARC Spotlights

Twenty-three dollars (\$23) per show, per spot

Spot Operator, Light Panel Operator, and PA Operator

A fee of \$9 per hour will be charged for a stage lighting technician or machine operator.

Rental of Tables and Chairs (other than Huron Arena use)

Table Rental Fee	--	\$3.80 per table per day
Chair Rental Fee	--	\$.65 per chair per day

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Six dollars (\$6) per 4' x 8' section with a maximum charge of one hundred fifteen (\$115) which will include the backdrop curtain if needed, provided the stage is set where the curtain can be hung.

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USE/RENTAL OF TIGER STADIUM

ADMINISTRATIVE OPERATIONAL PROCEDURES

General Regulations

- a. Parties renting this facility shall always be adequately staffed to maintain proper crowd control. Use of uniformed police officers will be determined by the school administration.
- b. Only authorized personnel will be allowed on the football field and running track.
- c. Use of the public address system may be used for crowd management.
- d. Damage to any facilities or equipment shall be assessed to the renting party.

Specific Regulations

- a. Concession Rights - Operation of all concessions will be reserved by the district.
- b. Press Box -
 - 1) Only authorized personnel will be permitted in this facility.
 - 2) Only trained personnel shall be assigned to the public address system and scoreboard operation.
- c. Football Field - Practice sessions are not permitted. Football players are not allowed to walk with their cleats on the all-weather track and runways. A runway will be provided across the track from the dressing room in the high school.
- d. Running Track - Those renting this facility must monitor use of the running surface very carefully. Use of spikes longer than 1/8" cannot be permitted. Vehicle traffic on the running track may be permitted by special permission of the public school administration. No tape may be placed on the track for exchange zones.

Dressing Facilities

- a. Football - The visiting team's bus should be parked in the service entrance behind the high school (north side); teams should enter the building on the walk-way. Teams will be assigned one of the east locker facilities. (The team exits from the east door.) Players must not walk on unprotected floor areas with football cleats.

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INTERGOVERNMENTAL AGREEMENT

USE OF THE ARENA

THIS AGREEMENT made and entered into this ___ day of _____, 20___, by and between the Huron public school system, hereinafter referred to as "school," and the city of Huron, a municipal corporation, hereinafter referred to as "city" as an Intergovernmental Agreement under authority of SDCL 1-24-3;

WHEREAS, the school owns and operates the Huron Arena in Huron, South Dakota, and

WHEREAS, the city wishes to have the Huron Arena utilized from time to time for convention hall purposes.

THEREFORE, IT IS AGREED AS FOLLOWS:

- 1) The school does hereby agree to provide to the city, from time to time as the school determines appropriate, the Huron Arena for use by the city as a public convention hall as defined in Chapter 9-53 of the South Dakota codified laws.
- 2) The city shall utilize the arena for use by the general public or portions of the public for purposes of meetings, discussions, conventions, shows, displays, amusement, and any other public purposes.
- 3) During the times in which the arena is utilized as a public convention hall by a person or entity authorized by both parties, such person or entity may acquire and use a temporary on-sale liquor license for use at the convention hall, all pursuant to SDCL 35-4-14.2. All responsibility for obtaining the temporary on-sale liquor license shall be that of the person or entity utilizing the facility.
- 4) During the times that the arena is utilized as a convention hall, the parties agree that the person or entity utilizing the facility shall obtain liability insurance, including provisions covering serving alcoholic beverages where appropriate, in amounts to be agreed upon by the parties, listing both the school and the city as named insured thereunder.

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- 5) The city shall notify the school within twenty-one (21) days of each event as to the dates and times it desires to operate the arena as a convention hall facility. However, the use of the facility at such dates and times will be determined at the sole discretion of the school.
- 6) Damage to any facilities or equipment shall be assessed to the agency using the arena.
- 7) This agreement may be terminated by either party on written notice given ninety (90) days prior to the termination date as determined by the parties.

HURON PUBLIC SCHOOL SYSTEM

By: _____
Its Chairman

CITY OF HURON, A Municipal Corporation

By: _____
Its Mayor

- 5) The city shall notify the school within twenty-one (21) days of each event as to the dates and times it desires to operate the arena as a convention hall facility. However, the use of the facility at such dates and times will be determined at the sole discretion of the school.
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HURON PUBLIC SCHOOL SYSTEM

By: _____
Its Chairman

CITY OF HURON, A Municipal Corporation

By: _____
Its Mayor

SPORTSMANSHIP/PUBLIC CONDUCT AT SCHOOL FUNCTIONS

The board welcomes public attendance at school functions and encourages the use of its facilities for public events. The Board expects the public to abide by acceptable rules of conduct. To maintain order and provide safety, the Board prohibits the following behavior at such functions by any person:

- The willful physical injury of any person or the threat to use force, which could result in such injury.
- The harassment or coercion of any person.
- The willful damage to, or destruction of, property.
- The willful disruption of the orderly conduct of classes or of any other school program or activity.
- The entry of any school building or upon any portion of the school premises unless such entry is made in connection with official business with the district or to attend a function authorized thereby.
- The willful interference with the lawful and authorized activities of others.
- The possession, consumption, or exchange of alcoholic beverages, unauthorized drugs, or narcotics.
- The possession or use of any object that reasonably can be considered a weapon.
- The violation of any federal or state statute, local ordinance, or district policy.
- The refusal or failure of any person to comply with a lawful order or direction of an official of the school district in the performance of his/her duties.
- The distribution or posting of any written material, pamphlets, or posters without the prior written approval of the superintendent or his or her designee.
- The use of profanity or verbally abusive language

Any violation of the above shall be reported immediately to the administrator in charge. The administrator will investigate the case thoroughly. The administrator shall file a written report with the superintendent for consequences beyond a verbal reprimand. Penalties that may be imposed include the following:

- A reprimand or other sanction, including exclusion from the premises or future functions.
- An order by violators to leave school property immediately.
- A call to police and a specified charge made under the penal code.

The penalties mentioned above are not considered to be inclusive or to preclude in any way the prosecution and conviction of any person for the violation of any federal or state law or local ordinance and the imposition of a fine or penalty provided for therein.

PUBLIC CONDUCT ON SCHOOL PROPERTY

Although the Board welcomes the use of its facilities for public events, and public visitations to the schools, the Board expects all visitors to abide by acceptable rules of conduct. To maintain public order on school property, the Board prohibits the following conduct or acts on school property by students, teachers, staff members, licensees or invitees:

1. The willful physical injury of any person or the threat to use force which would result in such injury;
2. The harassment or coercion of any person;
3. The willful damage to, or destruction of, property;
4. The willful disruption of the orderly conduct of classes or of any other school program or activity;
5. The entry of any school building or upon any portion of the school premises unless such entry is made in connection with official business with the district or to attend an activity or function authorized thereby;
6. The willful interference with the lawful and authorized activities of others;
7. The possession, consumption, or exchange of alcoholic beverages, unauthorized drugs, or narcotics on school property;
8. The possession or use of a knife, razor, ice pick, explosives, loaded cane, sword cane, machete, pistol, rifle, shot gun, pellet gun, air gun, or any other object that reasonably can be considered a weapon, on property of the school district;
9. The violation of any federal or state statute, local ordinance, or Board policy;

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10. The refusal or failure of any person to comply with a lawful order or direction of an official of the school district in the performance of his or her duties;
11. The distribution or posting of any written material, pamphlets, or posters without the prior written approval of the Superintendent.

ENFORCEMENT AND PENALTIES

Any violation of the above shall be reported immediately to the building principal. The principal will investigate the case thoroughly and make a written report to the Superintendent.

Penalties that may be imposed by the principal and/or the Superintendent include:

1. A reprimand;
2. An order by violators to leave school property immediately;
3. A call to police and a specified charge made under the penal code.

OTHER PENALTIES

The penalties mentioned above are not considered to be inclusive or to preclude in any way the prosecution and conviction of any person for the violation of any federal or state law or local ordinance and the imposition of a fine or penalty provided for therein.

Notes - Currently Have an Earlier Version, Recommend Adopting ASBSD Sample Policy.

GIFTS FROM THE PUBLIC

Any gifts presented to the Huron school district must meet with the criteria, conditions, and ideals as put forth in the district's Mission Statement, Statements of Beliefs and Philosophy, and Student Exit Outcomes.

All gifts, grants, and bequests shall become district property unless this provision is waived by board action.

Administrative Operational Procedures

All donors shall consult with school district administration prior to presenting gifts. If necessary, administrative recommendations may be made by the administration to the board prior to accepting gifts. Specific criteria regarding the acceptability/usability of gifts shall include but not be limited to the following:

- Acceptance/use of gift will not imply endorsement of any business or product.
- Acceptance/use of gift will not conflict with any provision of the school code, policies, or public law.

PUBLIC GIFTS TO SCHOOLS

Gifts, grants, bequests, or other devises to the schools or any school department may be accepted by action of the Board and will become district property. All gifts will be accepted in the name of the school district, but may be designated for use in a particular school or department. All items must be of legitimate use in the school program.

Gifts will not be accepted if there is excessive cost of maintenance or installation. Where installation is required, the gift will be installed under the supervision of district personnel.

The Board is under no obligation to replace the gift if it is destroyed or becomes worn out.

The Board welcomes gifts of books and other materials to school libraries provided they meet the same standards of selection as those applied to the purchase of library materials. School libraries may dispose of gifts at their discretion.

The Board directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

Notes - Currently Have an Earlier Version, Recommend Adopting ASBSD Sample Policy.

PUBLIC SOLICITATION IN THE SCHOOLS

Except those approved by the district administration and/or the board, no person will solicit contributions, sell, or offer for sale (within school buildings or on school property) any articles or services.

Administrative Operational Procedures

Salespeople are prohibited from talking to school personnel and students at any time during the school day without approval of the building or district administrative staff.

PUBLIC SOLICITATIONS AND ADVERTISING IN THE SCHOOLS

Gifts, grants, bequests, or other devises to the schools or any school department may be accepted by action of the Board and will become district property. All gifts will be accepted in the name of the school district, but may be designated for use in a particular school or department. All items must be of legitimate use in the school program.

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The Board directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

Notes - Currently Have an Earlier Version, Recommend Adopting ASBSD Sample Policy.

Notes - We don't currently have this policy.

DISTRIBUTION AND POSTING OF PROMOTIONAL MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

It is the responsibility of the Superintendent, in conjunction with the building principals, to draft administrative regulations regarding this policy.

Notes - Recommend Adopting ASBSD Sample Policy.

VISITORS TO THE SCHOOLS

Parents, guardians, and other patrons may schedule visitations to district schools. Those wishing to visit are encouraged to make plans with the building principal and other school personnel prior to the visit.

In order to avoid disturbing students and school employees in the performance of their duties, visits will not be allowed in the following situations:

1. when the regular teacher is absent,
2. if a student teacher is teaching or responsible for the class,
3. the day before or after a vacation period/holiday,
4. on a special activity day, such as when there is a school or class party,
5. if the visits have become regular (i.e., more than two times per month), unless special reasons exist for more frequent visits as determined by the principal and upon request of either the teacher or the parent,
6. if the classroom visit infringes upon the confidentiality rights of other students,
7. if the classroom visit exceeds one hour, unless special approval is given by the principal regarding a specific circumstance/situation,
8. if the parental visits have become disruptive to the educational process or to the teacher,
9. if the parent assumes the role of a school employee in directing or disciplining any student, unless having been given direct authority to do so. Should the parent become aware of any situation which warrants directing or disciplining any student, the parent is to contact either the teacher or the office. The parent is not to assume the role of a school employee who is responsible for student conduct and student safety.

VISITORS TO THE SCHOOLS

The Board and staff of the school district, welcome members of the community, and other interested persons to visit the district schools. School improvements often come from suggestions originating in such visits.

The Superintendent will encourage visitors to observe our schools; provide for appropriate hospitality for visitors; channel expressions of approval as well as constructive criticism to the Board; ensure that such visits will enhance the effect of the educational program.

All visitors must report to the school office and receive the principal's permission to be on the school grounds. Any person on school property who has not registered with the school office will be requested to report to the principal's office for permission to remain. Any request to be on school property for any purpose deemed by the school principal or his assistant to be disruptive of the educational process will be denied permission to remain.

If a visitor refuses to leave the school grounds, creates any disturbance, or attempts to disrupt the educational process, the principal is directed to request aid from the local law enforcement agency.

Notes - Recommend Removing Current Policy and Adopting ASBSD Sample Policy.

VISITORS TO THE SCHOOLS (Continued)

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If there is a need by those visiting to acquire more insight and information regarding the school, the visitor should make specific plans with appropriate school personnel.

(Ref: SDCL 13-32-6: Disturbance of school as misdemeanor. A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of a public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor.)

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COMPLAINTS FROM THE PUBLIC

The Huron School District welcomes constructive comments that help to improve the quality of our educational program or to equip the district to do their tasks more effectively.

The Board believes that official complaints relating to the school district, its policies, personnel, programs or instructional materials are best handled and resolved as close to the origin as possible. District staff will receive complaints courteously and respond properly to individuals who formally bring complaints to the district.

To ensure efficient and thorough management of complaints, the superintendent shall develop regulations consistent with this policy. The regulations may include, but are not limited to:

1. Procedures to channel complaints personnel best positioned to resolve the issue;
2. Procedures to formally accept, acknowledge and respond to complaints; and,
3. Procedures to elevate unresolved complaints to higher levels of authority within the district.

Complaints about district staff will be given respectful attention. If the complaint warrants an investigation, due process rights will be maintained.

If a complaint, excluding those concerning Board actions or Board operations, is made directly to the school board or to an individual school board member, the individual making the complaint will be advised to issue the complaint to the district using the district's complaint procedures.

After receiving the full attention and diligence of the staff, unresolved complaints may be appealed to the School Board, provided the appeal occurs within seven calendar days of the superintendent's final ruling. The superintendent shall present the appeal in accordance with relevant district policies. The Board will consider the appeal at the next regular board meeting and act on the matter according to its best judgment.

Legal References: SDCL 13-46-1

COMPLAINT AGAINST SCHOOL EMPLOYEE

It is the belief of the School Board that complaints may arise as the result of a misunderstanding which could be resolved through the mutual efforts of the person having the complaint and the employee involved. For that reason, efforts should be made by all parties involved to resolve the complaint at the lowest procedural level. It is only in those situations when the complaint cannot be resolved that the Board should be involved.

The purpose of this policy is to outline a procedure for addressing parent/student/public complaints about an employee's conduct, performance, or an employee's administration of a curricular, co-curricular or extra-curricular program. *Complaints related to sexual harassment, bullying, and instructional and library materials are addressed through other School District policies and not through this policy.*

When a complaint against a school employee is brought directly to an individual board member or the entire Board, the board member or entire Board may listen to the person's complaint but shall take no action unless there has been compliance with this Policy. The person bringing the complaint will be directed to the procedure as set forth below. The following procedure is designed to ensure the proper balance in protecting the rights of the person(s) bringing the complaint and the rights of the person against whom the complaint is made. It is only when the person having the complaint and the employee involved cannot resolve the problem, and the complaint cannot be resolved at the administrative level, will the Board and board members become involved.

COMPLAINT PROCEDURE

STEP 1: Initial Complaint

- A. The person having a complaint ("Complainant") must initiate the complaint procedure within thirty (30) calendar days from the date the Complainant knew or should have known of the conduct of the Employee giving rise to the complaint. The person having the complaint related to a school employee must initiate the complaint procedure in one of the following ways:

· meet and discuss the concern with the Employee involved;
OR

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

The board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and make decisions prior to involvement by the board.

The board encourages patrons to express their concerns, to ask questions, and to take an active interest in the district's activities by attending board meetings and school functions, visiting the schools, and meeting with teachers, administrators, and other staff.

INFORMAL PROCEDURES

Any patron of the district wishing to express a complaint should first utilize normal channels of communication, such as discussing the matter with the appropriate teacher, administrator, board member, or other employee in order to seek clarification of areas of concern and resolve the difficulty. While those with complaints are encouraged to discuss the matter directly with employees closest to the complaint, the board also recognizes that at times anonymity and confidentiality are necessary, and at the informal stage this is acceptable to the board.

FORMAL PROCEDURES

Level One

If the patron is not satisfied with the disposition of the complaint through the informal procedure, the patron shall submit the complaint in writing within five (5) calendar days of the conclusion of the informal procedure. The written complaint shall be submitted to the principal or immediate supervisor of the building or employee involved in the complaint.

The employee of the district shall be advised of the nature of the complaint prior to the formal resolution meeting and every opportunity for explanation, comment, and presentation of related information shall be afforded the employee.

Upon receipt of the written complaint, the principal or the immediate supervisor shall schedule a meeting with the patron and employee, if an employee is involved, no later than five (5) calendar days after receipt of the written complaint. At the meeting, an informal setting is encouraged and all parties should make every effort to remain objective and maintain a relaxed environment.

meet and discuss the concern with the Employee's Principal.

1. If the Complainant met with the Employee and the complaint was not resolved, the Complainant must meet and discuss the complaint with the Employee's Principal within ten (10) calendar days of the meeting with the Employee. The Principal shall complete a Complaint Form, Exhibit KL-E(1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its content.
 2. If the Complainant initiates the complaint by meeting the Principal, the Principal shall complete a Complaint Form, Exhibit KL-E(1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its contents.
- B. Upon the Complaint Form being signed and dated by the Complainant, the Principal shall give a copy of the complaint to the Employee and schedule an informal meeting with only the Complainant, Employee and Principal present. At the meeting, the Principal shall attempt to facilitate discussion between the Complainant and Employee by seeking clarification of the issue(s) and seeking a resolution to the complaint. Should a resolution be obtained, the resolution shall be noted on the Complaint Form. Should a resolution not be obtained, the Complainant and/or the Employee may request a decision by the Principal on the merits of the complaint by making the request on the Complaint Form.
- C. If the Principal is asked to make a decision on the merits of the complaint, the Principal has the authority to investigate the complaint beyond the information received from the Complainant and Employee during the meeting with the Complainant, Employee and Principal. The Principal shall render a decision in writing within fourteen (14) calendar days of the request for a decision on the merits of the complaint. The time frame for rendering a decision by the Principal may be extended by the Principal for good cause and upon written notification to the Complainant and Employee, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant and the Employee shall receive written notification of the Principal's determination/resolution.

Within five (5) calendar days of the conclusion of the meeting, the principal or immediate supervisor shall render a decision in writing to the patron and employee, if the complaint concerns an employee.

Level Two

If the patron or employee is dissatisfied with the decision at Level One, either may, within five (5) calendar days after the decision is rendered, request a meeting with the superintendent of schools.

The superintendent of schools, or the superintendent's designee, within five (5) calendar days from receipt of the written request, shall meet with the patron or employee for the purpose of resolving the complaint. The principal or immediate supervisor who was involved at Level One shall be notified and shall have the option of attending the meeting. Arguments and documentation of all parties will be made in writing at this level, and copies shall be given to the superintendent and all interested parties.

Level Three

If the patron or employee is dissatisfied with the decision of the superintendent, either may, within five (5) calendar days after the decision is rendered, file a written complaint with the board of education.

At the next regular meeting, or within twenty (20) calendar days, the board or its designated agent shall consider the written complaint or may designate a committee which may or may not include board members to hold a hearing or otherwise investigate the complaint and prescribe such procedure as it may deem appropriate for consideration of the complaint.

The board shall make a final decision on the matter at a regular board meeting or special board meeting. The board shall then notify the patron and employee in writing of its decision.

- D. The Principal's decision may be appealed by the Complainant or Employee to the Superintendent within (10) ten calendar days of receipt of the Principal's written decision pursuant to Step 2. If the Principal does not render a written decision within the required time frame (14 days unless extended) the Complainant or Employee may appeal to the Superintendent pursuant to Step 2.

Should the complaint be against a Principal, the Superintendent shall address the complaint through the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the School Board pursuant to Step 3.

Should the complaint be against the Superintendent (or the Principal who also is the Superintendent) the Complaint Form, Exhibit KL-E(1), shall be given to the Business Manager. The Business Manager shall give the Complaint Form to the School Board President or Chairperson. At the next School Board meeting, the School Board will designate a person who is not an Employee of the District to address the complaint through the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the School Board pursuant to Step 3.

STEP 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the Principal's decision made in Step 1, or if the Principal failed to render a decision in the required time frame:

- A. The appeal shall be in writing using Exhibit KL-E(2). The appealing party must attach the Complaint and the Principal's written decision, if a decision was rendered.
- B. Upon receipt of an appeal, the Superintendent will provide a copy of the appeal to the other party. Within five (5) calendar days, the other party may submit a written response to the appeal. The Superintendent shall provide a copy of the response to the appealing party.
- C. In the Superintendent's sole discretion, the Superintendent may (a) meet and discuss the matter with the Complainant and Employee, (b) meet and discuss the matter with the Complainant, Employee and Principal, or (c) meet and discuss the matter with the Principal.

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

The board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and make decisions prior to involvement by the board.

The board encourages patrons to express their concerns, to ask questions, and to take an active interest in the district's activities by attending board meetings and school functions, visiting the schools, and meeting with teachers, administrators, and other staff.

INFORMAL PROCEDURES

Any patron of the district wishing to express a complaint should first utilize normal channels of communication, such as discussing the matter with the appropriate teacher, administrator, board member, or other employee in order to seek clarification of areas of concern and resolve the difficulty. While those with complaints are encouraged to discuss the matter directly with employees closest to the complaint, the board also recognizes that at times anonymity and confidentiality are necessary, and at the informal stage this is acceptable to the board.

FORMAL PROCEDURES

Level One

If the patron is not satisfied with the disposition of the complaint through the informal procedure, the patron shall submit the complaint in writing within five (5) calendar days of the conclusion of the informal procedure. The written complaint shall be submitted to the principal or immediate supervisor of the building or employee involved in the complaint.

The employee of the district shall be advised of the nature of the complaint prior to the formal resolution meeting and every opportunity for explanation, comment, and presentation of related information shall be afforded the employee.

Upon receipt of the written complaint, the principal or the immediate supervisor shall schedule a meeting with the patron and employee, if an employee is involved, no later than five (5) calendar days after receipt of the written complaint. At the meeting, an informal setting is encouraged and all parties should make every effort to remain objective and maintain a relaxed environment.

- D. Within fourteen (14) calendar days from the date the appeal was filed with the Superintendent, the Superintendent shall render a decision in writing. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to the Complainant and Employee; the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant, Employee and Principal shall receive copies of the decision. The Superintendent may uphold, reverse or modify the Principal's decision. The Superintendent may also refer the matter back to the Principal for further investigation. The Principal may uphold, modify or reverse his or her initial decision. After a matter has been referred back to the Principal, and the Principal rendered a second decision, that decision may also be appealed to the Superintendent.

- E. The Superintendent's decision may be appealed by the Complainant to the School Board within (10) ten calendar days of receipt of the Superintendent's written decision pursuant to Step 3. If the Superintendent does not render a written decision within the required time frame (14 calendar days unless extended) the Complainant may appeal to the School Board pursuant to Step 3.

- F. If the Employee believes the Superintendent's decision constitutes a violation, misinterpretation or inequitable application of School Board policy or collective bargaining agreement applicable to the Employee, the Employee may file a grievance pursuant to the applicable grievance policy. A grievance filed pursuant to this provision shall be initiated at the Superintendent level.

STEP 3: Complainant's Appeal to the School Board

The following procedure shall be used to address an appeal of the Superintendent's decision made in Step 2, or if the Superintendent failed to render a decision in the required time frame:

- A. An appeal to the School Board shall be in writing using Exhibit KL-E(3). The Complainant must attach the complaint, the Principal's written decision if a decision was rendered, the appeal to the Superintendent, the response to the appeal if any, and the Superintendent's decision if one was rendered.

Within five (5) calendar days of the conclusion of the meeting, the principal or immediate supervisor shall render a decision in writing to the patron and employee, if the complaint concerns an employee.

Level Two

If the patron or employee is dissatisfied with the decision at Level One, either may, within five (5) calendar days after the decision is rendered, request a meeting with the superintendent of schools.

The superintendent of schools, or the superintendent's designee, within five (5) calendar days from receipt of the written request, shall meet with the patron or employee for the purpose of resolving the complaint. The principal or immediate supervisor who was involved at Level One shall be notified and shall have the option of attending the meeting. Arguments and documentation of all parties will be made in writing at this level, and copies shall be given to the superintendent and all interested parties.

Level Three

If the patron or employee is dissatisfied with the decision of the superintendent, either may, within five (5) calendar days after the decision is rendered, file a written complaint with the board of education.

At the next regular meeting, or within twenty (20) calendar days, the board or its designated agent shall consider the written complaint or may designate a committee which may or may not include board members to hold a hearing or otherwise investigate the complaint and prescribe such procedure as it may deem appropriate for consideration of the complaint.

The board shall make a final decision on the matter at a regular board meeting or special board meeting. The board shall then notify the patron and employee in writing of its decision.

- B. The appeal must be filed with the President/Chairperson of the School Board or Business Manager within ten (10) calendar days of Complainant's receipt of the Superintendent's written decision, or within ten (10) days of the deadline for the Superintendent's written decision, whichever comes first.
- C. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the employee involved.
- D. Upon receipt of an appeal to the School Board, the School Board shall at its next meeting schedule a date, time and location for the appeal hearing.
- E. The following procedure shall be applicable at the appeal hearing before the School Board:
 - 1. The School Board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer.
 - 2. Within thirty (30) calendar days of an appeal being filed with the School Board, the School Board shall conduct a hearing in executive session.
 - 3. The Complainant, Employee and Superintendent each have the right to be represented at the hearing.
 - 4. The School Board shall make a verbatim record of the hearing by means of an electronic device or a court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed.
 - 5. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified by the School Board; in the absence of a decision by the Superintendent, the School Board will make a decision on the merits of the Complaint.
 - 6. All parties shall be given the opportunity to make an opening statement, with the Complainant being given the first opportunity, followed by the Employee and then the Superintendent.

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7. The Complainant shall present his or her case first, and the Employee shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and school board members may ask questions of any witness.
8. After the Complainant and the Employee have presented their respective cases, the Superintendent shall then present the basis of his/her decision which led to the appeal, if a decision was rendered. The Complainant and Employee shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent.
9. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the Hearing Officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board President/ Chairperson, Hearing Officer or other person authorized by law to take oaths and affirmations.
10. The Hearing Officer shall admit all relevant evidence. The Hearing Officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979) ("This [school board hearing related to teacher contract nonrenewal] does not mandate nor necessitate the use of strict evidentiary rules.").
11. Both parties shall be given the opportunity to make a closing statement, with the Complainant having the first opportunity, followed by the Employee, and then the Superintendent. The Complainant shall be given the opportunity for a brief rebuttal.
12. After the evidentiary hearing, the School Board shall continue to meet in executive session for deliberations. No one other than the Hearing Officer may meet with the Board during deliberations. During deliberations, the Board may seek advice from an attorney who did not represent any of the parties in the hearing. Consultation with any other person during deliberation may occur only if a representative of the Complainant, Employee and Superintendent are

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present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date.

13. Within twenty (20) calendar days of the hearing, the School Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to the Complainant, Employee and Superintendent. The notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.
14. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will reconvene in open session. The Board may uphold, reverse, or modify the Superintendent's decision, or render a decision on the merits of the Complaint in the absence of a Superintendent's decision. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion, shall be in writing and approved by the Board. The Complainant, Employee, Principal and Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the School Board.
15. If the Complainant is dissatisfied with the School Board's decision, the Complainant may appeal the decision by filing an appeal to the circuit court pursuant to SDCL Ch. 13-46.

Notes - Recommend Removing Current Policy (KLD) and Adopting ASBSD Sample Policy.

Notes - We don't currently have this policy.

Notes - We don't currently have this policy.

Was a meeting held between the person having the complaint and the employee?
Yes _____ No _____

If a meeting was held, when was it held, what happened at the meeting and what was the outcome of the meeting: _____

If a meeting was not held, explain why not: _____

Resolution requested/sought by complainant: _____

_____ Date _____ Complainant _____

_____ Date _____ School Official Completing the Report Form _____

Step 1 mutually agreeable resolution was reached:
Yes _____ No _____

If resolution, manner in which the complaint was resolved: _____

Complainant (initial/date) _____ Employee (initial/date) _____

If no mutually agreed upon resolution was reached, I request a decision by the Principal on the merits of the complaint:

Yes _____ No _____ Complainant (initial _____) Date _____

Yes _____ No _____ Employee (initial _____) Date _____

Notes - Recommend Adopting ASBSD Sample Form.

Notes - We don't currently have this policy.

Notes - We don't currently have this policy.

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

Controversial Issues

It is frequently necessary for pupils to study issues that are controversial. Students are to have access to all relevant information and may be exposed, at times, to what may appear to be biased or slanted instructional resources. Teachers will be expected to select such materials when such materials are the best means to meet specific curriculum objectives. The selection of instructional resources on controversial issues will be directed toward maintaining a balanced collection of materials representing various points of view.

Challenged Materials

Purpose

Occasional objections to a selection may be made by the public, despite the careful consideration of materials for student and teacher use and the qualifications of persons who select the materials. The following guidelines will be used to assist in determining the propriety of use of materials:

1. Factual, unbiased material which represents all major religions may be included in instructional materials.
2. Materials should present diversity of race, custom, culture, and belief as a positive aspect of our nation's heritage and give candid treatment to unresolved inter-cultural problems in the United States, including those which involve prejudice, discrimination, and the undesirable consequences of withholding rights, freedom, or respect from any individual.
3. Materials should reflect a sensitivity to the needs and rights of men and women without preference or bias. All materials should respect the claim of each person to all traits we regard as human.
4. School personnel shall, with no thought toward swaying reader judgment, make available basic primary and factual material and information on the level of their reading public on any ideology or philosophy of government which exerts or has exerted a strong force, either favorably or unfavorably, in government, current events, politics, education, or any other phase of life.
5. Materials containing sexual terminology and profanity shall be subjected to a test of literary merit by delegated personnel, who will take into consideration their reading public and community standards of morality.

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

The Board reserves to itself the final responsibility for all instructional materials used and curricula taught in the district schools. The Board recognizes that without a free and vigorous exchange of ideas, learning and teaching cannot take place effectively.

The Board also recognizes that district residents have a right to express concern about the educational programs of their schools. When citizens have concerns about particular courses or instructional materials, these concerns should be stated in writing, carefully considered, and accorded the courtesy of a prompt reply by school personnel. All such replies will be based on the instructional goals of the district, upon course objectives, and upon the criteria for selection of instructional materials.

Staff members will attempt to accommodate serious religious or moral objections to particular instructional materials by providing alternate materials whenever possible. However, attempts by parents or students to control what others read and study will be subject to careful scrutiny and question by school employees and the Board.

Complaints against instructional materials will be considered a most serious matter and will be processed in a very deliberate manner. Therefore, the following procedures are to be followed, step-by-step. Complaints that reach Step 3 will be reported to the Board.

1. The material in question should first be discussed with the teacher or librarian who will report the results of this meeting to the principal. If satisfaction is not reached, the complainant may continue with Step 2.
2. The principal will meet to discuss the material with the complainant and the teacher or librarian. The results of the meeting will be reported to the Superintendent. If satisfaction is not gained, the complainant will be

Public Complaints about the Curriculum or Instructional Materials (Continued)**Patron Complaints**

The following process will be used in dealing with complaints:

1. The complainant shall discuss the complaint with the teacher and/or building principal.
2. The complainant shall be invited to file objections in writing with the principal by completing the questionnaire, "Citizen's Request for Reconsideration of Instructional Materials," so that a formal complaint may be submitted to the instructional review committee.
3. Challenged materials will continue to be used during the reconsideration process unless the superintendent or school board suspends their use during the review process.
4. If, or when, a written complaint is filed, the building principal shall inform the superintendent.
5. An instructional review committee will be appointed by the director of instruction. This committee may consist of a media specialist, teacher(s), principal(s), parent(s), and students.
6. The director of instruction or designee shall serve as the chairperson of the committee. A recorder shall be selected to maintain accurate records of the proceedings of the committee. Proceedings of committee deliberations shall be held confidential.
7. The committee shall:
 - a. read, view, listen, and/or examine the material referred to it;
 - b. read reviews and consult recommended lists;
 - c. determine the extent to which the material supports the curriculum;
 - d. weigh values and faults and form opinions based on the material as a whole and not on passages pulled out of context;
 - e. decide on the continued use of the challenged material(s), considering instructional validity as perceived in the course objectives;
 - f. hold a hearing with the complainant(s) if a hearing is requested;
 - g. discuss the material and prepare a report including recommendations on the continued use or withdrawal of the material in question; and
 - h. file a copy of the report with the school principal, superintendent's office, and the complainant.

requested to complete the form, "Request for Reconsideration of Instructional Materials," before proceeding to Step 3.

3. The Superintendent will appoint a review committee composed of the following members:
 - The building principal.
 - The building librarian.
 - Two building teachers.
 - Three adult citizens.

The committee members will be requested to read or view the material and respond to the complainants' answers to the questions on the form, "Request for Reconsideration of Instructional Materials." The recommendation of the committee will be sent to the complainant by the Superintendent. If the complainant is not satisfied, he may continue with Step 4.

4. The Superintendent will meet with the complainant to resolve the problem. If an impasse has developed, the matter is to be directed to the Board in Step 5.
5. The complainant will appear before the Board as the final step in the request for reconsideration of instructional materials.

Notes - Recommend Keeping Current Policy and Not Adopting ASBSD Sample Policy.

Public Complaints about the Curriculum or Instructional Material (continued)

8. The committee will be convened to render a decision regarding the complaint within 20 calendar days after a written complaint has been filed with the school principal.
9. If the complainant is still dissatisfied with the decision of the committee, appeal may be made in writing to the school board. Opportunity will be given to board members to read/review the material referred to the review committee.
10. The request for an appeal must take place within 30 calendar days of the decision of the committee.

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Notes - We don't currently have this policy.

RELATIONS WITH PARENTS ORGANIZATIONS

The Board is aware of the constructive role, which the parent-teacher groups can play in the school system. The effective leadership provided by these organizations is valuable to the improvement of educational programs and community support of the schools. The Board will offer these groups its full cooperation, and urges parents, teachers, and administrators to become enthusiastic participants.

The parent-teacher association (PTA) may be of service to the schools in each area of the district by fostering community undertakings, encouraging social activities, working for needed legislation, discovering and reporting facts which lead to community or school improvements, studying school problems, supporting school projects, and cooperating with other community agencies.

Each school may set up its own form of parent-teacher association. Before official recognition, their organizational plan and rules of operation must be approved by the Board. The association membership may then form its own committees, plan its own programs, study projects, and other activities in line with Board policies. Resolutions of a school's parent-teacher association will be accepted by the Board for processing and consideration when such resolutions have been adopted by a majority of the members present at an official meeting.

Notes - Recommend Adopting ASBSD Sample Policy.

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TITLE I PARENT INVOLVEMENT

Notes - Recommend not adopting ASBSD Sample Policy, we have a similar policy ADE.

Notes - We don't currently have this policy

ANNUAL NOTIFICATION TO PARENTS

The School Board seeks to keep students, parents and the public informed of their rights and responsibilities. The district will comply with federal law to ensure parents, guardians and adult students receive annual notices on the following topics, as required by federal law:

- All notices as required under No Child Left Behind
- All notices as required under the Family Educational Rights and Privacy Act
- All notices as required under the Protection of Pupil Rights Amendment
- All notices as required by Child Nutrition Programs
- All notices as required by the Asbestos Hazard Emergency Response Act
- All notices as required by the McKinney Vento Act
- All notices as required under Non-Discrimination under Title IX, Section 504, Age Discrimination Act, Title II of the Americans with Disabilities Act
- All notices as required by the Individuals with Disabilities Education Act

METHOD OF NOTICE

The standard method of the school district is to send notices to parents, guardians or adult student and through postal mail. The School Board also recognizes the legal right of parents, guardians or adult students to receive annual notices from the district or school by electronic mail in lieu of regular mail. In order to receive notices by electronic mail, the parent, guardian or adult student must provide the school an electronic mail address to which the notifications may be sent.

Notes - Recommend adopting ASBSD Sample Policy

RELATIONS WITH CHURCHES/CHURCH NIGHT

During the school year, Wednesday evening will be designated as "Church Night." School activities after the regular school day will be governed by the following guidelines:

- 1) After school dismissal on Wednesday, there shall be no student activities for students in grades kindergarten through eight (K-8).
- 2) For grades nine through twelve, all school activities will have ended and students will be free to leave the building by 6:00 p.m.
- 3) In assigning homework, teachers should take into consideration that on Wednesday evenings students and families are involved in church activities.
- 4) Directors, advisors, and coaches are advised that student activities---whether they be music, forensics, athletics, or club work---include practices as well as performances and implies all student activities.
- 5) During the course of the year, the local school may become a participant in events scheduled on the state level or a regional level over which we have no local control. In such cases, it is expected that we would participate even if the event involves a Wednesday evening.

Notes - I don't think ASBSD has a sample policy for this.

CORPORATE ADVERTISING AND SPONSORSHIP

The Huron school board recognizes that partnerships between schools and non-school agencies, businesses, institutions, and organizations may be valuable in enhancing the education of the district's students.

Compulsory attendance confers on educators an obligation to protect the welfare of their students and the integrity of the learning environment. Because school personnel, property, and time are publicly funded, selling or providing access to advertising on school property outside the classroom involves ethical and legal issues that must be addressed. Therefore, when working together, schools and businesses must ensure that educational values are not distorted in the process. Positive school-business relationships must be ethical and structured in accordance with the following principles:

1. Corporate involvement must support the goals and objectives of the schools, including the district mission, statement of beliefs, and student exit outcomes.
2. All school-business partnerships must be consistent with all labor contracts, competitive bid requirements, and all applicable federal, state, and district laws, rules, and regulations.
3. Curricular programs with corporate involvement must be structured to meet identified educational needs and must be viewed in terms of educational effectiveness.
4. Schools and educators shall hold sponsored and donated materials to the same standards used for the selection and purchase of curriculum materials as per district requirements.
5. Corporate involvement shall not limit the discretion of schools and teachers in the use of curricular materials.
6. Sponsor recognition and corporate logos should be for identification rather than commercial purposes.
7. All gifts, grants, and bequests shall become district property unless this provision is waived by board action.
8. School-business partnerships shall not provide direct financial gain to district individual employees, students, parents, or school board members.
9. Except those approved by the building/district administrators and/or the board, vendors will not solicit contributions, sell, or offer for sale (within school buildings or on school property) any articles or services.

Notes - I don't think ASBSD has a sample policy for this

ADMINISTRATIVE OPERATIONAL PROCEDURES (Continued)General

1. Schools may utilize films, instructional aids, and equipment furnished by private sources when the advertising content is reasonable in the judgment of the superintendent or his/her designee and the principal of the school involved.
2. Schools may cooperate through announcements and distribution of program material with nonprofit organizations that supplement the school program (i.e., Boy Scouts, Girl Scouts, YWCA) when such cooperation will not interfere with the school program.
3. Schools may permit participation in essay, art, science, and similar contests sponsored by outside interests when such activities parallel the curriculum and contribute to the educational program, in the judgment of the superintendent or his/her designee and the principal of the school involved.
4. Schools may release promotional material for non-school athletic and cultural events only through appropriate school departments.
5. Schools may accept limited advertising on co-curricular activity schedules, etc., and programs at the discretion of the superintendent or his/her designee.

Gifts from the Public

1. All donors shall consult with school district administration prior to presenting gifts. If necessary, administrative recommendations may be submitted to the board prior to accepting gifts. Acceptance/use of gift will not imply endorsement of any business or product.

Logo Advertising on School Property

1. Company logos will not be permitted on facilities or informational equipment (such as a scoreboard) without approval of the school board.
2. Company logos will not be permitted on the outside or the inside of school vehicles without approval of the school board.
3. District students will not be required to wear the logo of any manufacturer for any school activity.

Exclusive Vending Agreements

1. The district will enter no agreements with vendors to provide exclusive district-wide access to student customers for soft drinks, snack foods, etc., purchased by students in school.

Notes - I don't think ASBSD has a sample policy for this

DISSEMINATION OF INFORMATION & MATERIALS
Huron Education Association (HEA)

The Huron Education Association or its members will have the right to place non-classroom activity notices, circulars, and other materials on school bulletin boards designated by the principal of each building.

Authorized representatives for the HEA will assume responsibility for posting or distributing of material of the association as well as removing it.

Notices, circulars, and other material to be posted will be made available to the building principal.

Notes - I don't think ASBSD has a sample policy for this.

DISTRIBUTION & POSTING OF MATERIALS

The following activities, with regard to property under the jurisdiction of the board, are specifically prohibited:

- 1) posting of political circulars or petitions on bulletin boards.
- 2) with the exception of the United States mail, the distribution of political circulars, petitions, etc., in employee school mailboxes.
- 3) the solicitation of and/or collection of campaign funds.
- 4) solicitation of campaign workers.
- 5) the use of pupils for writing or addressing political materials or distributing such materials or for other political purposes.
- 6) persons engaged in political activities, such as seeking or holding public office, shall not use the school's stenographic help, duplication equipment, mailing service, telephones, computers, e-mail, fax machines, etc., for this purpose.

RELATIONS WITH POLITICAL ORGANIZATIONS (PUBLIC FUNDS)

The board believes in the importance of democracy and the rights of citizens to be involved in politics, but recognizes state and federal law that prohibits schools from seeking to influence elections.

School district funds, whether derived from local, state, or federal sources, will not be used for the purposes of influencing elections or ballot measures to be decided by the community or statewide voters.

The school will, in keeping with state and federal law, offer factual information on ballot measures that have the potential to affect district operation, including, opt-out campaigns and bond campaigns, to the public for the purpose of educating voters.

School resources, including staff time, shall not be used for political purposes.

Notes - Recommend adopting ASBSD Sample Policy

Notes - We don't currently have this policy

RELATIONS WITH GOVERNMENTAL AUTHORITIES

The schools serve the children, the parents, and all the residents of the school district, and it is to their interest to relate the functions of the Board to 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 and county governmental units of the desire to plan cooperatively for the improvement of services to residents.

The Board and its administrative officers welcome all who seek to serve the residents of the area and to participate with them in the planning and execution of such projects as will be mutually beneficial.

Notes - Recommend adopting ASBSD Sample Policy

