

SCHOOL-PARENT-COMMUNITY RELATIONS AND GOALS

The Board believes that:

- * the education of students is best served through the cooperative efforts of students, parents, district staff, and community members;
- * parents should be active participants in education by demonstrating interest in and support for their school and the district, by becoming informed about their role as partners in education, and by becoming involved in the education of their children; and
- * community members should assist in the development of responsible citizens through appropriate involvement in the education of children.

In support of this belief, the Board is committed to the concept that meaningful involvement of parents and community members is desirable in public schooling, and that involvement will vary from one person to the next and from school to school.

The Board will, from time to time, seek the advice of groups or individuals on matters of concern to the district.

The Board expects all district staff to demonstrate commitment to the involvement of parents and community members in education.

Adoption Date: 3/13/13

PUBLIC INFORMATION PROGRAM

The people in the community are interested in their schools as an extension of their homes, an extension which exists to perform a special function in the development of their children.

Therefore, the Board shall attempt to:

1. Keep the public informed about the policies, administrative operation, objectives, educational program, and successes or failures of the schools.
2. Provide the means for furnishing full and accurate information, favorable and unfavorable, together with interpretation and explanation of the school plans and programs.

The Superintendent shall inform the public of the aims and objectives of the school system and in other ways attempt to interpret the school program. He/She shall work cooperatively with civic organizations and shall pursue a policy of helpfulness and assistance towards all interested in the schools.

Adopted: 01/13/86

Revised: 02/14/94

Reviewed: 03/08/99

Reviewed: 03/13/13

PUBLIC'S RIGHT TO KNOW

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

The official minutes of the Board, its written policies, and its financial records will be open for inspection at the Superintendent's office by any citizen desiring to examine them during hours when the office of the Superintendent is open. However, no records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons, whether by the Superintendent or other persons responsible for the custody of confidential files.

Cross Reference: BD, GBL, JO
Legal Reference: W.S. 9-9-102, 21-3-110 (a) (ii)
W.S. 21-3-110 (a) (xvi)

Adopted: 01/13/86
Reviewed: 03/08/99
Reviewed: 03/13/13

Code: KBD

COMMUNICATIONS WITH PARENTS

The Board of Trustees recognizes the fact that parents and guardians play an integral part in the success or failure of the school and teachers to educate the students. The Board, therefore, emphasizes the need, on the part of the staff, to maintain strong lines of communication with the parents and guardians of each child. Communication lines are developed in many ways - telephone calls, notes, formal notices, conferences - and the staff should attempt to use all of them in its quest to maintain a strong home-school relationship.

Adoption Date: 03/13/13

PARENTAL INVOLVEMENT POLICY

Platte County School District Number 2 will involve parents in the joint development of the plan required under Section 1112 of NCLB for low-achieving children, and in the process of school review and improvement for adequate yearly progress. To accomplish this, the school district will meet annually with parents for the purpose of program review and development.

The school district will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement in activities to improve academic achievement and school performance. To achieve this, the school district will provide professional development for staff and parents.

The school district will build the school's and parents' capacity for strong parental involvement as follows:

- The school district and each school receiving Title 1 part A funds shall provide assistance to the parents of children served by the school or school district, as appropriate, in understanding such topics as the /state's academic content standards and State academic achievement standards, State and local-academic assessments, the requirements of this policy, and how to monitor their child's progress and work with educators to improve the achievement with their children. To achieve this, the school district will meet with parents twice a year to review their child's program and the progress that each child is making in this area through the use of Parent/Teacher Conferences.
- The school district and each school receiving Title 1, Part A funds shall provide material and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. To achieve this, the school district will provide multiple parent trainings offered at different times to provide parents with the information that will help them work with their children to increase academic achievement.
- The school district and each school receiving Title 1, Part A funds shall educate teachers, pupil services personnel, principals and other staff with the assistance of parents, in the value and utility of contributions from parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties with parents an schools. To achieve this, the school district will involve staff in programs to be communicated directly with parents on an ongoing basis to discuss the programs, student progress and parent contributions.
- The school district and each school receiving Title I, Part A funds, to the extent feasible and appropriate, will coordinate and integrate parent involvement programs, strategies and activities with Head Start, Reading First, Early Reading First, Even Start, the Home

Instruction Programs for Preschool Youngsters, the Parents as Teachers Programs, and public Preschool and other programs, and conduct such other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. To achieve this, the school district will include the local child development center in all trainings offered by the school district.

- The school district and each school shall ensure that information related to school and parent programs, meetings and other activities, is sent to the parents of participating children in the format, and to the extent practicable, in a language that parents can understand. To achieve this, the school district will communicate regularly with parents by sending information in the weekly school calendar of events.
- The school district and each school shall provide such other reasonable support for parental involvement activities under Title 1 as parents may request.

The school district will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served by Title 1, Part A. The evaluation shall include identifying barriers to greater participation by parents in activities authorized by this policy, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The school district shall use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policy. To achieve this, the school district will conduct an annual meeting for this purpose with parents.

The school district shall involve parents in the activities of the schools served by Title 1, Part A. To achieve this, the school district will notify parents of all activities of the school through regular communication.

Each school within Platte County School District Number Two which receives Title I funds, shall develop a school level parental involvement policy, consistent with and similar to the attachment to this parental involvement policy. Such policy shall be developed by the school for the participation of parents of students receiving assistance from Title I.

NCLBA Reference: Title 1, Part D, §1118

Statutory Reference: 20 U.S.C. §6318

Adopted: 11/10/03

Reviewed: 03/13/13

PARENTAL INVOLVEMENT POLICY (SCHOOLS)

Pursuant to the No Child Left Behind Act of 2001, each school must hold at least one annual meeting for Title I parents. The school must offer a flexible number of meetings to allow parents with work and other commitments to attend. Guernsey-Sunrise Schools will hold at least one meeting each year to be scheduled at times to be determined by the principal.

The school must involve parents in an organized, on-going and timely way in the planning, review and improvement of programs under Title I, Part A, including planning, review and improvement of the school parental involvement policy and the joint development of the school-wide program plan. The school must provide parents of participating children:

- timely information about programs under Title I, Part A;
- a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level the students are expected to meet; and
- if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
- Each school receiving Title I funds shall jointly develop with parents for all children receiving Title I funds a school-parent compact which outlines how parents, the school staff, and students will share the responsibility for improved student academic improvement and the means by which the school and parents will build and develop a partnership to help children achieve the State=s high standards. That compact shall:
- Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the State=s student academic achievement standards, and the ways in which the parent will be responsible for supporting their children=s learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child=s classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extra-curricular time.
- Address the importance of communication between teachers and parents in an on-going basis through, at a minimum, parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the

individual child's achievement; frequent reports to parents on their children's progress and reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of the classroom activities.

The school districts and each individual school receiving Title I funds must provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents will understand.

In addition to the above, each school which receives Title I, Part A funds shall coordinate its activities and cooperate with the school district in implementing that portion of the school district parental involvement policy aimed at building capacity for involvement.

NOTE: THIS POLICY MUST BE DEVELOPED IN CONSULTATION WITH PARENTS.

NCLBA Reference: Title I, Part D, '1118
Statutory Reference: 20 U.S.C. '6318

Adopted: 03/13/13

COMMUNITY INVOLVEMENT IN DECISION MAKING

The Board endorses the concept that community participation in the affairs of the schools is essential if the school system and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It therefore intends to exert every effort to identify the desires of the community and to be responsive, through its actions, to those desires.

All citizens will be encouraged to express ideas, concerns and judgments about the schools to the staff, the school administration, any appointed advisory body, and to the Board.

Residents who are specially qualified because of interest, training, experience, or personal characteristics, may be encouraged to assume an active role in school affairs either through an advisory capacity or by serving on citizens advisory committees.

The Board may, if it deems it appropriate, appoint a citizens advisory committee for purpose of studying matters and making reports and/or recommendations to the Board.

All residents will be encouraged to express their ideas, concerns, and judgments about the schools through written suggestions, presentations at Board meetings, responses to surveys made through interviews, questionnaires, or other means and through service on advisory committees.

The advice of the public will be given careful consideration. In the evaluation of community advice, the Board's first concern will be for the educational program of the entire district. The Board's final decision may depart from the advice received when the advice is not consistent with goals adopted by the board, good educational practice, or not within reach of the financial resources available.

Adopted: 01/13/86

Revised: 03/08/99

Reviewed: 03/13/13

PUBLIC GIFTS/DONATIONS TO SCHOOLS

The Board may accept on behalf of and for the school district any bequest or gift of money, property, or equipment for a purpose deemed by the Board to be suitable, and to utilize the bequest or gift as designated.

Any gifts, valued at \$100.00 or more, presented to the school district should be accompanied by a letter for official action and recognition by the Board. School affiliated groups, such as PTA's and student activity groups, shall be exempt from this procedure. Acceptance of gifts will not imply endorsement of any product or business.

Donations from student activity support organizations shall be administered by the respective school principal in cooperation with the support organization's officers and advisors.

The staff of District #2 shall not discourage community participation in the activities of the schools; however, donations shall not be actively solicited.

Before accepting gifts the Board will consider the following criteria:

1. The gift must have a purpose consistent with those of the school.
2. The Board will not begin a program which the Board would be unwilling to take over when the gift or grant funds are exhausted.
3. The gift will not bring undesirable or hidden costs to the school system.
4. Restrictions will not be placed on any school program as a condition of accepting any gift.
5. The gift will not be inappropriate or harmful to the best education and/or health of students.
6. The gift will not be in conflict with any provision of the school code or public law.
7. All gifts, grants and bequests shall become school district property once accepted.

Adopted: 01/13/86

Revised: 03/08/99

Revised: 03/13/13

Code: KD

PUBLIC COMMUNICATION/PUBLIC'S RIGHT TO KNOW

It will be the policy of the Board of Trustees to keep the community informed of the objectives, achievements, needs and conditions of the school system. This will generally be done through an annual report card which will be published to the community. The superintendent of schools will be responsible for initiating and administering a continuous program of communication with the community. Agendas for school board meetings will be made available in advance of the meeting to the public when requested.

The Superintendent, subject to federal and state laws and regulations, may approve the release of directories containing names and addresses of students or employees, and shall do so only when release is in accordance with the law and is in the best interest of the students or employees.

Adoption Date: 03/13/13

Code: KDD

NEWS MEDIA RELATIONS

School staff members will work with news media representatives to help assure the flow of accurate information to the community. Such information is helpful to the school district in achieving the objectives of public education and is sensitive to the needs and rights of citizens to obtain information about the operation of public agencies. Staff members must also consider the privacy rights of individuals and legitimate confidentiality requirements upon the school district.

Adoption Date: 03/13/13

NEWS RELEASES

Because the school district is a public institution endeavoring to serve the educational needs of the community, it is important that information be disseminated concerning activities and problems in the schools. In order to coordinate this publicity into a common effort and purpose, the following procedures will be followed in giving official information to the news media:

1. The Board Chairman will be the official spokesman for the Board, except as this duty is delegated to the Superintendent.
2. News releases which are of a district-wide nature or pertain to established district policy are the responsibility of the Superintendent.
3. News releases which are of concern to an individual school, or to a school organization of the school, are the responsibility of the principal of that school. The principal shall strive to notify the superintendent in advance of any news release pertaining to the school or school organization.
4. News releases will be made available to all news media operating within the school district.

COMMUNITY PARTICIPATION AT BOARD MEETINGS

All regular and special meetings of the Board shall be open to the public except for executive sessions which may be convened as provided by law. Because the Board desires to hear the view points of citizens throughout the district, it shall offer suitable time at all meetings for citizens to be heard. Recognizing its responsibility for proper governance of the schools and, therefore, the need to conduct its business in an orderly and efficient manner, the Board shall schedule a period during each meeting for public participation. At times, it shall set a time limit on the length of this period or a time limit for individual speakers.

To achieve orderly meetings, the Board may regulate the conduct of the public and if any meeting is willfully disrupted by a person or group of persons, the Board, in accordance with law, "may order the removal of such person or group from the meeting room and continue in session or may recess the meeting and reconvene at another location".

The Board Chairman shall be responsible for recognizing all speakers, who shall properly identify themselves; for maintaining proper order; and for adherence to any time limit set. Questions asked by the public shall, when possible, be answered immediately by the Chairman or referred to staff members present for reply; questions requiring investigation shall be referred to the Board of administrative staff for consideration and later response. Members of the public will not be recognized by the Chairman as the Board conducts its official business except when the Board schedules, in advance, an interim public discussion period on a particular agenda item.

Cross Reference: BDDH
Legal Reference: W.S. 16-4-403
W.S. 16-4-405

Adopted: 01/13/86
Revised: 03/08/99
Reviewed: 03/13/13

VIDEO TAPING AND FILMING OF SCHOOL ACTIVITIES

The school district encourages student participation in school activities and encourages parents and school district patrons to be active supporters of these activities. The Board of Trustees believes that parents and school district patrons should be able to videotape or film activities for the parents'/patrons' private use. The process of filming or videotaping may be limited to a school-designated area.

The Board of Trustees does not permit filming or videotaping of any school activity for commercial venture. This prohibition does not include the contracting of an individual by a parent or school district patron to videotape an activity for their private use.

Film or videotape of school activities is not to be used in any type of fund-raising or public relations activity, without the express written consent of the Board of Trustees.

NOTHING IN THIS POLICY SHALL OPERATE TO PROHIBIT THE NEWS MEDIA, EDUCATORS, OR OTHER PARTIES FROM EXERCISING THE RIGHT TO FAIR USE OF ANY FILM, VIDEOTAPE, OR SIMILAR MATERIALS ACCORDING TO THE REQUIREMENTS OF LAW.

Adoption Date: 03/13/13

PUBLIC CONCERNS AND COMPLAINTS

The Board of Trustees, as the elected representatives of the patrons of this district, is always willing to listen to and consider public concerns about the educational program within the district as well as complaints regarding the educational program and its components, including personnel. Constructive criticisms of the schools is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to equip the schools of the districts to do their tasks more effectively. While individual Board members may listen to and consider concerns addressed to them by members of the public, no Board member in his individual capacity has authority to act except in a lawfully called Board meeting at which a quorum is present.

Normally complaints involving the educational program of a particular school should be addressed first to the building administrator and then, if not satisfied, to the superintendent and ultimately to the Board as a whole. Concerns or complaints involving the educational program of the district as a whole or any other area involving the district as a whole should initially be addressed to the superintendent, and then if a satisfactory result is not obtained, to the Board of Trustees. Any person who has a particular area of concern or problem may request to be put on the agenda for purposes of addressing such issue. Any person who has a concern or complaint about a confidential matter or a matter involving personnel may be directed to present his concern or complaint in an executive session of the Board and the Board may elect to deliberate on such concern in executive session.

Complaints to any Board member involving personnel will in most instances be referred back through proper administrative channels for solution and/or investigation prior to action by the Board.

The proper channeling of complaints involving instruction, discipline, learning materials and/or participation in extra-curricular activities should generally be as follows:

- 1) teacher (coach);
- 2) principal;
- 3) superintendent;
- 4) board.

The board reserves the right to take the complaint under advisement so that it may be investigated before a decision is made.

Adopted: 01/13/86
Reviewed: 03/08/99
Revised: 03/13/13

COMMUNITY USE OF SCHOOL FACILITIES

The public school facilities are provided by the people in order that the youth of the community may receive the benefits of a sound educational program. Although this is the basic purpose for which the schools are built, the complete educational function is not achieved until the school facilities are made to serve the community. School facilities should not be used for personal or commercial activities, but instead the use of school facilities should demonstrate a benefit to the school.

To accomplish this objective, when possible, use may be made of school plants for student-related activities which are educational, recreational, and/or cultural. These student-related activities will be given priority over community-based activities. Activities held by approved student organizations, faculty groups, or student-related parent groups will be rental free.

Community-based groups may be assessed appropriate fees to use a facility and shall also pay the full hourly rate of any school district employee required to be in attendance or to clean up after any group utilizing the facilities. Any requests for use of facilities on a continuing basis will be periodically reviewed. No application shall be valid for more than one (1) year. In the case of a particular activity or performance where more than one performance or show is to be presented within a period of one week, the request for the use of facilities should specify that more than one performance or meeting will be held, the times of the performance and meetings, and the days during the week when it will be held.

Usage of school facilities may be restricted to groups residing within the school district. The Board of Trustees of the school district reserves the right to make final decisions concerning the use of facilities.

The Board may require the renting organization to assume all liability for injury or damage to individuals or property and to indemnify and hold harmless the Board, the employees of the school district, and the school district from any loss or damage. In the case of large groups for which admission will be charged, the Board may further request proof of liability insurance. The person, group or organization requesting use of the school facilities shall observe all fire and safety regulations. In addition, groups or persons utilizing school facilities shall comply with all school district policies, specifically including, but not limited to, school district policies preventing use or possession of alcohol, drugs or tobacco while on school premises.

Permission for use of district facilities does not constitute a district endorsement of any organization, the beliefs of an organization or group, nor the expression of any opinion regarding the nomination, retention, election or defeat of any candidate or the expression of any opinion as to the passage or defeat of any issue.

The superintendent or his designee, which may be the building administrator, shall be responsible for approving or disapproving requests for public use of facilities under their supervision. A "Request for Use of Facilities" form must be filled out by the authorized

representative of the organization requesting use of the building and approved by the superintendent or his/her designee as part of each request.

Individual groups and organizations using school facilities are responsible to clean up and leave the facility in the same condition that it was prior to use. Principals or their designee will evaluate the condition of the facility both before and after its use. Failure to clean up after use may result in denial of further use.

Consumable supplies and materials are not available for public use without approval of the principal and payment of a fee to cover the costs. School lunch commodities may not be donated or sold for use by the public.

Video, computer, electronic, sound, or other technical equipment shall not be utilized outside of the school facilities without written authorization from the principal or superintendent and may be utilized only on school premises when operated by a person knowledgeable and trained in its use. All such use must be specifically approved by the building administrator prior to its use and an additional charge may be assessed for the use of such equipment when deemed appropriate by the superintendent or his designee.

Whenever food is prepared in the kitchen and served at the school, a cook who regularly works in that kitchen or someone trained in food preparation must be present. The cook will be paid by the group at the same hourly rate paid by the district. The cook need not be present if food is carried in and served.

Because the facilities are funded by taxpayer dollars, private for-profit businesses, corporations, organizations or persons will not be permitted to utilize the school facilities for business purposes.

Permission to utilize facilities on school holidays when employees are not available to open up buildings, etc. may be denied. In the event it is necessary to pay any school employee overtime or extra pay due to holidays, weekend use, or after normal work hour use, an additional fee may be charged.

The Board of Trustees reserves the right to refuse approval or to cancel any and all permits issued for the use of school buildings or its facilities when it is deemed that such action is necessary for the best interests of the district.

Adopted: 01/13/86
Reviewed: 03/08/99
Reviewed: 03/13/13

COMMUNITY USE OF SCHOOL FACILITIES

RESPONSIBILITY FOR FACILITY CARE

All persons and groups using or renting school premises or property shall assume responsibility for all damage that occurs while said property or premises are being used or rented. The user shall pay the costs that may be incurred by the district in making needed repairs and replacements. The user shall indemnify and hold the Board of Trustees, school district employees, and the school district, harmless from any liability arising from any injury or property damage resulting from or in any way arising out of the use of school facilities by persons or community organizations.

SCHEDULE OF RENTAL CHARGES FOR USE OF SCHOOL FACILITIES

Class I:

Student organizations, classes, clubs, teacher organizations, school-affiliated parent organizations, such as PTA and booster organizations, the community college and/or community recreation district or similar organizations having a direct connection with education. When these groups are sponsoring activities for which no admission is charged, as well as any school district-sponsored activities and/or county and city or town governmental activities (i.e., elections, council meetings, etc.).

No rental fee.

Charges may be assessed for custodial services depending upon the nature and time of the event.

Class II:

Civic clubs, charitable and character-building organizations and other organized non-profit groups, but not including religious organizations which are conducting meetings or programs devoted to community education and/or child education for which no admission is charged, or for which admission charged is used for student benefit or scholarships.

No rental fee.

Class III:

All other non-profit civic, fraternal, political, or service organizations sponsoring events for which admission is charged or which are done for fund-raising purposes and all religious organizations desiring the use of school facilities for church services, church schools or other related activities shall be charged the following rates:

High school, middle school, or
other gymnasium: Rate: \$100.00

Kitchen: Rate: \$100.00

Multi-purpose room: Rate: \$50.00

Classroom: Rate: \$25.00

Tables/Chairs: Rate: \$2.00/\$1.00 each

All rental charges set forth above are for use of the facility and payment of utilities only. Costs for custodial services and/or other special personnel shall be charged at the full rate necessary to compensate those individuals at their regular salary rate in addition to the rental fee.

ALL SCHOOL ACTIVITIES SHALL HAVE PRECEDENCE OVER ANY OTHER GROUP IN THE SCHEDULED USE OF FACILITIES.

ALL RENTALS WILL BE SUBJECT TO PRIOR APPROVAL OF THE SUPERINTENDENT OR HIS DESIGNEE.

Adopted: 01/13/86

Reviewed: 03/08/99

Revised: 03/13/13

Code: KF-E

RENTAL AGREEMENT FOR USE OF SCHOOL FACILITIES

Date: _____

All persons using and renting school premises or property, fixtures, and appurtenances thereto, which persons are hereinafter referred to as LESSEE, shall at all times keep such premises and property in a clean, sightly, and healthy condition and shall not use or suffer or permit any person or persons to in any manner whatsoever use said premises or property for any purpose in violation of the laws of the United States and State of Wyoming or ordinances and regulations of the City (Town) of Guernsey or any lawful authority. Upon the expiration of any lease, right, or permit to use such premises or property, such LESSEE shall yield and surrender back to the school all of said premises and property in the same condition of cleanliness, repair, and sightliness as when received, loss by fire and reasonable wear-and-tear excepted.

In the event said premises and property are not kept in a clean, sightly and healthy condition or are not surrendered back to the school in the same condition of cleanliness, repair, and sightliness as when received, the school may replace such premises and property to the same condition of repair, sightliness, healthfulness, and cleanliness as existed when said premises or property were received by the LESSEE, and such LESSEE agrees, by acceptance of the right to lease or use said premises and property, to pay to the school, in addition to any rents to be paid, the expenses incurred by the school in thus restoring such premises and property, together with all costs and attorney fees incurred by the school in collecting the amount thereof from the LESSEE.

User does further agree to indemnify and hold the Board of Trustees, all school district employees, and the school district, harmless from any and all liability arising out of any injury or property damage in any way associated with the use of the facilities by user, its members and/or invitees (guests).

The LESSEE has read and agrees to abide by the insurance requirements as set forth in the District Policy Manual and the rental fee listed below for use

of the _____ between the hours of _____ and _____
Facility
on _____
Date(s)

Insurance Policy Data

Fees Assigned:

Custodial ____ hrs @ ____ = ____

Lighting

Personnel ____ hrs @ ____ = ____

Rental (Class ____) = ____

Lessee

Signature Title

Cafeteria (_____) = _____

Assistant Superintendent

Payment Received _____

County School District No. ____
Date

PUBLIC CONDUCT ON SCHOOL PROPERTY

The Board of Trustees resolves to make every effort to maintain a positive school atmosphere and to promote a total learning experience for students at all times. Members of the general public can assist School District staff toward this goal by conducting themselves in a courteous and civil manner whenever they are in District facilities or on District property. Fans and observers, as well as participants and student spectators, are expected to be considerate of others and to show good sportsmanship while attending any sports event or other school function. By providing a good example for students at such activities, community patrons can aid in the development of these young people into responsible, courteous adults.

Extension of School Authority

School authority is extended by law over all school-sponsored activities, sports events, and other functions. State law also provides that no one shall disrupt or obstruct any such school activity or general school operations. The public shall comply with all school district policies while on school district property, specifically including, but not limited to, the drug, alcohol and tobacco-free policies of the district.

The Board of Trustees authorizes district administrators to ask any disruptive or disorderly person or person otherwise violating the policies of the school district, to desist from such course of conduct or to leave school premises. If their request is not heeded, school officials shall notify appropriate law enforcement agencies for assistance.

In the interest of maintaining order, adequately supervising their assigned building or a school-sponsored activity, and protecting students, it may be necessary from time to time for school officials to ask a person or persons upon school premises to identify himself/herself. Authority for such a request is given to School District representatives through state law.

Adopted: 03/08/99

Reviewed: 03/13/13

SOLICITATIONS IN THE SCHOOLS (NONCURRICULAR MATERIALS)

The schools should avoid exploiting students, whether by advertising or otherwise promoting products or services, soliciting funds or information, or securing participation in non-school related activities and functions. At the same time, schools should inform and assist students to learn about programs, activities or information which may be of help or service to them. To attempt a fair balance, the following general guidelines will apply:

- The school may regulate or prohibit the distribution of material which is being communicated or distributed in such a manner as to create a reasonable belief that it is being sponsored or endorsed by the board. The principal will have authority to allow individuals or groups to post bulletins announcing a program or service for students by a nonprofit local entity. The principal may set reasonable rules and regulations pertaining to the manner in which the material is posted and the length of time for which it may be posted.
- The principal may set reasonable rules pertaining to the time, place and manner of distribution of materials which for schools shall not be based upon the content or message contained within the materials. Materials soliciting money may not be distributed without specific board approval. Board approval is considered to be continuing (not for a single year only).
- No fund-raising activities in school will be sanctioned without specific Board approval.
- Direct sales by outside vendors to students in school are prohibited. School offices may, however, provide lists of vendors carrying certain items (e.g., physical education suits) or the office may carry and charge for miscellaneous items (e.g., pens, pencils, school T-shirts) or permit student organizations to vend products on a controlled basis).
- Announcements through the principal's office may be made for the purpose of announcing student programs or activities sponsored by charitable organizations.

Material which is deemed unacceptable as defined by this policy will not be permitted to be distributed. Unacceptable material includes:

- Material which promotes hostility, disorder or violence such as would create a substantial disruption of the school program;

- Material or information that is unlawful, including libelous material and material which promotes unlawful activities, including the unlawful use or distribution of drugs and alcohol;
- Any material that inhibits the function of the school or advocates interference with the normal operations of the school;
- Material that is profane, obscene or pornographic as defined by prevailing community standards;
- Material which advertises or promotes for-profit entities, their products or services.

The school may regulate or prohibit the distribution of material which is being communicated or distributed in such a manner as to create the reasonable belief that it is being sponsored or endorsed by the school. The principal will have authority to allow individuals or groups to post bulletins announcing a program or service for students by a nonprofit local entity. The principal may set reasonable rules and regulations pertaining to the manner in which the material is posted and the length of time for which it may be posted.

FUND DRIVES

The district as a whole and its individual schools, including student bodies, shall not participate in general community fund drives or solicitations except as authorized by the superintendent upon the recommendation of the appropriate principal.

Adoption Date: 03/13/13

ADVERTISING IN THE SCHOOLS

Commercial organizations offer many materials for use by teachers in the classroom. Some of these materials are of high educational value with little or no advertising emphasis. Other materials are primarily advertising and have limited educational value.

In general, supplementary materials from commercial, political, religious, or other non-school sources, should have the approval of the principal before being used in the schools. Approval may be given to materials which are of obvious educational quality, which supplement and enrich textbook and reference materials for school courses, and which are timely and up-to-date.

Advertising materials of non-school commercial nature will not be displayed or distributed in the school or on the school grounds without approval of the principal. Students will not be used as agents for distributing non-school materials to their homes without the approval of the school principal.

Solicitation of sales or use of the name of the school district to promote any product will not be permitted.

Political educational issues, in the determination of the administration, which are of concern to the district, may be posted or distributed through the district office.

This policy is not intended to prevent the district from cooperating through announcements and distribution of program material with non-profit community organizations that supplement the school program, such as Boy Scouts, Girl Scouts, YMCA, Little League, et al., when such cooperation will not interfere with the school program.

The district may also utilize and post extra-curricular activity schedules and/or utilize programs with limited advertising contained thereon at the discretion of the principal of the school involved.

Other exceptions may be made in the discretion of the superintendent when it is determined that the educational benefit and benefit to students outweighs the significance of any advertising or potential exploitation by private interests. The superintendent may at his/her option refer specific cases to the board for a decision.

Adopted: 01/13/86
Revised 12/11/95
Revised: 03/08/99
Reviewed: 03/13/13

VISITORS TO SCHOOLS

It is the policy of the Board to encourage parents and other citizens of the district to visit classrooms occasionally to observe the work of schools. The Board believes there is no better way for the public to learn what the schools are actually doing.

In order to assure that no unauthorized person enter the buildings with wrongful intent, all visitors to the schools will report to the school office to receive assistance from the staff to make their visit elsewhere in the building more efficient and profitable. This practice will not apply when parents have been invited to a classroom or assembly program.

Parents or citizens who wish to observe a classroom while school is in session are urged to arrange such sessions in advance with the teacher so that class disruption may be kept to a minimum. Teachers are expected not to take class time to discuss individual matters with visitors.

Principals are authorized to refuse entry onto school grounds and into school facilities to persons who do not have legitimate business at the school and to request any unauthorized person or persons engaging in unacceptable conduct or any conduct which will or could interfere with the educational program to leave the school grounds.

The superintendent or his designee is authorized to request assistance of law enforcement officers in cases of emergency or difficulty in getting persons to comply with this policy and the superintendent or his designee is authorized to seek prosecution to the full extent of the law when persons violate the provisions of the district policy regarding visitation, damage to school property, loitering, or disruptive activity.

Adopted: 01/13/86
Reviewed: 03/08/99
Reviewed: 03/13/13

SEX OFFENDERS ON SCHOOL PROPERTY

Pursuant to Wyoming Statute §6-2-320, effective July 1, 2010, registered sex offenders requesting permission to be on school property under conditions not already specified under this law, are required to have written permission.

In compliance with this law, registered sex offenders seeking written permission to be on school property, or to attend a school event located elsewhere, are required to submit the form (KIB-E) to the appropriate principal no later than three (3) school days in advance of the date he/she is requesting.

A reply to this written request will be given prior to the requested date. Only the Superintendent may grant permission for this request after consulting with the appropriate principal.

The district shall inform its staff and students/parents by notice published annually by the school district either by including such notice with annual notices published in the local newspaper or by other notice directly provided to staff and students or the parents of minor students that the staff member and/or student/parent can obtain information regarding sex offenders either employed by the school district or attending a school at the school district by contacting local law enforcement (police or sheriff's department) having jurisdiction over the school campus as required by W.S. §7-19-303(h).

Adopted: 4/9/12
Reviewed: 03/13/13

Access _____

This request is ___ Approved ___ Denied

Superintendent Signature

Date

RELATIONS WITH COMMUNITY ORGANIZATIONS

We believe that the public schools have the primary responsibility for the formal education of the children and youth of the community. However, the Board recognizes that many governmental agencies and community organizations, while not primarily concerned with education, play a definite role in education. Therefore, it will be the desire of the Board to establish positive working relationships with all other public and private organizations that contribute to the education process and to the general welfare of the citizens of the community. The Board shall support and assist within its responsible ability and legal prerogatives, local profession, civic, labor, or business organizations whose efforts will result in improved educational opportunities for the students of the district.

The Board of Trustees encourages district personnel to participate in community affairs and to contribute constructive ideas relating to various aspects of the total educational program to local organizations.

Adoption Date: 03/13/13

HOME SCHOOLING

Every parent, guardian, or other person having control or charge of any child within Platte County School District #2 and required by law to attend school, but who intends to educate said child in a home-based educational program shall be required to demonstrate to the Board of Trustees that said program provides a basic academic educational program as defined by law and appropriate to the educational level of said child.

Compliance with the foregoing section may be accomplished by providing evidence to the Superintendent that:

- a. The parent has enrolled the child or has purchased a correspondence program with an agency that regularly provides curriculum materials for home schools and which are appropriate to the educational level of that child.
- b. The parent will be providing by other means a sequentially progressive curriculum of fundamental instruction as defined by statute, appropriate to the educational level of the child.

Compliance is required prior to the time that any said child misses attendance at the schools provided by the District. Failure to attend the District's schools or other private school without compliance will be deemed an unexcused absence.

It is not the policy of this District to interfere with or dictate the method or means of instruction in a home-based educational program, but only to be assured that any home-based educational unit operated within the District is providing a basic academic educational program to resident children of compulsory attendance age.

Nothing in this policy is intended to exempt any home-based educational unit from the statutory requirements that it be in session during the entire time that the District's schools are in session.

The District regards home-based educational units as non-accredited schools and reserves the right to require appropriate testing or to use any other means it deems appropriate for placement in a grade level of any student entering the District's schools from a home-based educational program, whether or not said grade level corresponds with the level achieved by the student in the home-based educational unit.

If the District has evidence that the child/children are not receiving home schooling, or if the parent has not presented the curriculum to the District by the required date(s), the District will take actions under provisions of the compulsory

attendance law.

Cross Reference: JEBA

Legal Reference: W.S. 21-4-101
W.S. 21-4-102
W.S. 21-4-103
W.S. 21-4-104
W.S. 21-4-105

Adopted: 11/11/85
Revised: 03/08/99
Reviewed: 03/13/13

FORM FOR REPORTING BASIC ACADEMIC EDUCATIONAL PROGRAM OF A HOME-BASED EDUCATIONAL PROGRAM

1. Date

2. PARENTS OR GUARDIANS:

Phone:

Name:

Address:

3. CHILDREN OF COMPULSORY ATTENDANCE AGE: (as defined by W.S.21-4-102 (a))

Name

Birthdate

Program

*Specify A, B, or C to indicate the type of academic program the child is involved in:

A - for correspondence or satellite schools

B - for a curriculum supplied primarily by a single publisher or supplier, and

C - for individually compiled or prepared curricula.

4. TYPES OF PROGRAMS

Program A: Correspondence or Satellite Schools

For children instructed at home by parents, guardians, or assigned tutors using the services of a correspondence or satellite school.

Name of School

Phone

Address of School

Name of Principal / Contact Person

Program B: Single Publisher

For children instructed at home by parents, guardians, or assigned tutors using curriculum materials and a basic course of study prescribed and furnished by a single publisher or supplier.

Name of Publisher

Phone

Address of Publisher

Name of Principal / Contact Person

Program C: Individually Compiled Curriculum

For children instructed at home by parents, guardians, or assigned tutors using a basic course of study and curriculum materials designed and/or compiled by the parents, guardians, or tutor.

1. List major suppliers of basic academic educational materials:

Subject Area	Name of Supplier	Address of Supplier
Reading		

Math

Science

Language Arts

Social Studies

2. Briefly describe your plans for providing a basic academic education for your child / children in the upcoming academic year.

Adopted: 11/11/85

Reviewed: 03/08/99

Reviewed: 03/13/13

HOME SCHOOLING

1. The parent, legal guardian or their designee shall submit in writing a sequentially progressive curriculum to the building principal(s) fifteen days prior to the first day of school for the District's schools. Submittal of a sequentially progressive curriculum is required yearly. After the first submittal of this curriculum, submittals in subsequent years shall be by the first day of school for the District's schools.
2. Failure to submit a sequentially progressive curriculum will constitute evidence that the homebased educational program does not meet the requirements of District policy or the state law.
3. Receipt of the curriculum is not intended to imply that a home-school program is comparable to the educational program a student would receive by attending the District's schools.
4. Consultation between the home-school parent (or guardian or student) and the District's teachers during the school day is not permitted.

Legal Reference: W.S. 21-4-101 to W.S. 21-4-102

Adopted: 11/11/85

Revised: 03/08/99

Reviewed: 03/13/13