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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; and
4. To promote understanding and cooperation between the schools and community groups.

#### Policy History:

Adopted on: January 22, 2004

Revised on: September 16, 2019

Reviewed on: August 10, 2021

## Swan Valley School District #92

### COMMUNITY RELATIONS

4100

#### Public Relations

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

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

Revised on: September 16, 2019

Reviewed on: August 10, 2021

Public Participation in Board Meeting

All regular and special meetings of the Board shall be open to the public, but any person who disturbs good order may be required to leave. The Board of Trustees encourages all citizens of the District to express their ideas and concerns. The comments of the community will be given careful consideration. In the evaluation of such comments, the first priority will be District students and their educational program.

NOTICE

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

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

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

1. Teacher or staff;
2. Principal/Superintendent; then
3. Board of Trustees.

Please also see District Policy No. 4110 Public Complaints.

Members of the public will not be recognized by the Chair as the Board conducts its official business except when the Board schedules a public discussion period on a particular item. The Board will listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

At each regular and special meeting of the Board the agenda may provide time for public comment before the Board. Persons wishing to address the Board will be required to sign the "Public Comment Sign-up Sheet" available at each meeting.

Total time allotted for public comment will not exceed one (1) hour. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to three (3) minutes. Public comment will be taken on matters scheduled on the agenda. Should a large number of the public wish to speak on the same issue or topic, members of the public are encouraged to select one or more representatives to summarize their position. Additionally, the Board clerk will accept written comments for distribution to the Board. The Board may decline to hear repetitive comments. The Chair may also deny an individual the opportunity to address the Board if the individual has previously addressed the Board on the same subject within the past two months.

Written materials for Board Members must be submitted to the Board Clerk. The written material must include the name, address, and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Board Members if received by noon the Friday preceding the Board meeting. Materials should not be sent directly to Board Members. Materials may be presented or mailed to the Board clerk at Swan Valley School District 3389 Swan Valley Highway Irwin, ID 83428.

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

Because of the diversity of issues, members of the Board will not respond to public comment. Instead, issues may be recorded and referred to the proper staff person for follow-up. The Chair may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, obscene, repetitive, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. Nothing in this policy shall prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is seriously compromised. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

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

Cross Reference:

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

Legal Reference:

I.C. § 33-512 (11) Governance of Schools  
I.C. § 74-206 Executive Sessions—When Authorized

Policy History:

Adopted on: September 16, 2019

Revised on: August 10, 2021  
Reviewed on: August 10, 2021

## Swan Valley School District #92

### COMMUNITY RELATIONS

4110

#### Public Complaints

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

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

#### Policy History:

Adopted on: January 22, 2004

Revised on: September 16, 2019

Reviewed on: August 10, 2021

Uniform Grievance Procedure

It is the Board's desire that administrative procedures for settling complaints and grievances of any and all persons (i.e., staff, students, patrons, hereinafter "Grievant") be an orderly process within which solutions may be pursued. Further, that the procedure provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each grievant be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

Grievance Procedure

This grievance procedure should be followed if a grievant believes 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: A grievant with a complaint is encouraged to first discuss it with the teacher, counselor, or staff member involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the Principal/Superintendent 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/Superintendent 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/Superintendent shall investigate and attempt to resolve the complaint. If either party is not satisfied with the Principal/Superintendent decision, the grievance



may be advanced to Level 3 by requesting in writing that the Board of Trustees review the Principal/Superintendent decision. This request must be submitted to the Board Clerk within fifteen (15) days of the Principal/Superintendent decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the Principal/Superintendent shall turn the complaint over to the Title IX 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 Principal/Superintendent or Board of Trustees (if necessary) 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: The Board: Upon receipt of a written appeal of the decision of the Principal/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: September 16, 2019

Reviewed on: August 10, 2021

## Swan Valley School District #92

### COMMUNITY RELATIONS

4130

#### Public Access to District Website

In order to comply with various State laws and to ensure that the public is provided with web- accessible information, the District shall develop and maintain a 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 plan must be reviewed, updated annually, and posted no later than October 1 each year.

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

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.

#### Cross Reference:

4260           Records Available to Public  
8605           Retention of District Records

#### 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. § 33-206A Open Meetings Law - Negotiations in Open Session  
I.C. § 74-101, *et seq.* Idaho Public Records Act

Policy History:

Adopted on: December 12, 2017

Revised on: September 16, 2019

Reviewed on: August 10, 2021

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.

#### Cross Reference:

4120 Uniform Grievance Procedure

#### Legal Reference:

42 U.S.C. §§ 12131-65 Title II of the Americans with Disabilities Act of 1990  
29 U.S.C. § 701, *et seq.* Section 504 of the Rehabilitation Act of 1973

#### Policy History:

Adopted on: December 12, 2017  
Revised on: September 16, 2019  
Reviewed on: August 10, 2021

## Swan Valley School District #92

### COMMUNITY RELATIONS

4140

#### 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.

#### Loitering/Unauthorized Persons

Unauthorized persons loitering in or about any school building, or on school grounds shall be asked to leave the premises. Any such person failing to leave the premises shall be considered to be in probable violation of disorderly conduct or trespassing statutes. Law enforcement shall be notified and requested to remove the individual from the building or grounds.

#### Cross Reference:

4320            Disruption of School Operations  
4420            Sex Offenders

#### Policy History:

Adopted on: January 22, 2004  
Revised on: September 16, 2019  
Reviewed on: August 10, 2021

## Swan Valley School District #92

### COMMUNITY RELATIONS

4150

#### Accommodating Individuals with Disabilities

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

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

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

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

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

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

The District will provide the parent or guardian of each student who has a disability with a copy of the Procedural Safeguards Notice available on the website of the Idaho State Department of Education. This notice will be provided one time each year. It will also be provided, as outlined in 34 C.F.R. 300.504(a), upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing, upon a disciplinary action constituting a change in placement, and upon the request of a parent or guardian. The notice must be provided in the parent or guardian's native language unless it is not feasible to do so.

#### Cross Reference:

4120 Uniform Grievance Procedure

Legal Reference:

42 U.S.C. §§ 12101, *et seq.*, & 12131, *et seq.*; The Americans with Disabilities Act of 1990  
20 U.S.C. §§ 1400-82 Individuals with Disabilities Education Act  
34 C.F.R. § 300.504 Procedural Safeguards Notice

Policy History:

Adopted on: January 22, 2004  
Revised on: September 16, 2019  
Reviewed on: August 10, 2021



## Swan Valley School District #92

### COMMUNITY RELATIONS

4200

#### 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 principal must approve the specific fund-raising activities in advance.

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.

#### Financial Records

Booster organizations shall handle their own accounting and bookkeeping procedures and maintain their own separate accounts for income and expenditures. A financial report will be presented at each scheduled meeting. Adequate, auditable financial records shall be maintained at all times.

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

The use of the District or any school name, logo, or mascot by booster organizations must be authorized by the Superintendent or designee. The Superintendent or designee may revoke the authorization to use the District's name, logo, or mascot if the Superintendent or designee determines that the booster organization has failed to comply with the terms of this policy or any other District policy. The Superintendent or designee will notify the booster organization in writing of the reason for the revocation. The booster organization may appeal the revocation to the Board whose decision will be final. The appeal must be

filed in writing and submitted to the Board Clerk no later than five business days from the date of the Superintendent/designee's letter.

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

### Donations

Any item that a booster organization proposes to contribute to the school must meet all legal requirements, including safety codes. Before accepting any such donation, the Superintendent must ensure that funding is available to install and maintain all donated equipment, such as playground equipment, in compliance with all safety requirements. All items donated become the property of the District. While the intent of the donation will be considered, the District reserves the right to modify the use if the needs of the students or the District change.

### Discrimination

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

### Policy History:

Adopted on: January 22, 2004

Revised on: September 16, 2019

Reviewed on: August 10, 2021

## Swan Valley School District #92

### COMMUNITY RELATIONS

4210

#### Community Use of School Facilities

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

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of the facility shall pay fees and costs. The Superintendent shall develop procedures to manage community use of school facilities, which shall be reviewed and approved by the Board. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

Authorization for use of school facilities shall not be considered an endorsement of or approval of the activity, person, group, or organization nor the purposes they represent.

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

Proper protection, safety, and care of school property shall be primary considerations in the use of school facilities. All facility use shall comply with State and local fire, health, safety, and police regulations. All individuals using school facilities shall comply with the policies of this Board.

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.

#### 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.*, 508 U.S. 384 (1993).

Policy History:

Adopted on: January 22, 2004

Reviewed on: December 21, 2011

Revised on: August 10, 2021

## Swan Valley School District #92

### COMMUNITY RELATIONS

4210P

#### Community Use of School Facilities

##### Facility Use Applications

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

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

1. The activity should not interfere with the schedule of normal activities of the school or District; and
2. The content of the activity should be reasonably appropriate in a school setting.

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

##### Right to Decline Use

The use of the school premises will be denied when, in the opinion of the Superintendent or the Board, such use may be construed to be solely for commercial purposes, when there is probability of damage or injury to school property, or when the activity is deemed to be improper to hold in school buildings, or if it conflicts with any federal, state, or local public health ordinance or District health policy or procedure.

##### Fees

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

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

### Insurance Coverage

The Board may require facility users to carry a commercial general liability insurance policy with a minimum limit per occurrence of \$1,000,000. A Certificate of Insurance for the policy, naming the Swan Valley School District #92 as an additional insured, may also be required along with the facility use request. The Board reserves the right to require increased insurance coverage on any event.

### School Equipment

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

### Supervision

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

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

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

### Outdoor Facility Usage

The following applies to all District outdoor facility rentals:

1. The rental group shall be responsible for the full replacement cost of any facility or equipment damage.
2. Arrangements for keys for any rented facility must be made prior to the event.
3. The procedure for cancellation of outdoor events due to threatening weather and/or field conditions is as follows:
  1. If field conditions are such that play is not recommended, the district shall notify the rental group as far in advance as possible that contests must be cancelled. Practice field rental will be substituted, if possible; and
  2. If there is rain the day of the scheduled contests, the game field rental is considered cancelled and game fields are not to be used. Questions can be answered by calling the Superintendent.

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

Procedure History:

Promulgated on: September 16, 2019

Revised on: August 10, 2021

Reviewed on: August 10, 2021

**Swan Valley School District #92**

**COMMUNITY RELATIONS**

**4210F1**

Fee Schedule for Community Use of School Facilities

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 per hour.



**Facilities Use Agreement**

Organization or Individual Requesting Facility Use: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Date and Hours of Requested Use: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Equipment/Services Needed: \_\_\_\_\_

Insurance and Other Special District Requirements for Use: \_\_\_\_\_

Use Charge for Services/Facilities Listed: \_\_\_\_\_

Date and Amount Paid: \_\_\_\_\_

Superintendent's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Premises and Conditions**

I. Conditions of Facilities Use—Use of District facilities is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco, or other drugs be sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members;
2. That no illegal games of chance or lotteries be permitted;
3. That no functional alteration of the premises or functional changes in the use of such premises be made without specific written consent of the District; and
4. That adequate supervision be provided by the requesting organization or individual to ensure proper care and use of District facilities.

**Rent and Deposit**

The requesting organization or individual agrees to pay the District, as rent for the premises and as payment for special services provided by the District (if any), the sum of \$\_\_\_\_\_. This shall be due seven (7) days in advance unless arrangements are made. The requesting organization or individual shall be responsible for all actual damages, including costs, disbursements, and expenses resulting while it has use of the premises.

**Insurance and Indemnification**

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend, and hold harmless the District and any of its employees or agents from any liability, expenses, costs (including attorney's fees), damages, and/or losses arising out injuries or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of the

District facility which are not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law.

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

**Non-Discrimination**

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

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

**Swan Valley School District #92:**

By \_\_\_\_\_

**Requesting Organization/Individual**

By \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Additional Obligations:

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## Swan Valley School District #92

### COMMUNITY RELATIONS

4230

#### 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

Revised on: September 16, 2019

Reviewed on: August 10, 2021

**Swan Valley School District #92**

**COMMUNITY RELATIONS**

**4240**

Distribution of Fund Drive Literature Through Students

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

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

Policy History:

Adopted on: January 22, 2004

Revised on: September 16, 2019

Reviewed on: August 10, 2021

## Swan Valley School District #92

### COMMUNITY RELATIONS

4260

#### Records Available to Public

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.

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

The Superintendent shall serve 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.

A written copy of the Board's minutes shall be available to the general public within a reasonable time after the meeting in which they are approved.

#### Definitions

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.

#### Records Exempt from Disclosure

In accordance with 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. Retired employees' and retired public officials' home addresses, home telephone numbers and other financial and nonfinancial membership records;

3. Records of a current or former employee other than the employee's duration of employment with the District, position held, and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses. However, all other personnel information relating to a public employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, net pay, applications, testing and scoring materials, grievances, correspondence, and performance evaluations shall not be disclosed to the public without the employee's or applicant's written consent.
4. Records relating to the appraisal of real property, timber or mineral rights prior to its acquisition, sale or lease by the District;
5. Any estimate prepared by the District that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project;
6. Records of any risk retention or self-insurance program prepared in anticipation of litigation or for analysis of or settlement of potential or actual money damage claims against the District 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;
7. Computer programs developed or purchased by or for the District for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval and manipulation of data from the computer system, and any associated documentation and source material that explain how to operate the computer program. This does not include:
  - A. The original data including, but not limited to, numbers, text, voice, graphics and images;
  - B. Analysis, compilation and other manipulated forms of the original data produced by use of the program; or
  - C. The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually.
8. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974 and adopted District policy;
9. Test questions, scoring keys, or other examination data used to administer academic tests;
10. 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;

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

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

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

### Response to Requests

The District shall 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.

### Fee Waiver

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

1. That the requester's examination and/or copying of public records is likely to contribute significantly to the public's understanding of the operations and activities of the government;
2. That the requester's examination and/or copying of public records is not primarily in the individual interest of the requester including, but not limited to, the requester's interest in litigation in which the requester is or may become a party; and
3. That the requester's examination and/or copying of public records will not occur if fees are charged because the requester has insufficient financial resources to pay such fees.

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

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

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

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

### Fee Schedule

The copying fee schedule of the District is as follows:

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



2. Copies of public records - 10¢ per page for copies beyond the first 100 pages or beyond the first two hours of labor in responding to a request.
3. The District will charge for the labor costs associated with locating and copying documents if:
  - A. The request is for more than 100 pages of records;
  - B. The request includes nonpublic information that must be redacted from the public records; or
  - C. The labor associated with locating and copying the records exceeds two hours.
4. The fees for labor associated with responding to a public records request shall be charged at the per hour pay rate of the lowest-paid administrative staff employee of the District who is necessary and qualified to process the request.
5. The fees associated with redactions required to be made by an attorney employed by the District shall be charged at the lowest-paid hourly rate of the lowest paid attorney employed by the District or, if there are no attorneys employed by the District, the rate shall be no more than the usual and customary rate of the attorney retained by the District.
6. Copy of a duplicate computer disc or similar record system the fee shall not exceed:
  - A. The District's cost of copying the information in that form;
  - B. The District's cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to electronic form.

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

Cross Reference:

3570-3570P Student Records  
 4130 Public Access to District Website  
 8605 Retention of District Records

Legal Reference:

I.C. § 74-101, *et seq.* Idaho Public Records Act  
 I.C. § 74-204 Open Meeting Law – Notice of Meetings – Agendas  
 IDAPA. 08.01.01.100 Procedures for Responding to Requests for Examination and/or Copying Public Records

Other References:

Idaho Public Records Law Manual, July 2018

Policy History:

Adopted on: January 22, 2004  
 Revised on: September 16, 2019  
 Reviewed on: August 10, 2021

**Swan Valley School District #92**

**COMMUNITY RELATIONS**

**4260F**

District Record Request Form

**Request for Public Records**

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

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Date Records Requested Were Created:

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

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

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Name (Please Print)

Mailing Address:

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

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

Received By

Date Received

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

request.

Payment received for \_\_\_\_\_ copies \_\_\_\_\_

Amount Received: \_\_\_\_\_

Payment received for \_\_\_\_\_ labor \_\_\_\_\_

Amount Received: \_\_\_\_\_

## Swan Valley School District #92

### COMMUNITY RELATIONS

4300

#### 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.
9. To threaten by word or act to use a firearm or other dangerous or deadly weapon to commit an act of violence to any other person on school grounds.

As circumstances warrant, appropriate action will be taken by the District's administrators.

#### Definitions

"School Property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds.

"School grounds" means on the property of, or in a public or private elementary school or secondary school.

"Dangerous or deadly weapon" means a weapon, device, instrument, substance, or material that is used for or capable of causing serious bodily injury or death.

"Firearm" means any weapon, whether loaded or unloaded, that a shot, projectile or other object may be discharged by force of explosion, combustion, gas and/or mechanical means, regardless of whether such weapon is operable.

"Tobacco use" means the use of a cigarette, cigar, pipe, smokeless tobacco in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices.

Cross Reference:

3295 Hazing, Harassment, Intimidation, Bullying, Menacing  
3305 Prohibition of Tobacco Possession and Use  
3330 Student Discipline  
4320 Disruption of School Operations

Legal Reference:

20 U.S.C. § 6081 Pro-Children Act of 1994  
I.C. § 18-3302I Threatening Violence on School Grounds  
I.C. § 33-205 Denial of school attendance  
I.C. § 33-512 Maintenance of schools  
I.C. § 39-5503 Prohibitions - Exceptions

Policy History:

Adopted on: January 22, 2004  
Revised on: September 16, 2019  
Reviewed on: August 10, 2021

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

Revised on: September 16, 2019

Reviewed on: August 10, 2021

## Swan Valley School District #92

### COMMUNITY RELATIONS

4320

#### Disruption of School Operations

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

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

#### Cross Reference:

4140                      Visitors to the Schools

#### Legal Reference:

I.C. § 18-916	Abuse of School Teachers
I.C. § 18-6409	Disturbing the Peace
I.C. § 33-205	Denial of school Attendance
I.C. § 33-512	Governance of Schools
I.C. § 33-1222	Freedom from Abuse

#### Policy History:

Adopted on: January 22, 2004

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Reviewed on: August 10, 2021

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

Policy History:

Adopted on: January 22, 2004

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Reviewed on: August 10, 2021



**Swan Valley School District #92**

**COMMUNITY RELATIONS**

**4400**

Relations with the Law Enforcement and Child Protective Agencies

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

Where there is substantial threat to the health and safety of students or others such as in the case of bomb threats, 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:

4320	Disruption of School Operations
4410	Investigations and Arrests by Police
5260	Abused and Neglected Child Reporting

Legal Reference:

I.C. § 16-1605	Reporting of Abuse, Abandonment or Neglect
I.C. § 33-205	Denial of school attendance

Policy History:

Adopted on: January 22, 2004  
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Reviewed on: August 10, 2021

## Swan Valley School District #92

### COMMUNITY RELATIONS

4410

#### Investigations and Arrests by Police

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

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

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

#### Cross Reference:

5260 Abused and Neglected Child Reporting

#### Policy History:

Adopted on: January 22, 2004

Revised on: September 16, 2019

Reviewed on: August 10, 2021

## Swan Valley School District #92

### COMMUNITY RELATIONS

4420

#### Sex Offenders

The Swan Valley School District #92 recognizes the danger sex offenders pose to student safety. Therefore, in an effort to protect students while under the control and supervision of the District, the District is implementing this policy.

#### Visitors to and Conduct on School Property

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

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

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

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

11. Violate other District policies or regulations, or an authorized District employee's directive.

### Convicted Sex Offender

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

1. Be on or remain on the premises of a school building or school grounds, or upon other properties posted with a notice that they are used by a school, when the person believes children under the age of 18 years are present and are involved in a school activity or when children are present within 30 minutes before or after a school activity;
2. Loiter on a public way within 500 feet of the property line of school grounds or a school building when children under the age of 18 years are present;
3. Be in any vehicle owned, leased, or contracted by a school to transport students to or from school or school-related activities when children under the age of 18 years are present in the vehicle; or
4. Reside within 500 feet of a school, measured from the nearest point of the exterior wall of the offenders' dwelling unit to the school's property line, unless the person's residence was established prior to July 1, 2006.

All notices posted as required by Idaho Code, shall be at least 100 square inches, make reference to I.C. § 18-8329, include the term "registered sex offender" and be placed at commonly used entrances to the property. In addition, there shall be at least one notice posted every 660 feet along the property line.

### Sample Posted Notice

"This property is used by or as a school. Pursuant to I.C. § 18-8329, registered sex offenders only have limited rights to enter upon or be near school property. Please contact the school district at 208-483-2405 or your probation/parole officer for more information."  
Provided, however, section numbers 1 and 2 immediately above shall not apply when the person:

1. Is a student in attendance at the school; or
2. Resides at a State licensed or certified facility for incarceration, health care, or convalescent care; or
3. Is exercising his or her right to vote in public elections;
4. Is taking delivery of his or her mail through an official post office located on school grounds;
5. Has contacted the District Office annually to obtain written permission from the District to be on the school grounds or upon other property posted with a notice that the property is used by a school; or
6. Stays at a homeless shelter or resides at a recovery facility if such shelter or facility has been approved for sex offenders by the county sheriff or municipal police chief.

An individual seeking written permission as outlined above must contact the District at least 10 workdays prior to the first visit. In determining whether to grant written permission as provided above, the District may, in its discretion, consider the nature of the offense committed, the time since an offense has been committed, the safety of the students, the likely disruption caused by the individual's access to the property, or any other factor. The District will provide a response to the requesting individual within seven days of receipt of the request.

### Sex Offender Registry Notification

The Superintendent or his or her designee shall request notification of registered sex offenders in the same or contiguous zip codes as any school within the District. The request can be made to either the Idaho State Police, the local Sheriff's Department, or the Idaho State Superintendent of Public Instruction. Such request and notification shall be made in accordance with Idaho Code. The information in the sex offender registries is for purposes of protecting the public. It is not to be used for the purpose of harassing or intimidating anyone.

### Staff Notification

At a quarterly meeting, the building principal shall disseminate sex offender registry information received. The principal shall inform staff of the roles and responsibilities of staff in dealing with instances of convicted sex offenders on school property, including, but not limited to, sex offenders on school property without approval, and/or if a staff member is the school official assigned to escort the sex offender.

When sex offender registry information is disseminated by the principal, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed in this policy and in accordance with Idaho Code. Employees who share registry information with others may be disciplined.

### Enforcement

Any staff member may request identification from any person on school property. Any staff member shall seek the immediate removal of any person who refuses to provide requested identification.

As circumstances warrant, the District's administrators shall take appropriate action to enforce this policy. Violations will be handled as follows:

1. Anyone observing a parent/guardian or other person violating this policy shall immediately notify the building principal or designee. The principal or designee will request that the person act civilly or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the principal shall request

that the person immediately leave school property and may contact law enforcement, if appropriate.

2. If a sex offender violates this policy, school officials shall immediately contact law enforcement.

Legal Reference:

I.C. § 18-916	Abuse of School Teachers
I.C. § 18-8323	Public Access to Sexual Offender Registry Information
I.C. § 18-8324	Dissemination of Registry Information
I.C. § 18-8326	Penalties for Vigilantism or Other Misuse of Information
I.C. § 18-8329	Adult Criminal Sex Offenders – Prohibited Access to School Children
I.C. § 33-512(11)	Governance of Schools

Policy History:

Adopted on: January 22, 2004

Revised on: September 16, 2019

Reviewed on: August 10, 2021

## Swan Valley School District #92

### COMMUNITY RELATIONS

4600

#### Volunteer Assistance

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

#### Definition of Volunteer

Volunteers are persons who assist in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs.

A volunteer shall be an individual who:

1. Has not entered into an express or implied compensation agreement with the District;
2. Is excluded from the definition of "employee" under appropriate state and federal statutes;
3. May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
4. Is not employed by the District in the same or similar capacity for which he or she is volunteering.

Volunteers who have unsupervised access to children are subject to the District's policy mandating background checks.

The Superintendent or designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The procedures will facilitate effective communication with persons who volunteer. The selection and use of volunteers will be consistent with the procedures outlined in 4600P.

The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator.

#### Legal Reference:

29 U.S.C. § 201, *et seq.*  
I.C. § 33-130

Fair Labor Standards Act  
Criminal History Checks for School District Employees or Applicants for Certificates or Individuals Having Contact with Students

Policy History:

Adopted on: September 16, 2019

Reviewed on: August 10, 2021

Revised on: August 10, 2021



**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  
Revised on: September 16, 2019  
Reviewed on: August 10, 2021