

Section K

School-Community Relations

To search: Go to edit and click search/find or click the binoculars.

FILE: KA	School-Community Relations Goals
FILE: KB	Public Information Program
FILE: KBC	New Media Relations
FILE: KBCA	News Releases
FILE: KBCAA	Crisis Management Team Guidelines
	Appendix A Crisis Situation Media Parameters
	Appendix B Principal's Role
	Appendix C Teacher's Role
	Appendix D Guidance Role
	Appendix E Role of Secretarial Staff
	Appendix F How to Comfort
FILE: KBCAAA	Automated External Defibrillator
FILE: KBD	Wellness Policy (Also CDB, EBD, GBBB, JFBB)
FILE: KBE	Bond Campaigns (Also FD)
FILE: KC	Community Involvement in Decision-Making (ABA)
FILE: KD	Public Participation at Board Meetings (BDDH)
FILE: KF	Community Instructional Resources (IIC)
FILE: KG-E-R	Facility Use Policy
FILE: KG-E-R-E	Facility User Agreement & Cert. of Liability Insurance
FILE: KGB	Public Conduct on School Property
FILE: KGC	Tobacco-Free School Policy
FILE: KH	Public Gifts to the School
FILE: KI-KJ	Public Solicitations/Advertising in the Schools
FILE: KK	Visitors to the School
FILE: KL	Public Complaints
FILE: KLB	Public Complaints About the Curriculum or Instructional Materials
FILE: KLB-E	Request for Reconsideration of Instructional Materials
FILE: KLD	Public Complaints About School Personnel
FILE: KMA	Relations with Parents Organizations
FILE: KN	Relations with Governmental Authorities
FILE: KNE	Parent Involvement

SCHOOL-COMMUNITY RELATIONS GOALS

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

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

1. The community will be encouraged to participate and actively assist in the future planning of the school district.
2. All avenues of communication available will be used.
3. Special attention will be given to effective internal communication among the Board, administration, the staff, and students to assure the full understanding of existing programs and to elicit reports and recommendations on those in effect, as well as those which should be considered.

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

(ADOPTION DATE: March 14, 1983)
(REVIEWED DATE: April 13, 2004)
(REVIEWED DATE: May 27, 2008)

PUBLIC INFORMATION PROGRAM

It will be the responsibility of each Board member, as well as each employee of the district, to exercise care when answering questions about the public schools. Individuals should answer a question only when they have full and complete understanding of the point about which they have been asked. If the employee is not well versed, he/she should refer the individual to his/her immediate superior or to any other district official who would have the correct answers.

When making statements about the operation of the schools, all employees will be held responsible for the accuracy and correctness of the information disseminated, and each individual will be responsible for complying with the policies & regulations of the Board.

The financial records, the official Board minutes and any other record pertaining to the business operation of the district schools are public records and are open to any citizen, legitimate representatives of the press, radio, television and any other public media whose purpose is to disseminate general news and information.

1. The superintendent will be the representative of the Board to the news media.

When the superintendent, or any district employee speaks for the Board, it will be the individual's responsibility to exercise caution and care that every statement made is true and accurate and in harmony with the general policies, rules and regulations of the Board. It will be the responsibility of every employee to endeavor by all of his/her activities and statements to create a feeling of goodwill, friendliness and confidence in the district public schools on the part of all parents and patrons of the district.

The Board encourages a policy of sound relations with the press and other communications media in the community and surrounding geographical area. The superintendent will plan for periodic releases to the press and other communication media, which will provide information to the community concerning its schools and various phases of the school program.

The superintendent is directed to deliver notices of meetings and meeting agendas to the representatives of the media who request delivery, at the same time such notices and agenda are delivered to the members of the Board. Copies of the agenda will be available to the public at the administration center, on the district website, and in the boardroom during the meeting.

(ADOPTION DATE: March 14, 1983)
(REVISION DATE: April 13, 2004)
(REVISION DATE: June 23, 2008)

NEWS MEDIA RELATIONS

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

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

The Board welcomes the active participation of the news media in promoting the cause of good education in our district and state.

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

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

(ADOPTION DATE: March 14, 1983)

(REVISION DATE: April 13, 2004)

(REVIEWED DATE: May 27, 2008)

NEWS RELEASES

The superintendent or designee will be the media liaison for coordinating the release of information concerning the school district and the actions of the Board. The Board president will be the official spokesperson for the Board, except as this duty is delegated to the superintendent or designee.

The superintendent or his designee will work in cooperation with the administrative staff, and the school principals. He/she will assure that each school in the district has equitable news media coverage.

While it is impossible to know how information will be treated by the media, every possible effort should be made to obtain coverage of school activities and personnel, which create and maintain a dignified and professionally responsible image for the school system.

(ADOPTION DATE: March 14, 1983)

(REVISION DATE: April 13, 2004)

(REVIWED DATE: May 27, 2008)

**BRANDON VALLEY SCHOOL DISTRICT 49-2
CRISIS MANAGEMENT TEAM GUIDELINES**

GOAL

The following procedures and guidelines are intended to enable the Brandon Valley School District to better deal with the unforeseen tragedies that affect the ordinary functioning of the students, their families, and staff members in the event of crisis or tragic loss.

PURPOSE

To maintain the orderly operation of the school and to meet the needs of students, their families, and staff in the event of a crisis or tragic loss involving a student or staff member, as defined by the Crisis Management Team.

OBJECTIVES

1. To maintain a safe environment for students and staff.
2. To meet the special needs of individual students by working with parents, school staff, the community and/or specialists.
3. To communicate with staff, students, parents, and the general public through the most effective and practical methods.
4. To continue effective instruction and carry out established routines, rules and regulations.
5. To present a unified and predictable plan of action by the school in the event of a crisis.

CRISIS TEAM MEMBERS AND ROLES

- Superintendent: Coordinating the response of building principals and managing the school's response to the general public and media. (See Appendix A, Media Policy).
- Principals: Ensuring that crisis procedures are in operation in their building and initiating a "chain call" to other team members when necessary.
- Counselors: Working as a team to initiate strategies in the management of the crisis.
- Support Staff: School staff, specialists and appropriate community members designated by the Crisis Team during individual crises. Support staff may include teachers, school nurses, coaches, clergy, law enforcement, consultants, or other individuals deemed appropriate by the Crisis Team.

CRISIS INTERVENTION PROCEDURES

*******Crisis Team Members Must Wear Name Tag For Recognition
By Staff And Students*******

The following procedures may be used in full or in part as needed for each individual crisis event, and as determined by the Superintendent.

1. The Crisis Team will meet to determine the necessity of initiating any or all of the procedures. Local authorities or appropriate individuals may be called in to consult with the Team in this decision. Responsibility will be delegated to individual team members at this time. Appropriate team members will be chosen to make family contact. Staff should review procedures as described in appendixes A-F.
2. Individual building principals and crisis team members will meet with staff before school to relay facts and answer questions; to dispel rumors, initiate strategies to deal with student reactions; and identify "high risk" students who may be strongly affected.
3. Principals will meet with their staff to announce funeral arrangements, discuss staff attendance, school policy regarding student dismissal, share new information, and present the plans for the individual classroom meetings.
4. Immediate friends will be identified and provided counseling, if desired. Staff will be directed to heighten their sensitivity to those students.
5. Principal will make announcements to the students in their classrooms. Teachers will be in their classrooms during the announcements and will openly acknowledge student feelings, explain the circumstances of the event, dispel rumors, and let students know that counseling is available.
6. The principal, counselor and appropriate team members will meet with individual classes to help students better deal with their feelings, dispel rumors, offer reassurance, and encourage students to be supportive of their fellow classmates and friends.
7. Parents of students identified as "high risk" will be contacted and offered support from the school.
8. All building staff will assemble after school to allow for expression of feelings and support, review, and evaluate the events of the day, compile a list of "high risk" students and assess their individual needs.

9. The Crisis Management Team will meet to evaluate the events of the day. The team will discuss the appropriateness of meetings to support students and parents, review and plan classroom meetings for the next day, identify and assess the needs of "high risk" students and discuss school dismissal policy.
10. Continued crisis counseling will be offered to students, parents, and staff as needed.
11. The Principal and/or counselor will be responsible for returning the personal effects and appropriate records that are requested by the family.
12. The Crisis Management Team will meet to evaluate the effectiveness of the school and staff, and the effectiveness of the crisis procedures, following the conclusion of the event.

APPENDIX A
CRISIS SITUATION MEDIA PARAMETERS

The Superintendent is designated as the school district's media representative for crisis situations. This responsibility may be delegated as deemed appropriate by the Superintendent.

1. All media correspondence, and requests will be directed to the Superintendent's Office.
2. No students shall be interviewed within the school or the school premises.
3. No staff shall be interviewed except those who have been designated by the Superintendent.
4. No cameras will be allowed within a school building, except as permitted by the Superintendent.
5. All questions are to be directed to the Superintendent or designated representative, through the office of the Superintendent.
6. All official school district statements will be issued by the Superintendent or designated representative.
7. All members of the media are asked to show consideration for emotional welfare and educational interests of the students by complying with above listed procedures.

**APPENDIX B
PRINCIPAL'S ROLE
TEN STEP PLAN TO DEAL WITH CRISIS**

Following are TEN STEPS the building principal should follow in dealing with the sudden death of a student or staff member. These steps may be modified to reflect the circumstances of individual situations.

PRINCIPAL'S ROLE

STEP #1 – Prior to meeting with the entire staff, meet with the crisis management team for the purpose of identifying the agenda to be followed for the day. (Staff members may be notified if appropriate).

STEP #2 – Identify a team leader who will orchestrate the activities of the crisis support staff and students over the next several days. This person will be the “hub” of information and, in many instances, may be a counselor.

STEP #3 – Direct a staff member and police to immediately go to the deceased student's locker or to the deceased staff member's workspace, remove the contents, and bring the belongings to the principal. This shall be completed prior to the students arriving at school to prevent theft or unauthorized removal of the property.

STEP #4 – Direct a staff member to review the deceased student's cumulative folder to determine what other schools the deceased attended. The principal should call the other school(s) and inform them of the event that has occurred.

STEP #5 – Identify a support center area in the building where students and staff may come for support and counseling. This area should be close to the guidance office and/or the main office to facilitate communications between guidance and administrative staff.

STEP #6 – Decide with the crisis management team what will be reviewed at the mandatory all staff meeting.

STEP #7 – Prepare an announcement to be read over the P.A. System to the students or be presented by the classroom teacher.

NOTE: It is important to have a central spokesperson for all announcements to students. By the time students reach school following a sudden death; many will have heard differing versions about what happened. The presence of a strong, caring, and supportive authority

figure (i.e., the principal) sharing information during this stressful time is important.

Two examples of an announcement are the following:

- a. I feel saddened by the sudden death of one of our (students) (staff members) _____. On behalf of the entire faculty and student body, I wish to express our school's deepest sympathy to relatives and friends who knew and loved _____.
- b. Students, may I have your attention please? Last night, (student/staff member name) from our (_____ class died). This morning, faculty met to develop a plan to help all of us cope with this sad event. Your teacher has been given some suggestions on how to proceed with classroom activities today. Additionally, there will be special counseling available for any student who feels the need for some extra support. Counselors will be available in (give location) all day. I would like all of us to reflect for a minute in memory of (student/staff member's first name). (PAUSE) Your teachers will now spend some time with you in discussion. Thank you for your attention.

STEP #8 – Direct a staff member to gather funeral arrangement information and to prepare details for student staff attendance at the visitation and funeral.

When details are final, an announcement should be made to staff and students.

NOTE: It is important to have staff members present during the entire visitation period to assist the funeral director in comforting distraught children and teens. (See APPENDIX F).

Designate one secretary who will know how to reach the principal throughout the day, so that the principal can respond to any emergency/administrative situation that may develop.

STEP #9 – Call and/or visit the family as appropriate to express condolences.

Visiting the family is encouraged, and the principal should take along a staff member who has been well acquainted with the student or staff member.

STEP #10 – Following the funeral, begin to bring closure by encouraging staff to resume regular activities as quickly as is appropriate.

On the day following the funeral, the principal should make the following closure statement to all students and staff (this is done the day following because many of the deceased's closest friends may not have returned to school the day of the funeral.):

"May I have your attention please? I wish to thank each of you, students and staff, for the support you have shown each other during the past few days.

The example you have shown is a positive and healthy one and provides us the opportunity to work towards strengthening our relationships with each other. Guidance staff remains available if you should wish to talk with a counselor. (Any additional comments from the family that have been passed on to the principal might be shared at this point.) Thank you for your attention.”

**MANDATORY ALL STAFF MEETING
(ROLE OF PRINCIPAL AND CRISIS MANAGEMENT TEAM)**

Prior to the commencement of school, the principal should have an all-staff meeting. Generally, the principal will have approximately fifteen minutes to meet with staff. In addition to the “before school” meeting, it is important to hold an “after school” meeting to discuss the day’s events and to talk about any students the faculty has concerns about.

STEP #1 – Principal will announce an immediate all staff mandatory meeting.

STEP #2 – Principal identifies crisis management team leader. This person will assist the principal in directing staff activities.

STEP#3 – Principal and the crisis management team leader informs staff what is expected of them and reviews media procedures. (See APPENDIX A). Also, all known public facts regarding the event should be shared with the staff.

If death was by suicide, emphasize this tragedy as an “error in judgment”. Suicide is a permanent solution to temporary problems. Encourage students to talk about ways to cope with stress.

STEP #4 – Entertain questions from the staff and/or requests staff may have.

STEP #5 – Inform staff what announcement will be made to the students and when the announcement will be made.

STEP #6 – Principal announces a mandatory staff meeting after school to review the day’s events. This allows an opportunity to receive feedback from faculty, to answer questions, and to review the next day’s expectations.

STEP #7 – Principal informs all staff members that any media presence or requests for information should be immediately directed to the SUPERINTENDENT. (See APPENDIX A.)

APPENDIX C TEACHER'S ROLE

Teachers play a vital role in helping students deal with their feelings regarding the crisis. It is important for teachers to review the information contained in this Appendix.

STEP #1 – Attend all staff mandatory meeting and view the media packet.

STEP #2 – Principal will make an announcement to the students in their classrooms. Teachers will be in their classrooms during the announcement and will openly acknowledge and encourage students feelings of loss, anger, sadness, etc; explain the circumstances of the crisis, dispel rumors, and let students know that counseling is available. (See Appendix B, Staff Announcement).

NOTE: People have differing reactions to grief. One way for the teacher to encourage the students' expressions of grief is to acknowledge your own feelings immediately following the announcement of the crisis. If you are uncomfortable discussing grief, ask for assistance from the Crisis Team Leader.

STEP #3 – Teacher Response following the principal's announcement:

"I know it may be difficult for some of us to continue our work today, but our counselors have set aside a special time and place for discussion for those who are troubled by this loss.

Students who are feeling troubled by the death of _____ are encouraged to meet with the counseling staff at _____. (time and place)

Refer individual students who are obviously in need of immediate removal from class to the counselor's office (crying, obviously upset.) The teacher then continues to proceed with his/her usual routine for the day.

STEP #4 –Refer names and/or students themselves to the guidance office if they appear unusually upset or continue to appear upset as time passes. (See Appendix B).

STEP #5 – Attend the mandatory after school meeting to allow for expression of feelings and support, review the day's events, compile a list of "high risk" students and assess their individual needs. The Crisis Team members will be available to discuss concerns staff may have regarding any students.

STEP #6 – Sample staff response to visitors:

“We feel saddened by the sudden death of one of our (students) (staff members). We are concerned for our students and staff. Further questions are directed to the Superintendent’s office. This handout (See Appendix A) will explain the parameters.”

THE TEACHER’S ROLE

Following the death of a student/staff member, those left behind grieve in a variety of ways. The following information is intended to be a guide for assisting the students through the next few days and weeks as they resolve their feelings related to a death.

Normal grief is generally characterized by progression from an initial state of shock and denial, to one of rage and anger, to one of disorganization and despair, and finally to state the acceptance and hope.

In this particular situation many students may arrive at school already “buzzing” with news. Rumors may have already started before school convened, but there will also be many students who arrive with no knowledge of the deceased student’s/staff member’s death. Students may express disbelief or denial.

In the event of a suicide, other students will quickly move to being angry. They may want to blame anyone and everyone with the death – other friends, parents, police, teachers, the medical personnel, and finally, themselves.

Guilt will be a feeling many students may experience and want to discuss. In the aftermath of an adolescent death, many students may digress and retrace their last encounter with the person who has died and often blow out of proportion small fights that may have occurred which adds to their guilt.

The most important thing a staff member can do is to allow some opportunity for students to acknowledge and discuss their feelings. By acknowledging the pain and grief they are experiencing, and reassuring them of the normalcy of their feelings, you help them through the grief process.

The most helpful intervention a teacher can use is to encourage and allow for the expression of feelings related to death. For many students, this may be their first encounter with death. They will look to the staff member for guidance and modeling. To share with your students your own feelings when you were told of the death – your shock, your sadness, your confusion – is valuable. To reminisce about your relationship with the deceased, if you knew him/her is important. Share with students what you will remember about him/her.

Discuss possible feelings of guilt or feelings of responsibility. Let students know these feelings are normal. Reassure them that they are not responsible for what happened.

Ask students to be supportive of one another and to escort any friend who is upset to a teacher or the guidance office. Reassure them that many adults in the building are available to help them. Finally, encourage them to discuss their feelings with their parents.

An excellent way to help students through the grief process is to be an active listener. This technique encourages students to recognize the normalcy of their feelings. Another technique would be letting students write about their feelings and reaction to this event.

APPENDIX D GUIDANCE ROLE

The Guidance staff should take the responsibility of gathering information about student/staff reaction to the crisis and act as a "hub of information".

STEP #1

- A. A. Identify school staff who were close to the deceased student or staff member and who may need extra support (e.g., a teacher who had a special helping relationship with student, had the student in class, or has a sibling in class).

- B. B. Start a listing of "high risk" students in need of extra support. These include: close friends of the deceased student, relatives, students in the same activities or clubs as the deceased student, neighbors of the deceased student, students with other stressors (e.g., troubled youth and those who are quiet and withdrawn), students identified by faculty, students identified by other students, "suicidal" students with unresolved grief or loss (e.g. family member has committed suicide, divorce situation, recent moves), and students with "guilt" feelings.

STEP #2 – Guidance staff should briefly meet with all identified "high risk" students and with any students who are referred by staff. Decide what, if any, intervention is appropriate. Options could include: (a) brief supportive counseling with guidance staff and (b) forming a grief group. The grief group should automatically be formed the first day, and it may run all day. The focus is on memories of the deceased student and grief work.

STEP #3 – Identify absent and non-enrolled students who may be "at risk" and inform their parents of your concern.

STEP #4 – For students who request to leave school because of their grief reaction:

- A. A. Release student to parent or adult designated by parent.
- B. B. Let the student know that you expect him/her to return to school the next day.
- C. C. Check to see if the students returns the next day and briefly check with them to see how he/she is doing. Offer your assistance to the parent and/or student.

STEP #5 – At the end of the first day, the crisis management team should meet to debrief and review the list of "high risk" students.

At the end of one week, review the status of "high risk" students on the list. Determine which students may need to be referred to community mental health services.

STEP #6 – Discuss the role the guidance staff will provide in the funeral and memorial service. Provide location for students to come following the funeral and/or memorial service.

After the funeral, assist the building staff in moving toward a "business as usual" atmosphere as soon as possible. (An announcement will be made by the principal regarding continued availability of guidance staff.)

STEP #7 – Carefully review with the principal and Crisis Management Team members the memorial requests for the deceased student.

APPENDIX E ROLE OF SECRETARIAL STAFF

All building personnel are affected during a crisis or grief event. Therefore, it is important to inform secretarial staff of their role in dealing with this crisis.

STEP #1 – A secretarial staff representative should attend the mandatory staff meeting to be informed of the crisis and the plans for the day.

STEP #2 – Secretarial staff should review procedures for handling requests or calls from parents, news media, and others.

RESPONSE:

“Hello, Brandon Valley School District. How may I help you? Questions concerning _____ are referred to the superintendent’s office at 582-2049. Brandon Valley School District thanks you for your concern.”

****Make sure you know to whom you are talking. If call is concerning Crisis refer caller to Superintendent. If you are not sure how to handle a call or caller, refer to the principal.*

STEP #3 – The guidance (or appropriate) secretary should free guidance staff schedules for the day. Some counselors may direct the secretary to clear their schedules for several days, so they can best respond to the situation.

STEP #4 – Secretarial support staff should refer any students they are concerned about to the crisis management team leader.

APPENDIX F HOW TO COMFORT THOSE WHO GRIEVE

1. *Be There:* attend the funeral, visit, and spend time with those grieving.
2. *Listen:* grieving people need to talk about this sudden vacuum in their lives.
3. *Send a note:* notes can share personal memories, short and simple.
4. *Give a gift:* a collection of poems, a book to the library in memory of the deceased.
5. *Extend an Invitation:* consider what the person likes to do. Eat out? Go to a play? Take a drive?

Bereaved people often decline invitations or cancel at the last minute.

Don't give up. Ask again.

GRIEF PROCESSING SUPPORT STRUCTURE Some Ideas/Suggestions

1. Establish a "Drop-in Center" all day the first day that news of a sudden death is disseminated.
2. More than one counselor/facilitator ~~is~~ may be needed in the group at one time; it's also a good idea to have others available for relief purposes.
3. Focus on:
 - a. Memories, positive experiences with person who died
 - b. Feelings about the loss
 - c. Stages of grieving (grief education); students may bring up spirituality
 - d. Funeral services – appropriate behaviors/concerns about experience
 - e. Future – what next?
 - f. Guilt work if needed/some need to focus on causation
 - g. Family and friend's response (kids often wonder, "What can I do? How can I help?")

- h. Identifying others that the students are concerned about (provides them with an opportunity to help, gives them a purpose in crisis, allows them to be part of a larger supportive community response.)
- 4. Avoid focusing on:
 - a. Narcissistic focus on suicidal thoughts, feelings, experiences, if the death was by suicide.
 - b. Constant talk about the actual death (morbid focusing)
 - c. Blame
- 5. Bring group to some closure the second day – avoid adding new members (may need to meet others on a one-to-one basis); probably will focus more on funeral and services.
- 6. May need to reconvene after funeral for an hour to refocus on grief/loss – bring group to some closure again and offer various **resources for on-going support**.
- 7. Remember throughout the course of group process, facilitators need to identify students with chronic problems around the issue of suicide/self-destructive behavior (regardless of the cause of the death) and to assess whether or not these students need to be separated from the group. If the students in question are identified as “chronic manipulative attempters” they must be removed from the group.
- 8. The counseling staff may want to consider the possibility of a “neighborhood group” in the evening to reach youngsters at all age levels (checking in with parent(s) to see if there is a need.)
- 9. Finally, we suggest viewing group work as a possibility for the **whole** system, K-12; death impacts the whole educational community, not just one branch.

(ADOPTION DATE: March 13, 1989)
(REVISION DATE: January 22, 1996)
(REVIEWED DATE: November 24, 2003)
(REVIEWED DATE: April 13, 2004)
(REVIEWED DATE: April 14, 2008)

AUTOMATED EXTERNAL DEFIBRILLATOR

An Automated External Defibrillator (AED) will be maintained on the premises of each school facility in the Brandon Valley School District. The AED shall be used in emergency situations warranting its use by individuals specially trained in the use of the device.

Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm. This erratic and ineffective electrical rhythm causes complete cessation of the heart's normal functioning of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time.

An AED is used to treat victims who experience SCA. It is only to be applied to victims, who are unconscious, without pulse, signs of circulation, and normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver shock.

LOCATION, MAINTENANCE AND TESTING OF AED UNITS

The AED locations will be as follows:

- High School: across from the restrooms in the commons area
- Middle School: in the commons area on the north wall
- Robert Bennis Elementary: in the commons area between the gym doors
- Brandon Elementary: at the south entrance to the carpeted gym
- Valley Springs Elementary: By the south lower level entry doors
- Fred Assam Elementary: To be determined
- High School Athletic Shed at the Football/Track Stadium

Each AED shall be maintained and tested in accordance with operational guidelines of the manufacturer and monitored as directed by the Superintendent/designee.

Documentation of the maintenance and testing will be kept in the nurse's office in each building. The Medtronic Lifepak CR Plus Defibrillator User's Checklist will be utilized. If trouble shooting is required, use the accompanying Trouble Shooting Log.

TRAINING

- All Brandon Valley School District staff, coaches and administrators are eligible to complete an approved training course in the operation of AEDs. Staff members must be CPR certified and complete a refresher course as prescribed. The School District will offer annual retraining for personnel who have completed the initial AED program.

- Staff of co-curricular athletic activities will be required to attend the training course in the operation of the AED.
- The Activities Director is required to receive the AED training.
- It is highly recommended that staff who supervise after school activities also receive the training course on the operation of the AEDs.

ADOPTION DATE: October 25, 2004

REVISION DATE: August 25, 2008

WELLNESS POLICY

The Child Nutrition and WIC Reauthorization Act of 2004, PL 105-268, the U.S. Congress established a new requirement for all local agencies (including public and nonpublic, as well as, Residential Child Care Institutions) with a federally-funded National School Lunch Program (NSLP). The local agencies are required to develop and implement wellness policies that address nutrition and physical activity by the start of the 2006-07 school year. Four (4) criteria are required in meeting the objective; nutrition education, physical activity, nutrition standards and other school based activities.

The Brandon Valley School District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The District supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential and ensures that no child is left behind.

- The school district will engage a committee composed of students, parents, teachers, administrators, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity goals.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Food and beverages sold or served during regular school day hours will meet the nutrition recommendations of the NSLP.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that will meet the health and nutrition needs of students; will accommodate the religious, ethnic and cultural diversity of the student body in meal planning; and will provide clean, safe and pleasant settings with adequate time for students to eat.
- To the maximum extent possible, the district will participate in available federal school meal programs.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish

linkages between health education and school meal programs, and with related community services and other school based activities.

The Child Nutrition/Wellness Committee will develop, implement, monitor, review and as necessary, revise school nutrition and physical activity programs. To help with the initial development of the district's wellness policy, each school in the district will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. Assessments will be repeated every year to review policy compliance, assess progress, and determine areas in need of improvement.

As part of that review, the Wellness Committee will review nutrition standards with education goals; physical activity and education goals; and evaluate the provision of the environment to support healthy eating and physical activity.

ADOPTION DATE: June 26, 2006

REVIEWED DATE: April 14, 2008

BOND CAMPAIGNS

In accordance with law, the Board by resolution may determine that the district should issue negotiable bonds. These bonds may only be used for the purpose of:

1. Refunding any bonded indebtedness which is or is about to become due and payable or whenever such indebtedness can be refunded at a lower rate of interest to fund any judgment or outstanding warrants;
2. Raising money for any purpose for which the Board is authorized to spend school district money

The proposition to issue bonds, except for bonds to fund registered warrants or to refund bonded indebtedness, will first be submitted to the patrons of the district at a general or special election.

Once the Board determines the necessity for a bond issue, the Board must obtain the services of a bonding company.

The amount of money borrowed will not exceed the sum of 10 percent of the previous year's assessed valuation.

(ADOPTION DATE: May 10, 1981)
(REVISION DATE: February 23, 2004)
(REVIEWED DATE: September 24, 2007)

COMMUNITY INVOLVEMENT IN DECISION MAKING

The Board recognizes the importance of community involvement with the program and the operations of the public schools. By working together, the quality of the educational program for students will improve.

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

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

Citizens' Advisory Committees

The Board recognizes that one of the best methods to maintain good communications with the community, and to establish sound public relations, is through temporary citizens' advisory committees.

These committees will be appointed when needed for a specific time and purpose, and will be under the supervisory control of the superintendent. The superintendent will report to the Board on its membership, function, progress and final report.

(ADOPTION DATE: February 22, 1982)
(REVISION DATE: October 11, 1999)
(REVISION DATE: April 13, 2004)
(REVIEWED DATE: October 22, 2007)

CROSS REF: BCF, Advisory Committees to the Board

PUBLIC PARTICIPATION AT BOARD MEETINGS

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

In order to assure that citizens who wish to appear before the Board may be heard, and at the same time, allowing the board to conduct its meetings properly and efficiently, the following procedures shall be used.

1. Any individual who desires to speak about an item on the agenda, is asked to present the Community Input form to the superintendent, the business manager or the Board president. The request may be communicated orally prior to the meeting or in the written form by a raised hand during the meeting.
2. Persons who wish to speak about an item that is not on the agenda, are asked to present such request to the superintendent or the Board president, prior to the beginning of the meeting by completing the Community Input form. Persons who present such a request will be allowed to speak about the topic before the meeting is adjourned.
3. Citizens who desire Board action on an item not on the agenda, will submit the item to the superintendent's office at least 10 days prior to the meeting, at which they wish for the item to be considered.
4. Presentations should be as brief as possible. Unless an extension of time is granted, a speaker will be limited to five minutes.

The Board vests in its president or other presiding officer, authority to terminate the remarks of any individual when they do not adhere to the rules established above.

(ADOPTION DATE: February 22, 1982)
(REVISION DATE: March 8, 1999)
(REVISION DATE: April 13, 2004)
(REVIEWED DATE: September 24, 2007)

COMMUNITY INSTRUCTIONAL RESOURCES

Helping each student develop to his/her full potential and become a contributing citizen to the community are important objectives of this district's educational program. Toward these ends, the Board will encourage administrative and instructional personnel to seek from the community appropriate educational resources that enhance school district programs.

Each building principal will have supervisory control over the community resources program, which will include the school volunteer service. Members of the staff and of the community will be encouraged to offer their ideas and services through the channels developed by the administration.

From time to time each school principal may be asked to provide the superintendent with a summary of the extent and effect of using such volunteers.

(ADOPTION DATE: January 24, 1983)
(REVISION DATE: December 9, 1996)
(*REVIEWED DATE: January 13, 2004*)
(*REVIEWED DATE: April 13, 2004*)
(*REVISION DATE: June 23, 2008*)

BRANDON VALLEY SCHOOL DISTRICT #49-2
FACILITY USE POLICY

I. INTRODUCTION

The public schools belong to the people of the school district and since plant facilities are established, maintained and operated by funds largely provided by local taxes, the Board of Education accepts the responsibility for making the public school facilities of Brandon Valley School District #49-2, available to the community for appropriate activities, which do not infringe upon or interfere with the conduct and best interest of the school system. The school board may rent or grant the use of school facilities or any land belonging to the school district for any purpose as a community service, provided that such use shall not interfere with school activities.

II. 1. APPLICATION PROCEDURES:

- A. The Superintendent of Schools is authorized to approve and arrange for scheduling the use of school facilities by qualified applicants.
- B. The Board of Education, the Superintendent or designee is authorized to revoke any such permit, without liability to the school district, should such action be necessary or desirable.
- C. Persons or organizations requesting to use a school facility must complete a Facility Use Application and a Facility User Agreement. These documents will be available in the Administration Office during normal business hours. No facility shall be reserved until a completed application, user agreement and proof of insurance has been submitted to the Facilities Scheduling Office and approved by the school district administration.
- D. The user shall furnish to the Facilities Scheduling Office a Certificate of Insurance showing proof of general liability in the minimum amount of \$1 Million each occurrence, with a \$2 Million aggregate, damage to rented premises of \$100,000, and medical expense of \$5,000. The school district shall be named as an additional insured. See attached sample Certificate of Insurance.

2. PERMITTED USES:

Permission for use of facilities may be granted those groups whose activities are related to education or are of a political, cultural, religious or recreational nature, and are considered to be beneficial to the communities served by the Brandon Valley Schools. In the event that an emergency requires the use of a facility for a school event or the cancellation of an event due to adverse weather, the Superintendent or designee is authorized to cancel or postpone the use granted without penalty to the school district. Under such conditions every effort will be made to reschedule the use for a mutually satisfactory time.

3. LIMITATIONS AND RESTRICTIONS ON USE OF FACILITIES:

Permission will not be granted to any individual or group for:

- A. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
- B. Any activity that may violate good morals, manners, or taste or be injurious to the buildings, grounds or equipment.
- C. Any Purpose in conflict with school activities.
- D. Activities which are discriminatory in the legal sense.
- E. Public school buildings and classroom equipment may not be used for private teaching for which tuition charge is made either by staff members employed by the school district or by any other outside agencies or persons, unless specifically authorized by the Board of Education.
- F. Activities which may result in damage to a facility or its equipment.

4. REASSIGNMENT:

No organization or individual having been issued a permit for use of a school facility can sublet or assign any part of the facility to another individual or group.

5. ALCOHOLIC BEVERAGES:

The use of alcoholic beverages shall not be permitted on school property.

6. TOBACCO USE

The Brandon Valley Board of Education recognizing that the Surgeon General of the United States has stated that tobacco, tobacco products, and tobacco smoke pose a serious threat to the health and well-being of the district's students, employees and patrons, and knowing that these products are detrimental to a healthful and effective operation of the schools, hereby adopts the following policy:

1. The use of all tobacco products is forbidden in all school buildings and in all school vehicles.
2. This policy applies to all persons regardless of ages and regardless of whether they may legally use the products.
3. No smoking will be allowed in the bleacher area of the stadium.

7. USE OF SCHOOL EQUIPMENT

Related equipment:

A request to use public address systems, projection equipment and screens, spotlights, stage sceneries, pianos, tables and chairs, volleyball poles and nets, etc., shall be requested in the application for the use of school property. All such equipment and properties are controlled by the principal of the building. A fee shall be charged for the following equipment:

Video Enhancer	\$ 50.00
Microphone	\$ 25.00
Overhead Projector	\$ 25.00
Portable Sound System	\$100.00
Miscellaneous Concession Items	\$ 25.00 each
Theater Equipment	**

** (see Building Use Subject to Charges section; Subsection H Q: Performing Arts Center

Transfer of School Equipment:

School equipment is not available for use off school premises by non-school groups.

8. CANCELLATIONS:

Request for cancellation of the use of school facilities must be received at least 24 hours in advance of the meeting time. Failure to do so shall obligate the applicant(s) and their organization to pay all custodial and such other expenses as are incurred in opening the building for their use. Cancellations due to inclement weather will not be penalized.

9. HOLIDAYS:

As a general rule, school property will not be available for use by outside organizations on school or national holidays.

III. GENERAL CONDITIONS:

Responsibility of Applicant:

The applicant shall be held fully responsible for the proper use of the building facilities, the conduct of the persons in attendance, and the scheduling of the activities within the time limit of the permit. All activities must be under the sponsorship and supervision of a competent adult(s) WHO IS DIRECTLY RESPONSIBLE TO THE ORGANIZATION. Organizations may not use, or allow the use of, their scheduled time to anyone outside of that organization. Should damage or theft occur as a result of failure to comply with this responsibility, the individual or organization shall make prompt payment for any assessments levied by the school district.

Supervision

1. No spectators or non-participating children will be allowed at non-school group practice sessions.
2. For events where participants are under age 18, the user shall provide supervision at a minimum of one (1) adult per 25 participants.

Advance Deposit

Should circumstances indicate that a particular use may cause damage or excessive depreciation to school property, an indemnity bond or deposit in advance may be required. The Superintendent shall determine the amount of any indemnity bond or advance deposit.

Payment Procedures:

1. All payments for the use of school facilities, with the exception of the Performing Arts Center, shall be made to the Business Manager no later than 30 days following the conclusion of the use of the facility. In the case of regular and recurring use of a facility by an organization, payment shall be made on a monthly basis as determined by the Business Manager. Failure to make timely payment shall be considered justification for canceling or withholding subsequent use of school facilities, and may result in legal action to collect delinquent debts, at the discretion of the Board of Education.
2. A user of the Performing Arts Center shall pay a 10% non-refundable deposit of the total estimated rental fee a minimum of five (5) days prior to the first date of the contracted event. The balance of the estimated rental fee is due no later than 48 hours in advance of the contracted event. Failure to make such payment will result in automatic cancellation of the event, and the rental deposit will be retained by the school district. If the event is canceled due to unforeseen circumstances, (i.e., inclement weather, illness, etc.) all fees will be refunded to the organization, with the exception of the deposit.

Priorities for Use:

The use of a school facility by a non-school organization shall not restrict or limit the normal instructional program or extracurricular activities of the school district.

Priorities for use of school facilities shall be as follows:

1. School sponsored and sanctioned activities, events and practice sessions, and meetings established by the school district administration.
2. Activities and programs sponsored by school district staff and non-profit organizations for Brandon Valley students. This includes the activities of the Brandon Valley Community Education Program, the athletic and music department summer camp programs.
3. Joint-use agreements with the city recreation departments of Brandon and Valley Springs.
4. Activities and programs sponsored by non-profit organizations for the general public.
5. Non-commercial activities sponsored by local businesses.

Conflicts between school and non-school activities shall be resolved in favor of the school activity. The use of a school facility by non-school organizations shall be on a "first come, first serve" basis.

Insurance:

1. Any person(s) or organization using any such school facilities or land will be responsible for any and all damages that may be incurred from use. The school district will not be held liable for any suit for damages that might arise as a result of such use of occupancy.
2. The Brandon Valley School District shall be indemnified for any claims, demands, losses, injuries or damages to persons or property which may be sustained by reason of the use of the approved facilities, along with reimbursement for any legal fees or costs incurred as a result of any such claim or demand, except liability arising from the District's own negligence.
3. The user shall furnish to the Facilities Scheduling Office a Certificate of Insurance showing proof of general liability in the minimum amount of \$1 Million each occurrence, with a \$2 Million aggregate, damage to rented premises of \$100,000, and medical expense of \$5,000. The school district shall be named as an additional insured. See attached sample Certificate of Insurance.
4. Facility users may also be asked to provide additional insurance consisting of such coverage and amounts as the district may reasonably require.

Security Personnel:

If so directed, the Board may require uniformed security personnel to be on duty during an event. The expense will be the responsibility of the user.

Kitchen Facilities/Child Nutrition Service:

In planning an event which will use the kitchen equipment the Director of Child Nutrition Services shall be involved in the planning, operation, and supervision of such a project. The use of kitchen facilities ~~must~~ shall be under the direct control of the Director of Child Nutrition Services.

A kitchen supervisor must be present while the kitchen is in use. The supervisor shall operate all kitchen equipment. Compensation shall be paid by the school district at the prevailing hourly rate of time and a half which shall be reimbursed by the facility user. Personnel shall be scheduled by the Director of Child Nutrition Services.

School Commons:

- A. The use of the commons may be granted with or without use of kitchen facilities. No organization may have access to the kitchen area unless the Director of Child Nutrition Services or designee is present.
- B. Smoking is not permitted in school facilities.
- C. The group granted the use of the commons will see that tables, floors, and equipment are cleaned to the satisfaction of the building supervisor. All decorations are to be removed, and garbage and waste disposed in the outside dumpster.
- D. Tables and other equipment in the commons are not to be moved without the permission of the principal and/or custodial supervisor.
- E. Children under twelve (12) years old are not allowed in school kitchens by organizations using its facilities.

Parking Lots:

Parking lots are provided with the use of most school buildings. If use of a parking lot only is desired, application shall be made as for use of any school facility. Parking areas are not reserved exclusively for groups using school buildings. Playgrounds may not be used for parking.

Athletic Activities:

Permission for athletic activities involving the use of school facilities by non-school groups may be granted. Such use does not include permission to use the apparatus and other special athletic equipment belonging to the school. Practice sessions shall be allowed non-school groups provided such sessions do not involve spectators or children of the participants. School events and practice sessions have priority over the use of school facilities by non-school groups. Conflicts will be resolved in favor of school activities.

Use of School Grounds:

School grounds may be made available to the general public at times when they are not being used for school purposes. The general public has a responsibility not to cause damage to the property or become a nuisance to adjoining property owners or others in the neighborhood. In effecting the above policy, it is realized that each case be dealt with separately. However, the following administrative regulations will serve as a guide:

1.
 - a) School playgrounds may be used by organized athletic leagues when not in conflict with school programs, upon approval of applications to use such a facility.
 - b) Should other groups require scheduling at this same location, the Superintendent or Facilities Scheduling Office is authorized to re-adjust schedules.
 - c) There must be cooperation between groups using the fields at the same time. Groups will be held responsible for any property damage occurring at the time of their tenure.
 - d) Teams or groups are responsible for care of grounds. All litter must be cleared after each use, which includes the emptying of all trash barrels.
2. Approval of such application does not include use of any building facilities. Application for use of restrooms may be made subject to advance payment of the minimum standard charge.
3. Horses, motorized vehicles and power-driven recreational equipment shall not be permitted on school premises unless present under one of the exceptions specifically enumerated in these regulations. Subject only to regulations four and five which follow, motor-powered vehicles and motor-driven recreational equipment shall not be permitted on school grounds not specifically set aside for parking or driving.
4. School service and emergency vehicles and vehicles present at the request of the school district, shall be permitted to drive or park on any portion of the school premises necessary to accomplish their function.
5. The Board of Education may grant special permits for the use of horses, motor-driven vehicles and motor-powered recreational equipment for those activities that are conducted as a part of a school-related function or which accomplishes a civic purpose.

6. Motor-driven vehicles shall be permitted in parking and roadway areas on school premises for the purpose of transportation to and from school facilities so long as such vehicles are operated in a safe and lawful manner.
7. The Cities of Brandon and Valley Springs have a mutual interest in controlling traffic on school premises. Therefore, the Board of Education has conferred jurisdiction to the City of Brandon and Valley Springs for the purpose of enforcing city traffic regulations.

Church Services:

Church services by established religious groups may be scheduled in school facilities in the event of an emergency. Upon the organization of a new body, church services may be scheduled for a period of up to one (1) year with the purpose of providing the body time to build or acquire its own facility. If at the end of one year the organization is actively engaged in providing its own facility, but has not yet completed the facility, the rental of school property may continue for so long as efforts continue, except that in no case shall the rental of school property by a religious group exceed three (3) years.

Wednesday Nights:

Organizations, individuals, or groups sponsored by the school will not be scheduled to use school facilities beyond 6:30 p.m. on Wednesday nights. The only exceptions are district or conference basketball tournaments.

Custodial Services:

A school custodian may be assigned for continuous duty during the time the group is using the school facility. This is in accordance with the Board of Education, local and state building and fire regulations. The custodian will open the building prior to the time set for the meeting, make any necessary arrangements for the requested facility and be on call should the need arise during the time of the meeting. No one except qualified custodians shall be allowed to operate or adjust equipment in the building.

For situations in which the meeting does not occur and has not been previously cancelled, the custodian will remain on duty for one half hour after the requested starting time of the meetings and if no word is received within that period indicating a later starting time, he will lock the building and leave. A two-hour minimum custodial fee will be charged to the renting organization and the custodial services will be paid for the time spent at the building. Custodians are instructed not to open any areas other than those requested in the application. Additional space may be arranged by filing an additional application. For certain approved groups, (i.e. Boy Scouts, Girl Scouts) using school facilities between 3:30 p.m. and 5:30 p.m. on days when school is in session, no charge will be made for custodial services, provided the amount of building use is limited so that it does not interfere with custodian's regular clean-up work. The custodian will be asked to work around this area and group.

Building Use Without Charge:

All facility usage that involves exclusively Brandon Valley Students will be exempt from a building fee. School organizations such as school sponsored pupil organizations and school employee groups are granted building use without charge as long as they do not conflict with regular school sessions or activities. No rental fee shall be charged the following school affiliated and community youth serving organizations for their regularly scheduled meetings:

1. Parent/Teacher Association, Band Parents, Booster Club.
2. Boy Scouts/Cub Scouts
3. Girl Scouts/Brownies
4. YMCA
5. Brandon Valley Basketball Association
6. City Recreations Department (All city recreation programs that involve the use of school facilities must be submitted to the Superintendent of Schools for approval.)
7. Organizations or groups which the Board so designates.
8. Brandon Valley Youth Softball and Baseball Association (grounds only).
9. 4-H Groups
10. SD Jr. Football Association
11. Board of Education sanctioned club sports
12. Youth Enrichment Services (Kare 4 and KinderPlus programs)
13. Special Olympics

No facility use fee shall be charged to the Brandon Community Library for the occasional use of meeting space and the adjacent computer lab for programs and training sponsored by the Library. Use of these facilities shall be scheduled through the school district. (Ref. Brandon Community Library Operating Agreement, sec. 3.3, dated December 16, 2002).

If there should be facility use by the above mentioned community youth serving organizations that requires school employees (custodial or Child Nutrition Services) to be present for additional time other than regular employed hours, the organization will be charged according to School district policy.

Facility Use:

- A. All facility use requests will be submitted to the Facilities Scheduling Office or Operations Manager for approval.
- B. Facilities are available to school groups as scheduled by the operations office. Hours available for non-school groups will be from 4:00 p.m. to 10:00 p.m. on weekdays and 7:00 a.m. to 12:00 midnight on Saturdays and Sundays.
- C. The custodian will not permit a group to enter the building unless an adult leader is present. After the custodian has opened the door, it will be the full responsibility of the adult leader to permit entrance only to those authorized by the leader to attend.
- D. Groups are permitted to use the shower room facilities. However, in such cases, the leader is to discontinue the gymnasium activities not later than one half hour prior to the rental period.
- E. Groups wishing to use the school equipment: see Section 6-Use of School Equipment.
- F. Open gyms run by non-school personnel must be individual in nature. No team practices, in any form, will be allowed.
- G. Only two-hour blocks of time will be allowed for individuals requesting gym time for practice.

Building Use Subject to Charges:

Charges made for the use of school facilities are not rentals as that term is generally considered, but are based upon costs of operating expenses that would not otherwise have been incurred. This includes items such as utilities, supplies, maintenance of facilities, custodial and cafeteria services, as well as clerical services necessary to process each application. Such charges are subject to change, as the Board of Education may deem necessary. Any usage that will be used as a "fundraiser" will be subject to the standard facility use fee.

Rental Periods will be billed in one (1) hour increments as follows:

GYMS/COMMONS/CLASSROOMS:

- A. Classrooms (per hour).....\$10.00
- B. Kitchens/all buildings (per hour).....\$20.00
- C. Brandon Elementary/Valley Springs Gyms (per hour)\$20.00
(\$40/per hour when admission is charged)
- D. High School Auxiliary, Wrestling, Robert Bennis Elementary Fred Assam Elementary and Middle School Gyms (per hour)\$25.00
(\$50/per hour when admission is charged)
- E. Commons - all except High School (per hour).....\$25.00
Middle School, Brandon Elementary, Robert Bennis Elementary and Fred Assam Elementary
(\$50/per hour when admission is charged)
- F. High School Commons only (per hour).....\$35.00
(\$70/per hour when admission is charged)

**** NOTE: There is no fee charged for the Commons when used as an entrance for Gym or PAC use.**

- G. High School Activities Center (per hour).....\$50.00
(\$80/per hour when admission is charged)
- H. High School Community Room (per hour)\$20.00
- I. Custodial Fee (per hour).....Time and a half of current rate
(The fee will be charged in addition to per hour user fees on weekends or after 10 pm on weekdays)

PERFORMING ARTS CENTER:

- J. Basic Rental (per hour)..... \$125.00
- K. Lighting Systems-other than house/work lights (per hour).....\$40.00

L.	Audio System (per hour)	\$30.00
M.	Student Technician per hour	\$10.00
N.	Box Office Fees (Reservations, Printing, Sales)	\$350.00
O.	Usher Fee (per usher/per event)	\$35.00
P.	Custodial Fee (per hour)	Time and a half of current rate <i>(The fee will be charged in addition to per hour user fees on weekends or after 10 pm on weekdays)</i>
Q.	Equipment Fees (per event)	
	Grand Piano	\$50.00
	Video Enhancer	\$50.00
	Choral Risers	\$100.00
	Portable Staging	\$100.00

A ten percent (10%) non refundable deposit is due at contract signing. Balance of fee is due on or before contracted event.

Concession rights belong to and are retained by the Board of Education.

When required by the Board of Education, the user will furnish ticket sellers and takers, P.A. announcer, scoreboard operator and parking attendants.

ADOPTION DATE:	December 2, 1989 (Smoking Policy)
REVISION DATE:	June 26, 1995 (Smoking Policy)
REVISION DATE:	November 13, 1995 (Smoking Policy)
(ADOPTION DATE:	May 14, 1979)
(REVISION DATE:	September 9, 1991)
(REVISION DATE:	September 17, 1992)
(REVISION DATE:	September 9, 1996)
(REVISION DATE:	September 25, 2000)
(REVISION DATE:	September 9, 2002)
(REVISION DATE:	February 24, 2003)
(REVISION DATE:	August 11, 2003)
(REVISION DATE:	April 13, 2004)
(REVISION DATE:	July 12, 2004)
(REVISION DATE:	January 11, 2010)
(REVISION DATE:	May 24, 2010)

BRANDON VALLEY SCHOOL DISTRICT #49-2
FACILITY USER AGREEMENT

APPLICATION #: _____

USER/ORGANIZATION: _____

DATE(S): _____

_____, hereafter know as the "user", agrees to the following terms and conditions of the use of a facility owned by the Brandon Valley School District, hereafter known as the "school district."

1. The user shall pay all charges for the rental fee and other necessary services as determined by the school district at the time of application. Such charges shall be at the rate established by the school district. The user has been advised of the rental fee and other charges for services prior to the execution of this user agreement. Payment for the single use of a facility is due no later than 30 days following the completion of the event. Payment for regular and recurring events shall be made as directed by the Business Manager. Payments shall be mailed or delivered to:

Brandon Valley School District
Attn: Business Manager
301 S. Splitrock Boulevard
Brandon, SD 57005
2. The user shall furnish to the Operations Manager a Certificate of Insurance showing proof of general liability in the minimum amount of \$1 Million each occurrence, with a \$2 Million aggregate, damage to rented premises of \$100,000, and medical expense of \$5,000. The school district shall be named as an additional insured. See attached sample Certificate of Insurance. Failure to submit proof of insurance shall result in cancellation of the event. In addition, the user agrees to indemnify the school district and hold it harmless from any and all costs, fees, penalties and damages of any kind, including the payment of the user's reasonable attorney's fees incurred by the user arising out of the performance of any copyrighted music during the user's use of school districts under this agreement. Further, the user agrees to save harmless, protect and indemnify the school district from and against any and all loss, damages, claims, suits or actions at law, judgments and costs, including attorney fees, which may arise or grow out of any injury to or death of persons or damages to property caused by, arising from or in any manner connected with the use or occupancy of the facility, whether sustained by the user or the school district, their respective agents or employees, or by any other third person or corporation which seek to hold the user liable. This indemnification shall not apply to claims attributed to the school district's own negligence.
3. The user agrees to protect the premises and to leave the facility in the same condition as at the commencement of the use. The user assumes responsibility for supervision during the event. For events where participants are under age 18, the user agrees to provide supervision at a minimum of one (1) adult per 25 participants.
4. The user shall not injure, mar or in any manner deface the facility or allow any other person to do so. The user shall not drive nails, hooks or screws or other mounting device into any part of the building or make any alterations of any kind to the building. The user agrees to reimburse the school district in returning the facility to its former condition.

5. The user shall not permit the facility to be occupied for any purpose deemed hazardous to health and safety, and shall not commit or permit any act which would invalidate any insurance policy under penalty of forfeiture of this agreement and the payment of all damages resulting from such act.
6. The user shall comply with all laws of the United States, State of South Dakota and the City of Brandon/City of Valley Springs, the policies of the Board of Education and the rules and regulations the school district. Users should refer to the Board of Education facility use policies, which are available in the Office of the Superintendent during normal business hours, and are posted on the school district web site at www.brandonvalleyschools.com.
7. The right is reserved by the Board of Education and delegated to the Superintendent or his/her designee to revoke any use agreement, without liability to the school district, should such action be deemed necessary or desirable. The Superintendent or his/her designee is also authorized to cancel any use agreement in the event of an emergency or inclement weather.
8. The user shall not assign its rights under this user agreement.
9. The permission granted by the school district for the use of a facility shall automatically expire at the conclusion of the time frame specified in the application.
10. The Brandon Valley School District maintains a tobacco-free policy that includes all buildings and grounds. Thank you for observing this policy.
11. Users of the Brandon Valley Performing Arts Center shall also complete a Performing Arts Center contract.

PLEASE SIGN AND RETURN THIS AGREEMENT PROMPTLY. THE FACILITY IS RESERVED ONLY AFTER THE SIGNED USER AGREEMENT IS RECEIVED. WE CANNOT GUARANTEE USE OF THE FACILITY UNTIL THE LEASE AGREEMENT AND PROOF OF INSURANCE ARE RECEIVED.

Name: _____

Signature: _____

Title: _____

Date: _____

Name of Person directly responsible for on-site supervision on the day of the event:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
Phone:	Fax:	INSURERS AFFORDING COVERAGE	NAIC #
INSURED		INSURER A: Insurance Company Name	
SAMPLE "USER" NAME 123 Street Your City SD XXXXX		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	POLICY #	01/01/01	01/01/01	EACH OCCURRENCE	\$ 1000000
					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100000
					MED EXP (Any one person)	\$ 5000
					PERSONAL & ADV INJURY	\$ 1000000
					GENERAL AGGREGATE	\$ 2000000
					PRODUCTS - COMP/OP AGG	\$ 2000000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
					OTHER THAN EA ACC	\$
					AUTO ONLY: AGG	\$
	EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
					AGGREGATE	\$
						\$
						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTHER
					E.L. EACH ACCIDENT	\$
					E.L. DISEASE - EA EMPLOYEE	\$
					E.L. DISEASE - POLICY LIMIT	\$
	OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 CERTIFICATE HOLDER IS ADDITIONAL INSURED AS RESPECTS TO THE GENERAL LIABILITY

CERTIFICATE HOLDER

CANCELLATION

BRANDON

Brandon Valley School District
 301 Splitrock Blvd.
 Brandon SD 57005

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

IMPORTANT

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

This Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

PUBLIC CONDUCT ON SCHOOL PROPERTY

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

1. The willful physical injury of any person or the threat to use force which would result in such injury.
2. The harassment or coercion of any person.
3. The willful damage to, or destruction of property.
4. The willful disruption of the orderly conduct of classes or of any other school program or activity.
5. The entry of any school building or upon any portion of the school premises unless such entry is made in connection with official business with the district or to attend an activity or function authorized thereby.
6. The willful interference with the lawful and authorized activities of others.
7. The possession, consumption, or exchange of alcoholic beverages, unauthorized drugs, or narcotics on school property.
8. The possession or use of a knife, razor, ice pick, explosives, loaded cane, sword cane, machete, pistol, rifle, shot gun, pellet gun, air gun, or any other object that reasonably can be considered a weapon, on property of the school district.
9. The violation of any federal or state statute, local ordinance, or Board policy.
10. The refusal or failure of any person to comply with a lawful order or direction of an official of the school district in the performance of his duties.
11. The distribution or posting of any written material, pamphlets, or posters without the prior written approval of the superintendent.

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Enforcement and Penalties

- Any violation of the above shall be reported immediately to the building principal or event supervisor. He/she will investigate the case thoroughly and make a written report to the superintendent.

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

1. A reprimand.
2. An order to violators to leave school property immediately.
3. A call to police and a specified charge made under the penal code.
4. Temporary or permanent expulsion from school grounds and/or events.

Other Penalties

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

(ADOPTION DATE: March 14, 1983)

(REVISION DATE: April 13, 2004)

(REVIEWED DATE: May 27, 2008)

Cross Ref: KK, Visitors to the Schools

TOBACCO-FREE SCHOOL POLICY

The Brandon Valley Board of Education recognizing that the Surgeon General of the United States has stated that tobacco products, and tobacco smoke pose a serious threat to the health and well-being of the district's students, employees and patrons, and knowing that these products are detrimental to a healthful and effective operation of the schools, here adopts the following policy:

1. The use of all tobacco products is forbidden in all school buildings, in all school vehicles, and in the bleacher area of the high school stadium inside the fence.
2. This policy applies to all persons regardless of age and regardless of whether they may legally use the products.

(ADOPTION DATE: December 2, 1989)

(REVISION DATE: June 26, 1995)

(REVISION DATE: November 13, 1995)

(REVISION DATE: April 28, 1997)

(REVISION DATE: April 12, 2004)

(REVISION DATE: June 23, 2008)

CROSS REF.: KGER Facility Use Policy

PUBLIC GIFTS TO SCHOOLS

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

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

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

The Board welcomes gifts of books and other materials to school libraries provided they meet the same standards of selection as those applied to the purchase of library materials. School libraries may dispose of gifts at their discretion (for example, if the book is out-of-date or in poor physical condition).

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

(Adoption date: March 14, 1983)

(Revision date: April 13, 2004)

(Reviewed date: May 27, 2008)

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CROSS REF.: IIAC, Library Materials Selection and Adoption.

PUBLIC SOLICITATIONS/ADVERTISING IN THE SCHOOL

SOLICITING

No person will sell or offer for sale within school buildings or on school property any articles or services, or solicit contributions, except those approved by the superintendent or the Board. This policy does not prohibit any school fund-raising activity authorized by the Board and the school administration.

Salespeople are prohibited from talking to teachers at any time during the school day. Salespeople representing educational companies may be granted this opportunity by making arrangement through the principal's office, at a time that will not interfere with the classroom work of the teacher.

The school directory or lists of pupils and staff will not be made available to any outside person or agency except as required by law.

DISTRIBUTION OF LITERATURE

Material containing solicitations or advertisements of a non-school nature will not be distributed to the students in the schools or on school grounds without prior approval of the superintendent. In cases where the nature of the material or its ultimate intent are in doubt, it will be presented to the Board for approval.

ADVERTISING

No notices or advertisements by, or in behalf of persons not officially connected with the schools, will be distributed in any school building or by internet except by permission of the superintendent or Board. All notices, drafted by school personnel, will be cleared by the building principal, and in case of doubt, by the superintendent.

CHARITY FUND-RAISING

The administration may select a special fund or charity project which is considered important. Approval for such a project must be secured from the superintendent.

This policy should not be construed as preventing a teacher from using instructional or informational materials even though the materials might include reference to a brand, product, or service.

(ADOPTION DATE:	March 14, 1983)
(REVISION DATE:	October 28, 1991)
(REVISION DATE:	January 22, 1996)
(REVISION DATE:	April 13, 2004)
(REVISION DATE:	June 23, 2008)

VISITORS TO THE SCHOOLS

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

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

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

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

(Adoption date: March 14, 1983)

(Revision date: April 13, 2004)

(Revision date: June 23, 2008)

Cross Ref.: KGB, Public Conduct on School Property

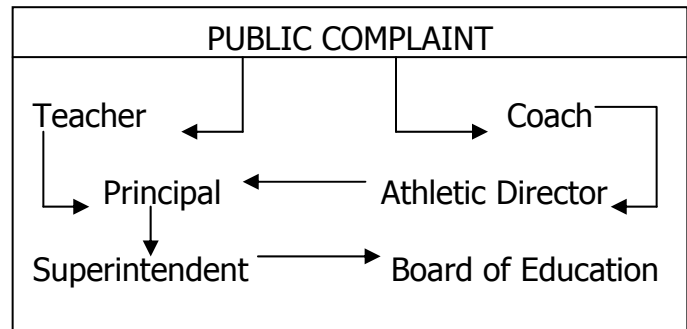
PUBLIC COMPLAINTS

Constructive criticism of the schools will be welcomed by the Board when it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively.

Whenever a complaint is made directly to the Board as a whole or to an individual Board member, the individual or group involved will be advised to take their concern to the appropriate staff member.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Board. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

1. Teacher (Coach/Act. Dir.)
2. Principal
3. Superintendent
4. Board



If a complaint, which was presented to the Board and referred back through the proper channels, is resolved before it comes back to the Board, a report of the disposition of the matter will be made to the Board and then placed in the official files.

The Board expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

Matters referred to the superintendent and/or Board should be in writing and should be specific in terms of the issue and the action desired. All complaints shall contain the name of the complainant, to allow verification of the facts and appropriate follow-up action.

Exceptions to this policy will be made when the complaints concern Board actions or Board operations only.

- (Adoption date: March 14, 1983)
- (Revision date: April 13, 2004)
- (Revision date: June 23, 2008)

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

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

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

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

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

1. The material in question should first be discussed with the teacher or librarian who will report the results of this meeting to the principal. If satisfaction is not reached, the complainant may continue to Step 2.
2. The principal will meet to discuss the material with the complainant and teacher or librarian. The results of the meeting will be reported to the superintendent. If satisfaction is not gained the complaint will be requested to complete the form, "Request for Reconsideration of Instructional Materials," before proceeding to Step 3.
3. The superintendent will appoint a review committee composed of the following members:
 - The Curriculum Director
 - The Building Principal
 - The Building Librarian

- Two building teachers
- Three adult citizens

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

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

(ADOPTION DATE: March 14, 1983)

(REVISION DATE: April 13, 2004)

(REVIEWED DATE: May 27, 2008)

CROSS REFS.: IIA, Instructional Materials
IIAA, Selection and Adoption of Textbooks
IIAC, Selection and Adoption of Library Materials

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

NAME OF COMPLAINT: _____ ADDRESS: _____ PHONE NUMBER: _____
 COMPLAINT REPRESENTS: SELF: _____ ORGANIZATION: _____
 GROUP: _____

Please complete the following information and respond to the questions.
 Attach additional pages, if necessary.

AUTHOR: _____ Hardcover _____
 Paperback _____

TITLE: _____ PUBLISHER: _____
 (If known)

Where was this material used?
 _____ / _____ / _____ / _____
 School Teacher Class Grade Level

1. To what in the material do you object? Please be specific and cite pages.
2. Did you read, view, or listen to the entire material? ____ If not, what parts did you exclude?
3. What value is there in this material?
4. What do you feel might be the result of using this material?
5. Are you aware of any judgment of this material by professional critics?
6. What do you believe is the theme or purpose of this work?
7. For what age group would you recommend this book?
8. Are you aware of the teacher's purpose in using this material?

9. What would you prefer the school do about this material?
_____ Do not assign it to my child.
_____ Withdraw it from all students as well as my child.
10. What work of equal value would you recommend in place of this material?
11. Additional Comments.

Signature of Complaint:

Date:

(Adoption date: March 14, 1983)
(Revision date: April 13, 2004)
(Revision date: June 23, 2008)

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the superintendent for study and possible solutions. The individual employee involved will be advised of the nature of the complaint and will be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.

If necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Board for the purposes of more complete study and a decision by this body. Generally, all parties involved, including the school administrator, will be asked to attend such a meeting for the purpose of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumor will be discounted, as well as emotional feelings except those directly related to the facts of the situation.

The Board will conduct such meetings in as fair and just a manner as possible. The board may request a disinterested third party to act as moderator to help it reach a mutually satisfactory solution.

Any parent, guardian, or other person who insults or abuses any teacher or other employee on school property or in the presence of students will be prosecuted by the Board under the provisions of law. School employees who are sued as a consequence of performing their assigned duties will be provided reasonable legal services.

(ADOPTION DATE: March 14, 1983)

(REVISION DATE: April 13, 2004)

(REVIEWED DATE: May 27, 2008)

CROSS REFS.: BDC, Executive Sessions
GCPD, Suspension and Dismissal of Professional Staff
members
JFA, Student Due Process Rights
KL Public Complaints

CONTRACT REF.: Brandon Valley Negotiated Agreement, Article VI.

RELATIONS WITH PARENT-ORGANIZATIONS

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

The parent-teacher association (PTA), the parent-teacher-student organization (PTSO), and the high school parent's advisory council may be of service to their respective schools. This service might include encouraging social activities, working for needed legislation, discovering and reporting facts which lead to community or school improvements, studying school problems, supporting school projects, and cooperating with other community agencies.

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

(Adoption Date: March 14, 1983)
(Revision Date: April 29, 1986)
(Revision Date: April 13, 2004)
(Reviewed Date: May 27, 2008)

Cross REF.: ABA, Community Involvement in Decisionmaking (Also KC)

RELATIONS WITH GOVERNMENTAL AUTHORITIES

Schools serve students, parents, and all the residents of the school district. It is to their interest to relate the functions of the Board to other agencies concerned with the security, safety, health, and well being of the citizenry.

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

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

(ADOPTION DATE: March 14, 1983)

(REVISION DATE: April 13, 2004)

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PARENT INVOLVEMENT
TITLE I

The district believes that activities to increase parental involvement are a vital part of the Title I program. Parents will have an opportunity to design, implement, evaluate and suggest changes to improve the program through an annual assessment survey and through the Title I Parent Advisory Panel.

The guidelines for the Title I program are as follows:

1. District and individual school building policies under Title I will be the same.
2. Title I parent involvement policy and school/parent compact are distributed via the district's handbook which is mailed to all parents of children enrolled in the district.
3. The director of special services shall plan, design, and implement the district's Title I program in consultation with parents by:
 - a. conducting an annual assessment survey of parents of Title I students on parental involvement and the planning, review and improvement of the program;
 - b. provide materials and staff at an informational table at each targeted school's fall open house to explain the Title I program;
 - c. convening the Title I Parent Advisory Panel at a minimum of twice during the school year;
 - d. arrange for reading and math activity nights along with staff at each targeted assistance school;
 - e. provide parents of participating children with oral and/or written reports of their children's progress at parent/teacher conferences at the end of the first quarter, midterm of the third quarter and at the end of the school term;
 - f. arrange for Title I staff to be available to parents upon request;
 - g. encourage parents of Title I students to observe classes and attend school-sponsored activities;
 - h. provide a monthly newsletter to each Title I participant with suggested activities to enrich the child's learning and encourage parental involvement.

(ADOPTION DATE: July 15, 1996)
(REVISION DATE: April 13, 2004)
(REVIEWED DATE: May 27, 2008)