

**4000 SERIES
COMMUNITY RELATIONS
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Swan Valley School District #92

COMMUNITY RELATIONS

4000

Goals

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

1. to encourage and enhance communications, understanding, trust and mutual support between the District and the people it serves;
2. to increase both the quality and quantity of public participation in school affairs, activities and programs;
3. to strengthen and improve relations and interactions among staff, trustees, citizens, parents and students;
4. to promote understanding and cooperation between the schools and community groups.

Policy History:

Adopted on: January 22, 2004

Reviewed on: December 21, 2011

Revised on:

Swan Valley School District

COMMUNITY RELATIONS

4120

Public Relations

The District shall strive to maintain effective two-way communication channels with the public. Such channels shall enable the Board and staff to interpret the schools' needs to the community and provide a means for citizens to express their needs and expectations to the Board and staff.

The Superintendent shall establish and maintain a communication process within the school system and between it and the community. Such a public information program shall provide for news releases at appropriate times, arrange for news media coverage of district programs and events, provide for regular direct communications between individual schools and the citizens they serve, and assist staff in improving their skill and understanding in communicating with the public.

Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses and other such events or activities which may bring staff and citizens together.

Policy History:

Adopted on: January 22, 2004

Reviewed on: December 21, 2011

Revised on:

PUBLIC ACCESS TO DISTRICT WEBSITE

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

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

The District shall also make available to the public on its website the Board’s Annual Continuous Improvement Plan. The District shall also make available to the public on its website its Student Data Privacy and Security policy.

The District shall make available to the public on its website a posting of District expenditures that is easily accessible from the main District webpage.

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

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

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

Legal Reference:

Title 74 Chapter 1 Public Records Act

I.C. § 33-133 Idaho Student Data Accessibility, Transparency, and Accountability Act

I.C. § 33-320 Continuous Improvement Planning and Training

I.C. § 33-357 Creation of Internet Based Expenditure Website

I.C. § 33-1273A Negotiations in Open Session

Policy History:

Adopted on: 12/12/17

Revised on:

WEBSITE ACCESSIBILITY AND NONDISCRIMINATION

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

Benchmarks for Measuring Accessibility

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

Website Accessibility

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

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

Website Accessibility Concerns, Complaints, and Grievances

A student, parent, or member of the public who wishes to submit a complaint or grievance regarding a violation of the ADA, Section 504 or Title II related to the accessibility of any official District web presence that is developed by, maintained by, or offered through the

District, third party vendors and/or open sources may complain directly to the school. Individuals may call, email or submit written correspondence to:

Superintendent/Designee
Swan Valley School District No. 92
PO Box 220
Irwin, ID 83428
Phone 208-483-2405
Fax 208-483-2415

When a school administrator receives the information, they shall immediately inform the District's Webmaster. The Complainant need not wait for the investigation of any grievance or complaint in order to receive the information requested.

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

Testing and Accountability

The District will ensure website accessibility training to all appropriate personnel, including employees who are responsible for developing, loading, maintaining, or auditing web content functionality. The District will be responsible for reviewing all areas of the District's website and evaluating its accessibility on a periodic basis. Any non-conforming webpages will be corrected in a timely manner.

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

Policy History:

Adopted on: 12/12/17

Revised on:

Swan Valley School District #92

COMMUNITY RELATIONS

4210

School-Support Organizations

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

Booster clubs and/or special interest organizations may be formed to support and strengthen specific activities conducted within the school or District. All such groups must receive the approval of the school principal, Superintendent and the Board in order to be recognized as a booster organization. Staff participation, cooperation and support are encouraged in such recognized organizations.

Fund-Raising by School Support Groups

Fund-raising by school support groups is considered a usual and desirable part of the function of such groups. The specific fund-raising activities must be approved in advance by the principal. The principal must be consulted prior to any expenditure of such funds. All such funds raised by school adjunct groups are to be used for the direct or indirect support of school programs.

Equipment purchased by support groups and donated to the schools becomes the property of the District and may be used or disposed of in accordance with District policy and state law.

Policy History:

Adopted on: January 22, 2004

Reviewed on: December 21, 2011

Revised on:

Swan Valley School District #92

COMMUNITY RELATIONS

4301

Visitors to the Schools

The District encourages visits by Board members, parents and citizens to all District buildings.

In order to ensure the safety of our students and the building, any individual visiting for any reason during normal school operating hours must first check in at the office and verify his/her reason for being on campus.

Any individual who wishes to pick up a student at school during the school day must check that student out at the office

In addition, if your child is to be picked up at school by anyone other than their parent or legal guardian, please inform the school in advance in writing or over the phone.

Cross Reference: 4313 Disruption of School Operations

Policy History:

Adopted on: January 22, 2004

Reviewed on: December 21, 2011

Revised on:

Swan Valley School District #92

COMMUNITY RELATIONS

4310

Public Complaints

The Board is interested in receiving valid complaints and suggestions. Public complaints and suggestions shall be submitted on the Uniform Grievance Procedure to the appropriate-level staff member or District administrator. Each complaint or suggestion shall be considered on its merits.

Unless otherwise indicated in these policies or otherwise provided for by law, no appeal may be taken from any decision of the Board.

Policy History:

Adopted on: January 22, 2004

Reviewed on: December 21, 2011

Revised on:

Swan Valley School District #92

COMMUNITY RELATIONS

4310

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Uniform Grievance Procedure

All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or Federal constitution, State or Federal statute, or Board policy. The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably.

The right of a person to prompt an equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

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

Level 2: Principal/Superintendent

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating:

1) the nature of the grievance; and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within sixty (60) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

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

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall

investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary and after consulting the Board Chair.

Level 3: Principal/Superintendent

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal, the recommendation will be implemented.

If the Superintendent rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, any appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

Level 4: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the individual alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

Procedure History:

Adopted on: January 22, 2004

Revised on: March 16, 2009

Reviewed on: December 21, 2011

Swan Valley School District #92

COMMUNITY RELATIONS

4313

Disruption of School Operations

If any person disrupts or obstructs any school program, activity, or meeting, or threatens to do so, or commits, threatens to imminently commit or incites another to commit any act that will disturb or interfere with or obstruct any lawful task, function, process or procedure, of any student, official, employee or invitee of the District, the staff member in charge shall immediately notify the local law enforcement authorities of the incident.

The staff member in charge shall make a written report detailing the incident not later than twenty-four (24) hours from when the incident occurred. A copy of the report shall be given to the staff member's immediate supervisor and to the school board.

Cross Reference: 4301 Visitors to the Schools
Legal Reference: I.C. § 33-512 Governance of schools
I.C. § 33-205 Denial of school attendance
I.C. § 33-1222 Freedom from abuse
I.C. § 18-916 Abuse of school teachers
I.C. § 18-6409 Disturbing the peace

Policy History:

Adopted on: January 22, 2004

Reviewed on: December 21, 2011

Revised on:

COMMUNITY RELATIONS, VISITORS TO SCHOOL PROPERTY, EVENTS, AND ACTIVITIES

Spectator Conduct and Sportsmanship for Athletic and All School Events

Any person, including an adult, who behaves in an un-sportsmanlike manner during an athletic or school event may be ejected from the event the person is attending and/or denied admission to school events for up to a year, after a Board hearing. Examples of un-sportsmanlike conduct include, but most certainly are not limited to:

1. using vulgar or obscene language or gestures;
2. possessing or being under the influence of any alcoholic beverage or illegal substance;
3. possessing a weapon;
4. fighting or otherwise striking or threatening another person;
5. failing to obey the instructions of a security officer or school district employee; and
6. engaging in any activity which is illegal or disruptive of the educational process.

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, containing:

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

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

Policy History

Adopted on: January 22, 2004

Revised on: March 16, 2009

Reviewed on: December 21, 2011

Swan Valley School District #92

COMMUNITY RELATIONS

4316

Accommodating Individuals with Disabilities

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

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

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

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

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

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

Cross Reference: 3215 Uniform Grievance Procedure
Legal Reference: Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131, et seq.; 28 C.F.R. Part 35.

Policy History:
Adopted on: January 22, 2004
Reviewed on: December 21, 2011
Revised on:

Swan Valley School District #92

COMMUNITY RELATIONS

4320

Contact with Students

Students are entrusted to the schools for educational purposes. Although educational purposes encompass a broad range of experiences, school officials must not assume license to allow unapproved contact with students by persons who are not employed by the District for educational purposes. Teachers may arrange guest speakers on appropriate topics relative to the curriculum.

Principals must approve school assemblies on specific educational topics of interest and relevance to the school program. Other types of contact by non-school personnel will normally not be permitted. Outside organizations desiring to use the captive audience in a school for information, sales material, or special interest curricula will not be allowed access to the schools.

Policy History:

Adopted on: January 22, 2004

Reviewed on: December 21, 2011

Revised on:

Swan Valley School District #92

COMMUNITY RELATIONS

4321

Distribution of Fund Drive Literature Through Students

It is the policy of this District to refrain from having the students, as student body members, used for collection or dissemination purposes.

Exceptions to this policy will be considered when recognized or student or school-affiliated organizations of the District request permission to participate in such activity.

Policy History:

Adopted on: January 22, 2004

Reviewed on: December 21, 2011

Revised on:

COMMUNITY RELATIONS

Community Use of School Facilities

District facilities may be made available for community use on a rental basis when such use is not in conflict with District needs and when the activity is compatible with the facility being requested.

The board does reserve the right to waive rental fees for nonprofit and community activities. However, a fee will be assessed for any damages that may occur at said activities.

Rental fees and any fees collected for temporary use of school facilities will be deposited in the operating fund of the District and used for general purposes, except as the board authorizes a particular use of the rental fee in a specific instance.

Current Fees:

Classroom use fee:	\$ 5.00 per hour
Cafeteria use fee:	\$ 7.50 per hour
Gymnasium use fee:	\$15.00 per hour
Computer Lab use fee:	\$10.00 per hour

If use of school facilities requires attendance or services of a custodian, there is an additional \$25.00 fee added.

District Equipment

District equipment will not be rented for personal use of individuals. It is the policy of the District to keep its equipment secured and maintained for the purpose for which it was purchased.

The use of District equipment in Community Education Classes, or by patrons participating in other school programs is permissible.

Legal Reference:	I.C. § 33-601 Real and personal property – Acquisition, use or disposal of same.
	I.C. § 33-602 Use of school property or buildings for senior citizen centers
	Lamb’s Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

Policy History:

Adopted on: January 22, 2004

Reviewed on: December 21, 2011

FACILITIES RENTAL CONTRACT

4330F

Swan Valley School District #92 agrees to rent the Swan Valley Elementary School building to _____

On the following day (s) and date(s) _____

from _____ a.m./p.m. to _____ a.m./p.m.

Renter _____ agrees to pay a deposit, if requested, of

\$ _____ and a rate of \$ _____ per _____.

Should the organization or renter have need of a custodian, or if custodial time is needed to clean up after the facility has been used, an additional charge of \$ _____ will be assessed the renter.

It is the responsibility of the renter to maintain order and control during the entire time of the rental. Damage and/or breakage shall be assessed by the building principal and/or other school personnel in cooperation with the renter, and any damages will be paid by the renter to the School District.

The use of illegal drugs, tobacco (in any form) or alcoholic beverages is prohibited on all school premises.

Use of school facilities without a rental contract on file with the building principal will be considered as trespassing.

Total Fee Assessed: \$ _____ Total Deposit: \$ _____

Custodian: \$ _____ Damages: \$ _____

Date: _____

Renters Signature: _____

Principals Signature: _____

Swan Valley School District #92

COMMUNITY RELATIONS

4331

Use of School Property for Posting Notices

Non-school related organizations may ask the building principal permission:

1. To display posters in the area reserved for community posters; or
2. To have flyers distributed to students.

Posters and/or flyers subject to a request must be student oriented and have the sponsoring organization's name prominently displayed. Permission will be denied to post or distribute any material that would:

1. Disrupt the educational process;
2. Violate the rights of others;
3. Invade the privacy of others;
4. Infringe on a copyright; or
5. Be obscene, vulgar or indecent.

No commercial publication shall be posted or distributed unless the purpose is to further a school activity, such as graduation, class pictures or class rings. No information from any candidates for non-student elective offices shall be posted in the school, except on election day, or distributed to the students.

If permission is granted to distribute, the organization must arrange to have copies delivered to the school. Distribution of the material will be arranged by the administration.

Policy History:

Adopted on: January 22, 2004

Reviewed on: December 21, 2011

Revised on:

Swan Valley School District #92

COMMUNITY RELATIONS

4332

Conduct on School Property

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

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

"School Property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. As circumstances warrant, appropriate action will be taken by the District's administrators.

Legal Reference:

Pro-Children Act of 1994, 20 U.S.C. § 6081
I.C. § 33-205 Denial of school attendance
I.C. § 33-512 Maintenance of schools
I.C. § 39-5503 Prohibitions - Exceptions

Policy History:

Adopted on: January 22, 2004
Reviewed on: December 21, 2011
Revised on:

Swan Valley School District #92

COMMUNITY RELATIONS

4340

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Public Access to District Records

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

A "public record" includes any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by any state agency, independent public body corporate and political or local agency regardless of physical form or characteristics. A "Writing" includes, but is not limited to, handwriting, typewriting, printing, Photostatting, photographing and every means of recording, including letters, words, pictures, sounds or symbols or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents.

Public records of a school district do not include the personal notes and memoranda of staff that remain in the sole possession of the maker and which are not generally accessible or revealed to other persons.

The Superintendent shall serve as "public records coordinator" with responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of state law and this policy. As coordinator, the Superintendent shall authorize the inspection and copying of the District's records only in accordance with the criteria set forth in this policy.

In accordance with Title 9, Chapter 3, Idaho Code, the following records shall not be subject to public inspection and/or copying:

1. Any public record exempt from disclosure by federal or state law or federal regulations to the extent specifically provided for by such law or regulation;
2. All personnel records of a current or former public official other than the public official's public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace and employing agency. All other personnel information relating to a public employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;

3. Retired employees' and retired public officials' home addresses, home telephone numbers and other financial and nonfinancial membership records;
4. Records of a current or former employee other than the employee's duration of employment with the association, position held and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses, of the executive director, executive officers or commissioners of the association. All other personnel information relating to an association employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, retirement plan information and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;
5. Records relating to the appraisal of real property, timber or mineral rights prior to its acquisition, sale or lease by the District;
6. Any estimate prepared by the District that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project;
7. Examination, operating or condition reports and all documents relating thereto, prepared by or supplied to the District;
8. Records of any risk retention or self-insurance program prepared in anticipation of litigation or for analysis of or settlement of potential or actual money damage claims against the District and/or its employees except as otherwise discoverable under the Idaho or federal rules of civil procedure. These records shall include, but are not limited to, claims evaluations, investigatory records, computerized reports of losses, case reserves, internal documents and correspondence relating thereto. At the time any claim is concluded, only statistical data and actual amounts paid in settlement shall be deemed a public record unless otherwise ordered to be sealed by a court of competent jurisdiction. Provided however, nothing in this subsection is intended to limit the attorney client privilege or attorney work product privilege otherwise available to any public agency or independent public body corporate and politic;
9. Computer programs developed or purchased by or for the District for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval and manipulation of data from the computer system, and any associated documentation and source material that explain how to operate the computer program.

Computer program does not include:

- (a) The original data including, but not limited to, numbers, text, voice, graphics and images;
 - (b) Analysis, compilation and other manipulated forms of the original data produced by use of the program; or
 - (c) The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually.
10. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974 and adopted District policy;
 11. Test questions, scoring keys, or other examination data used to administer academic tests;
 12. Preliminary drafts, notes, recommendations and intra-District memoranda in which opinions are expressed or policies formulated or recommended, except that a specific record shall not be exempt when publicly cited by the District in connection with any District action;
 13. Records that are relevant to a controversy to which the District is a party but which records would not be available to another party under the rules of pre-trial discovery for cases pending resolution;
 14. Records of buildings, facilities, infrastructures and systems when the disclosure of such information would jeopardize the safety of persons or the public safety. Such records may include emergency evacuation, escape or other emergency response plans, vulnerability assessments, operation and security manuals, plans, blueprints or security codes.

The District shall either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of the request for examination or copying. If it is determined by the District that a longer period of time is needed to locate or retrieve the public records, the District shall so notify in writing the person requesting to examine or copy the records and shall provide the public records to the person no later than ten (10) working days following the person's request.

If the District fails to respond, the request shall be deemed to be denied within ten (10) working days following the request. If the District denies the person's request for examination or copying the public records or denies in part and grants in part the person's request for examination and copying of the public records, the person legally responsible for administering the District or the District's designee shall notify the person in writing of the denial or partial denial of the request for the public record.

The notice of denial or partial denial shall state that the attorney for the District has reviewed the request or shall state that the District has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. The notice of denial or partial denial also shall indicate the statutory authority for the denial and indicate clearly the person's right to appeal the denial or partial denial and the time periods for doing so.

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

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

Legal Reference:

Title 9, Chapter 3 Public Records

Policy History:

Adopted on: January 22, 2004

Reviewed on: December 21, 2011

Revised on:

Swan Valley School District #92

COMMUNITY RELATIONS

4410

Relations with the Law Enforcement and Child Protective Agencies

The primary responsibility for maintaining proper order and conduct in the schools is that of staff. Staff shall be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law occurring during school hours or at school activities.

Where there is substantial threat to the health and safety of students or others such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking of prohibited drugs or the scheduling of events where large crowds may be difficult to handle, the law enforcement agency shall be called upon for assistance. Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency.

The District shall strive to develop and maintain cooperative working relationships with the law enforcement agencies. Procedures for cooperation between law enforcement, child protective and school authorities shall be established. Such procedures shall be made available to affected staff and periodically revised.

Cross Reference:

4313 Disruption of School Operations

Legal Reference:

I.C. § 33-205 Denial of school attendance

Policy History:

Adopted on: January 22, 2004

Reviewed on: December 21, 2011

Revised on:

Swan Valley School District #92

COMMUNITY RELATIONS

4411

Investigations and Arrests by Police

All contact between the school and the police department on matters involving students shall be made through the administrative office. The police have ample opportunity to talk to a student away from the school and before or after school hours. They should be encouraged to do so.

Law enforcement authorities should only be allowed to conduct an interview in the school if they can show that special circumstances exist or if the interview is at the request of the school. This determination should be made by the principal or Superintendent.

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

Policy History:

Adopted on: January 22, 2004

Reviewed on: December 21, 2011

Revised on:

Swan Valley School District #92

COMMUNITY RELATIONS

4550

Sex Offenders

Whenever school officials learn that a registered sex offender is residing within a close proximity of any school located within the District, the Superintendent or other designated administrator shall put the parents of students on notice by sending a letter home to each parent notifying parents that a sex offender is residing in the area and providing other pertinent information the school administrator has regarding the registered sex offender.

The Superintendent shall also prepare a letter to the registered sex offender notifying such person that they are to refrain from coming onto school property unless prior written approval is received from the administration.

Policy History:

Adopted on: January 22, 2004

Reviewed on: December 21, 2011

Revised on:

Volunteer Confidentiality

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

Volunteer Code of Confidentiality

1. All student records should be considered confidential.
2. Records should be not be left in a place where they can be viewed by others.
3. Copies of records can only be shared with administrative approval.
4. Volunteers should not discuss or repeat information overheard while in the staff lounge or offices by teachers or administrators.
5. Volunteers should not discuss information obtained while in a classroom, such as a student's grade or behavior, with anyone other than the student's teacher.
6. Directory information, including student's and staff's name, address, telephone number, date and place of birth, student's photograph, participation in officially recognized activities and sports, weight and height of student members of athletic teams, dates of attendance and awards received, and previous educational agencies or institutions attended can only be shared with administrative approval.
7. Concerns or questions regarding student records of issues of confidentiality should be brought to the attention of the staff member that supervises the volunteer and the school administrator.
8. Any knowledge of a violation of this Code of Confidentiality should be immediately reported to the school administrator and the staff member who supervises the volunteer.

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

Date

Signature

Policy History:

Adopted on: November 10, 2008

Reviewed on: December 21, 2011

Revised on: