

# **Section 4000**

## **School Community Relations**

# Table of Contents

Goals	4000
Acquisition, Use and Disposal of School Property	4110
Public Access to District Website	4130
Website Accessibility and Nondiscrimination	4135
Accommodating Individuals for Disabilities	4150
Public Participation in Board Meeting	4200
Records Exempt from Public Inspection	4210
Visitors to Schools	4220
Accommodating Individuals with Disabilities	4230
Board Statement of Belief	4250
Guidelines for Dispute Resolution	4260
Educational Research in District Schools	4270
Public Access—Board Statement of Belief	4300
Non-School Facility Use—in Procedures Manual	4310
Using Students to Solicit Money	4320
Soliciting Students and Employees	4330
Advertising and Product Sales in the Schools	4340
Use of School Property for Posting Notices	4350
Public Conduct-- Conduct on School Property	4400
Disruption of School Operations	4410
Contact with Students	4420
Spectator Conduct and Sportsmanship of Athletic and Co-Curricular Events	4430
Sex Offenders	4440
Political Neutrality Relating to Political Parties and Candidates	4450
Gifts—Public Gifts/Donations to the Schools-in Procedures Manual	4500
Public Gifts to the Schools: Donations of Material/Equipment Affecting Building Structure or Maintenance	4510
Relations with Governmental Agencies—Sex Offenders	4600
Sex Offenders—Letter to Parents	4600F(1)
Sex-Offenders—Letter to Employers and Contractors-in Procedures Manual	4600F(2)
Hazard Mitigation—Chemical	4705
Memorials on School Grounds	4805

## Goals

4000

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

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

### Policy History:

Adopted on:

Revised on:

## SCHOOL FACILITIES

4110

### Acquisition, Use and Disposal of School Property

#### Acquisition of Property

Real Property - Within one (1) year prior to acquiring or disposing of real property, the District will cause such property to be appraised by an appraiser certified in the State of Idaho. The appraised value will be used to establish the fair market value of the property. The appraisal shall be exempt from disclosure to the public. If the Board is purchasing a site for educational purposes, such building site must be located within the boundaries of the city limits, unless, by resolution of the Board, it is determined that it would be in the best interest of the District to acquire a site outside city limits, but within the boundaries of the District.

Personal Property – The District may purchase personal property as deemed necessary for the effective operation of the District by any means deemed appropriate when the expenditure of funds will be less than twenty-five thousand dollars (\$25,000). When the purchase of personal property (with the exception of curricular materials) is reasonably expected to cost twenty-five thousand dollars (\$25,000) or more, the District shall comply with the statutory bidding requirements found in Chapter 28, Title 67 of the Idaho Code.

#### Conveyance of Property

Less than \$500 – For property that has an estimated value of less than five hundred dollars (\$500), the property may be disposed of in the most cost-effective and expedient manner by an employee empowered by the District to do so. However, the employee shall notify the Board in writing of the item(s) to be disposed of and the manner in which they will be disposed prior to disposal of the property.

Less than \$1,000 - For property that has an estimated value of less than one thousand dollars (\$1,000), the Board may dispose of such property by sealed bid or by public auction. However, prior to disposal of the same at least one (1) published advertisement is required.

\$1,000 or greater – For property with a value of one thousand dollars (\$1,000) or greater, such property will be appraised. The Board may dispose of such property by sealed bids or by public auction to the highest bidder. Notice of the time and method of sale shall be published twice in accordance with I.C. § 33-402(g). Proof of posting as required in I.C. 33-402(h) must be acquired before the sale. Such property may be sold for cash or upon such terms and conditions as the Board determines, however, the term of the contract may not to exceed ten (10) years and must bear an annual interest rate of not less than seven percent (7%) interest. Title to property sold on contract shall remain in the District until full payment is received.

### Donated Property

If property is donated to the District, the Board may sell the property without advertising or bidding within one (1) year of the time the initial appraisal was conducted.

### Exchange of Property

The Board may exchange real or personal property for other property provided that:

1. such property is appraised;
2. one-half (1/2) plus one (1) of the members of the **FULL** Board determine such conveyance/exchange is in the best interest of the District;
3. and a resolution is passed authorizing such exchange of real and/or personal property to any of the following:
  1. U.S. Government;
  2. City;
  3. County;
  4. State of Idaho;
  5. Hospital District;
  6. School District;
  7. Public Charter School;
  8. Idaho Housing and Finance Association;
  9. Library District;
  10. Community College District;
  11. Junior College District; or
  12. Recreation District.

Legal Reference: I.C. § 33-402 Notice Requirements  
I.C. § 33-601 Real and personal property – Acquisition, use or disposal of same.  
I.C. § 67-2801, et seq. Purchasing by Political Subdivisions – Legislative Intent

### Policy History:

Adopted on: Nov. 5, 2008

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 publically available internet based website for the posting of District information.

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

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

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

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

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

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

The District shall update the expenditure data contained on the website at least every thirty (30) days and archive all expenditures so that they remain accessible for three (3) years after the fiscal year in which they were made consistent with the District's records retention policy.

Cross Reference: 1530                      Records Available to Public  
                          8605                      Retention of District Records

Legal Reference: Title 9, Chapter 3 Public Records  
                          I.C. § 33-357      Creation of Internet Based Expenditure Website  
                          I.C. § 33-1273A    Negotiations in Open Session

Policy History:

Adopted on: 7/10/2013

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 a school administrator. The initial complaint or grievance should be made using the District's Uniform Grievance Form, upon request at the District office, however, a verbal complaint or grievance may be made. When a school administrator receives the information, they shall immediately inform the District's website compliance coordinator. 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 designated responsible personnel will be responsible for reviewing and evaluating new material that is published by school staff and uploaded to the website for accessibility on a periodic basis. The designated responsible personnel will be responsible for reviewing all areas of the District's website and evaluating its accessibility on a periodic basis, and at least once per quarter. 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: January 10, 2018

Revised on:

## 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 Assistant 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. 330.504(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: 3210 Uniform Grievance Procedure  
Legal Reference: Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131, et seq.; 28 C.F.R. Part 35.

Individuals with Disabilities Education Act, 20, U.S.C. §§ 1415  
Procedural Safeguards Notice, 34 C.F.R. § 300.504

Policy History:

Adopted on: December 12, 2012

Revised on:

**PUBLIC RELATIONS**

**4200**

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.

Cross Reference: 1550 Public Participation in Board Meeting

Policy History:

Adopted on:

Revised on:



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 politic or local agency regardless of physical form or characteristics. A "Writing" includes, but is not limited to, handwriting, typewriting, printing, photocopying, photographing and every means of recording, including letters, words, pictures, sounds or symbols or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents. 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:

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;

1. 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;
2. Retired employees' and retired public officials' home addresses, home telephone numbers and other financial and non-financial membership records;
3. Records of a current or former employee other than the employee's duration of employment with the 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
4. 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.

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.

Cross Reference: 1580 Records Available to Public  
Legal Reference: Title 9, Chapter 3 Public Records

Policy History:

Adopted on:

Revised on:

## **COMMUNITY RELATIONS**

**4220**

### Visitors to the Schools

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

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

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

Conferences should be held outside school hours or during the teacher's conference/prep time.

### Loitering/Unauthorized Persons

The Principal has authority to request assistance from law enforcement if any visitor or unauthorized individual refuses to leave school grounds or creates a disturbance. Violation of district policy may lead to removal from the building or grounds and denial of further access to district buildings or grounds.

Employees shall report to the Principal any person loitering on or near a school building or school grounds. The Principal may request such unauthorized individual to leave or remove him/her from the school premises or area. If the individual does not leave voluntarily or resists removal, law enforcement shall be notified and requested to assist in the removal. The Principal or designee shall notify the Superintendent's office immediately if such a situation develops.

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

**Policy History:**

Adopted on: May 9, 2007

Revised on: August 13, 2008

**PUBLIC COMPLAINTS – BOARD OF STATEMENT OF BELIEVE**

**4250**

The Board of Trustees recognizes that concerns and disagreements will arise from time to time between those employed by the School District and district patrons. The Board believes that such concerns and disagreements are best handled when those with the most direct information about the situation have a chance to mutually resolve the problem first.

**Policy History:**

Adopted on:

Revised on:

**GUIDELINES FOR DISPUTE RESOLUTION**

**4260**

The following guidelines are to be implemented whenever a concern or disagreement arises within the School District:

1. Issues concerning an individual student should first be addressed to the teacher or other person who has direct knowledge of the situation.
2. If there is no resolution at the first level, or there is an issue concerning an individual teacher or school, the person should contact the building principal.
3. If there is no resolution at the second level, or the issue is district-wide in nature, the person should contact the superintendent or his/her designee.
4. If there is no resolution at the third level, or the issue involves a member of the Board of Trustees, the issue may be brought before the Board by contacting the Board Chairman or his/her designee.

**Policy History:**

Adopted on:

Revised on:

**COMMUNITY RELATIONS**

**4270**

**Educational Research in District Schools**

All requests from the public to conduct research within the school district must be directed to the Superintendent of Schools. The following criteria will be utilized to make a determination regarding approval of such requests:

1. The study results in direct benefits or provides direct services to the children of within the school district;
2. The study provides in-service opportunities for the growth and development of faculty and/or staff;
3. There be no expenditures of district funds or use of staff/faculty time unless there are benefits as described in 1 and 2 above.
4. Students participating in studies, authorized by school administration, must have the approval of their parents.

Cross-reference: 5380 Professional Research and Publishing

Policy History:

Adopted on: March 10, 2010

Revised on:

## **COMMUNITY USE OF SCHOOL FACILITIES**

**4300**

School facilities are available to the community for education, civic, cultural, and other noncommercial 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 or designee'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 school office for scheduling dates to avoid conflicts during the year. Requests for use of the school facilities must be submitted in advance of the event to the building principal. The building principal will submit the request to the District 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.

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: April 26, 2007  
Revised on:

## **USING STUDENTS TO SOLICIT MONEY**

**4320**

The Board believes that students should not be used as fundraisers for organizations that have no internal relationship to the schools. Realizing that there are times when a particular class, organization, or building may have a need to raise funds for an approved project, the building principal may seek approval from the superintendent of the fundraising. Fundraising projects from any one school should be confined to the attendance area of that school. In no instance will students be encouraged or permitted to pursue fundraising by door-to-door solicitation.

Policy History:  
Adopted on:  
Revised on:

## **SOLICITING STUDENTS AND EMPLOYEES**

**4330**

It is the belief of the Board of Trustees that solicitation of students or employees during normal school hours is a violation of the trust placed in schools by patrons who support schools for the sake of education not commercial gain. Principals and other employees who receive solicitations during the normal school hours should refer such matters to the superintendent. As a general rule, materials which promote commercial or profit making organizations or businesses will not be distributed in the schools. The school staff and pupils shall not be used in any manner for the promotion of interests of a commercial nature.

Projects which are profit making, but which also serve to provide funds for groups such as PTA/PTO and other parent and/or student groups may be allowed at the discretion of the building principal.

Policy History:  
Adopted on:  
Revised on:

## **ADVERTISING AND PRODUCT SALES IN THE SCHOOLS**

**4340**

In certain limited locations, local vendors may be allowed to advertise and sell their products based upon a satisfactory agreement being established between the school district and the business. Information on such programs may be obtained from the superintendent.

Policy History:  
Adopted on:  
Revised on:

## USE OF SCHOOL PROPERTY FOR POSTING NOTICES

4350

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.

Non-school related organizations may upon approval of the building principal:

1. Display posters in the area reserved for community posters

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.

### Policy History:

Adopted on:

Revised on:

## COMMUNITY RELATIONS

4400

### Conduct on School Property

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

1. Injure or threaten to injure another person;
2. Damage or threaten to damage another's property or that of the District;
3. Violate any provision of the criminal law of the State of Idaho, or any 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 or function occurring on school property;
7. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board;
8. Willfully violate other District rules and regulations; or
9. To threaten by word or act to use a firearm or other dangerous or deadly weapon to commit an act of violence to any other person on school grounds.

10. Operate a motor vehicle: (a) in a risky manner, (b) in excess of posted speed limit or if not posted 20 miles per hour, or (c) in violation of an authorized District employee's directive

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 if 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: December 11, 2013

Revised on:

## **DISRUPTION OF SCHOOL OPERATIONS**

**4410**

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



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

Cross Reference: 9220 Visitors to the Schools  
Legal Reference: I.C. § 33-512 Governance of schools  
I.C. § 33-205 Denial of school attendance  
I.C. § 33-1222 Freedom from abuse  
I.C. § 18-916 Abuse of school teachers  
I.C. § 18-6409 Disturbing the peace

Policy History:

Adopted on:

Revised on:

## **CONTACT WITH STUDENTS**

**4420**

Students are entrusted to the schools for educational purposes. Although educational purposes encompass a broad range of experiences, school officials must not assume license to allow unapproved contact with students by persons who are not employed by the District for educational purposes. Teachers may arrange guest speakers on appropriate topics relative to the curriculum. Principals may approve school assemblies on specific educational topics of interest and relevance to the school program. Other types of contact by non-school personnel will normally not be permitted. Outside organizations desiring to use the captive audience in a school for information, sales material, or special interest curricula will not be allowed access to the schools.

Policy History:

Adopted on:

Revised on:

## **SPECTATOR CONDUCT AND SPORTSMANSHIP FOR ATHLETIC AND CO-CURRICULAR EVENTS**

**4430**

The school district supports co-curricular events and believes that these events can be productive for the community and students. However, any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event, may be ejected from the event the person is attending and/or denied admission to school events for up to a year, after a Board hearing. Examples of unsportsmanlike conduct include, but most certainly are not limited to:

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 unsportsmanlike 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:

Revised on:

**COMMUNITY RELATIONS**

**4440**

Sex Offenders

The Jefferson School District recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or at school-related activities, the District is implementing this policy.

Visitors to and Conduct on School Property

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

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

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

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 when the person believes children under the age of eighteen (18) years are present and are involved in a school activity or when children are present within thirty (30) minutes before or after a school activity.
2. Loiter on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present.
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 eighteen (18) years are present in the vehicle.
4. Reside within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offenders' dwelling unit to the school's property line, unless the person's residence was established prior to July 1, 2006.

The posted notices required in this section shall be at least one hundred (100) square inches, make reference to I.C. § 18-8329, include the term "registered sex offender" and be placed at commonly used entrances to the property. In addition, there shall be at least one (1) notice posted every six hundred sixty (660) feet along the property line.

### Sample posted notice

"Pursuant to I.C. § 18-8329, registered sex offenders only have limited rights to enter upon or be near school property. Please contact the school district at 208-745-6693 (telephone number) or your probation/parole officer for more information."

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

- A. Is a student in attendance at the school; or
- B. Is attending an academic conference with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the conference; or
- C. Is attending a scheduled extracurricular school event with school officials as a parent or legal guardian of a child who is participating in the school event; or
- D. Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
- E. Is picking up a child or children or dropping off a child or children and the person is the child or children's parent or legal guardian;
- F. Is temporarily on school grounds, during school hours, for the purposes of making a delivery involving mail, food or other necessary delivery;
- G. Is exercising his or her right to vote in public elections;

- H. Is taking delivery of his mail through an official post office located on school grounds;
- I. Has written permission from a school principal, vice-principal, or the equivalent, to be on the school grounds or upon other property posted with a notice that the property is used by a school; or
- J. Stays at a homeless shelter or resides at a recovery facility if such shelter or facility has been approved for sex offenders by the county sheriff or municipal police chief.

### Sex Offender Registry Notification

The Superintendent or his/her designee shall request notification of registered sex offenders in the same or contiguous zip codes as any school within the District. The request can be made of either the Idaho State Police, the local Sheriff's Department, or the Idaho State Superintendent of Public Instruction. Such request and notification shall be made in accordance with Idaho Codes 18-8323 and 18-8324. The information in the sex offender registries is for purposes of protecting the public. It is not to be used for the purpose of harassing or intimidating anyone. See Idaho Code 18-8326.

### Staff Notification

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

When sex offender registry information is disseminated by the principal, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed in this policy and in accordance with Idaho Code 18-8326. Employees who share registry information with others may be disciplined.

### Enforcement

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

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

- Anyone observing a parent/guardian or other person violating this policy shall immediately notify the building principal or designee. The principal or designee will request that the person act civilly or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the principal shall request that the person immediately leave school property and may contact law enforcement, if appropriate.
- If a sex offender violates this policy, school officials shall immediately contact law enforcement.

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

Policy History:

Adopted on: March 10, 2010

Revised on:

**POLITICAL NEUTRALITY RELATING TO POLITICAL PARTIES AND CANDIDATES 4450**

“Jefferson School District 251 shall have a policy of strict political neutrality relating to political parties and candidates for public office. The District, its board of trustees, administrators or employees, while acting in their official capacities for the District, shall not endorse political parties or individual candidates. Any use of District property, facilities or communication systems for public ballot initiatives relating to or affecting the interests of the District may be used only with the express prior written permission of the Superintendent/Designee.”

**Policy History:**

Adopted On: 03/10/2015

Revised On:

**PUBLIC GIFTS/DONATIONS TO THE SCHOOLS 4450**

The Board assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies, and services that may be required in the interest of education in the school units under its jurisdiction. Gifts, donations, grants, or bequests will be accepted and the action recorded, provided the conditions of acceptance do not remove any degree of control of the school district from the Board and will not cause inequitable treatment of any student(s) or student group(s).

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

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

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

## COMMUNITY RELATIONS

4600

### Sex Offenders

The Jefferson School District 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:

12. Injure, threaten, harass or intimidate a staff member, a school board member, sports official or coach, or any other person;
13. Damage or threaten to damage another’s property;
14. Damage or deface District property;
15. Violate any Idaho law, or town or county ordinance;
16. Smoke or otherwise use tobacco products;
17. Consume, possess, distribute or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
18. Impede, delay, disrupt or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
19. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the school board;
20. 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;
21. Engage in any risky behavior, including rollerblading, roller skating or skateboarding; or
22. 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:

5. 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 eighteen (18) years are present and are involved in a school activity or when children are present within thirty (30) minutes before or after a school activity.
6. Loiter on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present.
7. Be in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
8. Reside within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offenders' dwelling unit to the school's property line, unless the person's residence was established prior to July 1, 2006.

All notices posted as required by Idaho Code, shall be at least one hundred (100) square inches, make reference to I.C. § 18-8329, include the term "registered sex offender" and be placed at commonly used entrances to the property. In addition, there shall be at least one (1) notice posted every six hundred sixty (660) feet along the property line.

### **Sample Posted Notice**

"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 208-745-6693 (telephone number) or your probation/parole officer for more information."

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

- K. Is a student in attendance at the school; or
- L. Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
- M. Is exercising his or her right to vote in public elections;
- N. Is taking delivery of his mail through an official post office located on school grounds;
- O. 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
- P. 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.

[Note: These provisions are required for an individual who is dropping off or picking up a student and is the student's parent or legal guardian, is attending an academic conference or other scheduled extracurricular event, or is temporarily on school grounds, during school hours, for the purpose of delivering mail, food, or other items.]

An individual seeking written permission as outlined above must contact the District at least ten (10) work days 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,





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: Sept. 11, 2013

Revised on:

**COMMUNITY RELATIONS**

**4600F1**

Sex Offenders

LETTER TO PARENTS REGARDING VISITS TO SCHOOL  
BY CONVICTED SEX OFFENDERS

Dear Parents/Guardians:

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

If you would like to obtain information regarding convicted sex offenders in your area, you can contact the Idaho State Police or your local Sheriff's Department. The Idaho State Police has a website available to provide this information. Currently, that website is:  
[http://isp.idaho.gov/sor\\_id/](http://isp.idaho.gov/sor_id/)

State law prohibits a sex offender from:

9. Being on or remaining 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 eighteen (18) years are present and involved in a school activity or when children are present within thirty (30) minutes before or after a scheduled school activity.
10. Loitering on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present for a school activity, or when students are present thirty (30) minutes before or after such activity.
11. Being in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
12. Residing within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school property line, unless the person's residence was established prior to July 1, 2006.

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

You need to immediately return this letter with the blanks completed to the building principal's office where your child is enrolled. This letter must be completed and returned to the school at least ten (10) days before your first anticipated visit to the school. If you have children attending more than one school, you must complete this form for each school. The District will crosscheck responses with the list the District receives from law enforcement identifying sex offenders living within its jurisdiction.

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

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

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

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
School

\_\_\_\_\_  
Name of Parent/Guardian (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- At least once annually you need to obtain advance written permission to visit school property. Once written permission is obtained for the year, you will not need to obtain advance written permission for each individual visit, though you must comply with the procedures outlined in this letter, District policy, and with state and federal law.
- You must provide the information requested below for the times you anticipate visiting the school, such as, after school to pick-up your child, during specific sporting events, and during parent-teacher conferences.
- For all other visits, you must go immediately and directly to the principal's office and provide the information on your record of visits.
- You must remain under the direct supervision of the assigned school official.
- When you are to leave, you must go immediately and directly to the principal's office and provide the time that you are leaving. You must then immediately leave the school grounds.

## Record of Visits

Date	Location & Purpose	School Official Assigned	Time In	Time Out

The following applies if you know someone who is a convicted sex offender who would like to visit school property:

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

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

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

A convicted sex offender who is not a parent/guardian of a student enrolled in the District must complete this form in order to seek permission to visit school property whenever students are present. This form must be provided to the District at least ten (10) days prior to the anticipated visit. After a decision is made whether to grant or deny permission to visit, a copy will be returned to you. This information will be kept in the Administration offices as well as in the building principal's office where you are seeking permission to visit. Please be specific in completing this form.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Residence Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Residence City, State, Zip Code

\_\_\_\_\_  
Date

**Visit Request**

Date and Time Requested	Location of Visit	Purpose of Visit

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

Permission Granted

Permission Denied

\_\_\_\_\_  
Signature  
(Superintendent, Designee, or Board President)

\_\_\_\_\_  
Date

**Visit Supervision:**

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

Time Out: \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor  
(Building Principal or other certified employee)

\_\_\_\_\_  
Date

Sex OffendersLETTER TO EMPLOYERS & CONTRACTORS  
REGARDING ACCESS TO SCHOOL PROPERTY BY SEX OFFENDERS

Dear Employer/Contractor:

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

13. Being on or remaining 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 eighteen (18) years are present and are involved in a school activity or when children are present within thirty (30) minutes before or after a scheduled school activity.
14. Loitering on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present for a school activity, or when students are present thirty (30) minutes before or after such activity.
15. Being in any vehicle owned, leased, or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
16. Residing within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school's property line, unless the person's residence was established prior to July 1, 2006.

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

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

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

When you and/or your employee(s), subcontractor(s), delivery personnel, etc. access school grounds that you have not already described on the form below, you must inform the principal's secretary that you need to make an entry on your record of school visits. This record will be kept on file in the building principal's office where you are performing work or accessing school grounds.

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

---

Name of School that the Convicted Sex Offender Will Be Accessing

---

Name of Convicted Sex Offender  
(please print)

---

Date

---

Signature

---

Date

- At least once annually you need to obtain advance written permission for you to visit school property. Once written permission is obtained for the year, you will not need to obtain advance written permission for each individual visit, however, the work that you are to perform, reason for visit, or deliveries that you will complete must be known and approved of by the principal prior to you accessing school grounds.
- You must provide the information requested below for the times you anticipate visiting the school, such as, when work will be performed, when deliveries will be made, etc.
- For all other visits, you must go immediately and directly to the principal's office and provide the information on your record of visits.
- You must remain under the direct supervision of the assigned school official.
- When you are to leave, you must go immediately and directly to the principal's office and provide the time that you are leaving. You must then immediately leave the school grounds.

**Record of Visits**

Date	Location & Purpose	School Official Assigned	Time In	Time Out

**Hazard Mitigation—Chemistry Lab Disposal**

The District Board of Trustees has a priority to keep the students and staff of the District safe. All students and staff shall practice proper and safe disposal of toxic hazards. Toxic hazards exist in chemical and other substances used in schools such as laboratories, science classrooms, kitchens, in the cleaning of school buildings, busses and equipment, and the maintaining of school grounds.

This policy primarily focuses on chemistry lab waste disposal. Teachers should instruct students and ensure that no experiment will be dangerous if safe procedures are followed throughout and to ensure that proper precautions are taken to avoid contaminating the environment.

**Chemical Waste**

All laboratory work with chemicals eventually produces chemical waste. Staff and students associated with the science laboratory share the responsibility to minimize the amount of waste produced and to dispose of chemical waste in a way that has the least impact on the environment. Depending upon what is contained in the waste, some waste must be professionally incinerated or deposited in designated landfills, while other waste can be neutralized or discharged.

**Waste Storage Prior to Disposal**

All waste should be stored in properly labeled containers. The label should contain the date, type of waste and any other pertinent information required by the disposal company. Waste should be segregated to avoid unwanted reactions and to allow for cost-effective disposal. Waste should be stored in closed containers except when additional waste is being added. Each school science department should maintain a central, secure waste storage area.

**Disposing of Waste**

Teachers should be aware of the appropriate method of disposal for any chemical used in the school laboratory. Teachers should make disposal options a part of all laboratory instructions for students. For chemical waste produced, teachers, should instruct students as to the appropriate disposal, including disposing of the substance in a disposal container or down the drain.

**Policy History**

Adopted on: April 9, 2008

Revised on:

**Memorials on School Grounds Not Allowed**

The Board of Trustees recognizes that the death of a student or member of the staff is deeply felt by the District. As places designed primarily to support learning, school property should not serve as the main venue for permanent memorials for students or staff. Therefore, no permanent memorials or memorial displays of any kind will be erected, planted, placed or installed on school property.

Permanent memorials for deceased students or staff shall be limited in form to perpetual awards or scholarships.

Policy History:

Adopted on: February 13, 2008

Revised on: