## 4000 SERIES—COMMUNITY RELATIONS

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COMMUNITY RELATIONS

Goals

It will be the policy of the Board to keep the community informed of the objectives, achievements, needs, and conditions of the school system. The Superintendent, with the assistance of the total staff, will be responsible for administering a continuous program of communication within the community, and shall seek to enhance the District's community relations by striving to achieve the following goals:

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

The Board intends to make every effort to identify the desires of the community and to be responsive to those desires. The Board encourages public participation in the District, including participation through:

1. Written suggestions or proposals;
2. Participation at public hearings;
3. Responses to surveys;
4. Comments at Board meetings; and
5. Service on citizen advisory committees

The advice and the concerns of the public will be carefully considered. In evaluation of such advice the first concern of this Board will be the educational program as it affects students.

Legal Reference: I.C. § 33-506 Organization and Government of Board of Trustees
I.C. § 33-512 Governance of Schools

Policy History:
Adopted on: 5/4/15
Revised on:
Public Relations

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

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

Routine news and information concerning the District’s operation will be released by school officials after the approval of the Superintendent or designee. Establishing and maintaining good public relations with the community and other governmental organizations requires a concerted effort by the entire school district staff. Each school will make an effort to inform the public of various educational achievements, activities and goals. The most important public relations ambassadors are the teachers who work directly with students every day. All employees are encouraged to participate in community activities and demonstrate to the community by their words, attitudes, and actions the ideals set forth by this District.

Community input is welcome and encouraged.

Policy History:
Adopted on: 5/4/15
Revised on:
Public Participation in Board Meeting

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

NOTICE

DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION.

At each Regular and Special meeting of the Board the agenda may provide time for public comment before the Board.

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

Legal Reference: I.C. § 33-512 (11)
I.C. § 74-206 Executive Sessions—When Authorized

Policy History
Adopted on: November 4, 2013
Revised on: December 7, 2015 (ISBA Update)
Public Participation in Board Meeting

The Board of Trustees welcomes public comment at any of its regular monthly meetings. Members of the public are asked to follow the procedures listed below.

Public Comment at Board Meetings

Public comment may be taken on district-related items. In general, each speaker will be allowed one opportunity to address the Board and will be limited to three (3) minutes. Should a large number of the public wish to speak on the same issue or topic, members of the public are encouraged to select a representative(s) to summarize their position. Additionally, the Board Clerk may accept written comments for distribution to the Board. The Board may decline to hear any matter at its discretion.

Written materials for Board Members should be submitted to the Clerk. The written material must include the name, address and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Board Members when received. Materials should not be sent directly to Board Members. Materials may be presented or mailed to the Clerk at 1400 N. Northwood Center Ct., Coeur d’Alene, ID 83814.

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

Because of the diversity of issues, members of the Board will not respond to public comment. Instead, issues may be recorded and referred to the proper staff person for follow-up. The Chair may interrupt or terminate an individual’s statement when it is too lengthy, personally directed, abusive, obscene, repetitive, or irrelevant. The Board of Trustees as a whole shall have the final decision in determining the appropriateness of all such rulings.

Nothing in this policy shall prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is seriously compromised. Defamatory or abusive remarks are always out of order. The Chair may terminate the speaker’s privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

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

Formal Presentation at Board Meetings

Members of the public wishing to make a formal presentation to the Board at a regularly scheduled Board meeting, must submit a written request at least (1) week in advance through the
Board Clerk. Request shall include the name of individual(s)/group presenting, subject matter to be discussed and all presentation materials. Requestor will be notified regarding whether their request to address the Board has been granted and, if so, will be provided the approximate time as set forth on the agenda.

**NOTICE**

**DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL NOT BE HEARD IN PUBLIC BOARD MEETINGS.**

Any complaint about the District, including instruction, discipline, District personnel policy, procedure or curriculum, should be referred through proper administrative channels before it is presented to the board for consideration and action. All complaints should be resolved through proper channels in the following order: (See also policy 4110.)

1. Teacher or Staff
2. Principal or Supervisor
3. Director or Administrator
4. Superintendent
5. Board of Trustees

**Procedure History**
Promulgated on: 11/4/13
Revised on: 6/22/15, 12/7/15, 10/7/19
Patron Grievances

The Board is interested in receiving valid complaints and suggestions. Public complaints and suggestions shall be submitted according to this Policy’s Patron Grievances Procedure to the appropriate-level staff member or District administrator. Each complaint or suggestion shall be considered on its merits.

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

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

LEGAL REFERENCE:
Idaho Code Sections
33-506
33-511
33-512

Policy History:
Adopted on: 02/03/14
Revised on: 11/4/19
Patron Grievances Procedure

This complaint procedure should be followed if a grievant believes that the Board, its employees or agents have violated the grievant’s rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy.

Grievances will be processed according to the step-by-step process outlined below. However, if a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step and the process shall be modified as needed to meet the objectives of the Grievance Procedure. If a grievance is directly based on official Board action, the grievance shall be directed to the Clerk of the Board. The grievance may be heard by the Board at the sole discretion of the Board.

**Step 1: Informal:** A grievant with a complaint is expected to first discuss it with the teacher/staff member involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment. The grievant is encouraged to bring the issue back to the staff member, if the matter is not resolved to satisfaction the first time.

**Step 2: Principal:** If the complaint is not resolved at Step 1, the grievant should address the issue with that staff member’s direct supervisor (usually a building administrator/principal) with the objective of resolving the matter promptly. The principal shall investigate and attempt to resolve the complaint and will report to the complainant that the issue has been addressed.

**Step 3: Superintendent:** If the grievant is not satisfied with the supervisor’s decision, the complaint may be advanced to Step 3 by requesting that the Superintendent/designee review the supervisor’s decision. If there is a different direct supervisor of that supervisor (such as Director of Elementary/Secondary Education, Director of Finance/Operations or Assistant/Associate Superintendent), the grievant shall address the issue with him/her prior to the Superintendent’s
involvement. The designee shall investigate and attempt to resolve the complaint and will report to the complainant that the issue has been addressed. If the grievant is not satisfied with the designee’s decision, the Superintendent will address the issue. If the Superintendent agrees with the recommendation of the designee, the recommendation will be implemented/upheld. If the Superintendent rejects the recommendation of the supervisor, the matter will be resolved by the Superintendent. The Superintendent will report to the complainant that the issue has been addressed.

Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

**Step 4: School Board:** If the grievant is not satisfied with the Superintendent’s decision, the complaint may be advanced to Level 4 by requesting that the School Board review the decision. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board Policy. A decision shall be made and reported to the complainant within a reasonable amount of time. The decision of the Board will be final.

Procedure History:
Promulgated on: 2/3/14
Revised on: 5/4/15, 12/2/19
Public Access to District Website

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

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

The District shall also make available to the public on its website the Board’s Annual Continuous Improvement Plan (Strategic Direction). The plan must be reviewed, updated annually, and posted no later than October 1 each year.

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

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

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

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

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

1. The name and location or address of the entity receiving moneys;
2. The amount of expended moneys;
3. The date of the expenditure;
4. A description of the purpose of the expenditure, unless the expenditure is self-describing;
5. Supporting contracts and performance reports upon which the expenditure is related when these documents already exist; and
6. To the extent possible, a unique identifier for each expenditure.
The District shall update the expenditure data contained on the website at least every thirty (30) days and archive all expenditures so that they remain accessible for three (3) years after the fiscal year in which they were made consistent with the District’s records retention policy.

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

Legal Reference: I.C. § 9-303 et seq. Public Writings
I.C. § 33-133 Idaho Student Data Accessibility, Transparency, and Accountability Act
I.C. § 33-320 Continuous Improvement Planning and Training
I.C. § 33-357 Creation of Internet Based Expenditure Website
I.C. § 33-1273A Negotiations in Open Session

Policy History:
Adopted on: 10/5/15
Revised on:
Website Accessibility and Nondiscrimination

Coeur d’Alene Public Schools is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504 and Title II so that students, parents and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any Coeur d’Alene Public Schools programs, services, and activities delivered online.

Benchmarks for Measuring Accessibility

It is our goal that the District’s website and any official District web presence including those which may be developed by, maintained by or offered through third party vendors and open sources, will conform to the W3C Web Accessibility Initiative’s (WAI) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 techniques for web content, or updated equivalents of these guidelines, except where doing so would impose an undue burden or create a fundamental alteration.

Testing and Accountability

We have designated a Website Compliance Coordinator, in cooperation with our Technology Department, who is responsible for the continual improvement of web accessibility across the District. The Website Compliance Coordinator drives the ongoing training of web editors and appropriate personnel, including employees who are responsible for developing, loading, maintaining, or auditing web content functionality. The Website Compliance Coordinator is responsible for reviewing all areas of the District’s websites and evaluating accessibility on a periodic basis, and at least once per quarter and oversees the timely correction of nonconforming webpages.

Cross Reference: Website Accessibility Concern, Complaint & Grievance Procedure 4135P
Website Accessibility Complaint/Request Form 4135F

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

Policy History:
Adopted on: 8-7-17
Revised on:
Website Accessibility and Nondiscrimination

Website Accessibility Concern, Complaint & Grievance Procedure

This procedure, or an abbreviated web accessibility statement with a link to this procedure, shall
be available to the public via a link entitled “Web Accessibility,” which shall be located on the
District’s homepage and each school website homepage.

A student, parent or member of the public who wishes to submit a complaint or grievance
regarding a violation of the Americans with Disabilities Act (ADA), Section 504 or Title II
related to the accessibility of any website that is maintained by Coeur d’Alene School District
may do so by using the Website Accessibility Complaint/Request Form 4135F.

We ask that complaints regarding the inaccessibility of any Coeur d’Alene Public Schools
websites be submitted in writing, via email or hardcopy of the Website Accessibility
Complaint/Request Form 4135F, to any school administrator, web editor, or the district’s
Website Compliance Coordinator. Verbal complaints or grievances will be accepted but should
be made directly to the Website Compliance Coordinator.

Complaints should include the information below.

- Full Name
- Date of the Complaint
- Description of the Problem Encountered
- Web Address or Location of the Problem Page
- Solution Desired
- Phone and Email Address for Follow-up

Whether or not a formal complaint or grievance is made, once any staff member receives
notification of inaccessible content, they should first provide the inaccessible content in an
accessible format to the reporting party. They will then notify the Website Compliance
Coordinator.

The complaint or grievance will be investigated by the Website Compliance Coordinator, or their
designee, following these guidelines:

- Investigation of any complaints should be completed within fifteen (15) working days.
- If contact information is made available, the investigator shall contact the person who
  made the complaint to follow up, discuss the findings and conclusions, and the actions to
  be taken as a result of the investigation.
A record of each complaint or grievance made will be maintained by the Website Compliance Coordinator, including a copy of the Website Accessibility Complaint/Request Form, a report of any findings from the investigation, and detail of any actions or resolution taken.

For any issue that is not immediately resolved, the investigator shall log a target completion date.

We encourage you to contact us with your questions and experiences regarding the accessibility of our websites. The Website Compliance Coordinator may be contacted at the District office at 208.664.8241.

Cross Reference: Website Accessibility and Nondiscrimination Policy 4135
Website Accessibility Complaint/Request Form 4135F

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

Policy History:
Promulgated on: 8-7-17
Revised on:
Website Accessibility Complaint/Request Form

Date of Complaint/Request:

Full Name:

Address:

Email:                                      Phone:

Website address (or location) of accessibility problem:

Description of the problem encountered:

Solution desired:

Signature:_____________________________________

Thank you for bringing this matter to our attention. Please include your contact information above so that we may contact you if more information is needed to process your complaint/request. Our goal is to complete the investigation within fifteen (15) working days from the date received.

Received by:___________________________  Problem Resolved/Closed on:_______________

Copy sent to Website Compliance Coordinator on this date:______________

Revised: 8-7-17
Visitors to the Schools

While the District encourages visits by Board members, parents, and citizens from within and without the District to all District buildings, all visitors are required to report to the administration or principal’s office upon entering any District building, and it is expected that such visitors will arrange their visitations with school officials ahead of time. Parent visitors will receive a map and schedule of their child’s classes and meet with a school administrator who can answer any questions they may have. If parents desire to follow the schedule of their child on a given day, they shall inform the school one (1) day prior to the visit. This will allow each teacher to be informed of the visit and give parents an opportunity to receive information so they will have a clear understanding of the topics being presented on the day of the visit.

To ensure the continuity of the educational process and guard against classroom interruption, delegations of professional visitors desiring to visit District schools or any particular school program should make advance arrangements through the Superintendent or designee. The Superintendent or designee then can make the necessary arrangements to have someone assist them in their visit.

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

In order to protect the educational processes, health, safety, academic learning and discipline of the pupils, the Board authorizes the administration of the District to screen for possible law violations. Visitors to all elementary schools will submit to verification through approved offender screening software. Visitors to other District buildings may also be subject to offender screening. The principal or other building administrator shall determine the appropriateness of the visitation.

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

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

Loitering/Unauthorized Persons

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

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

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

Cross Reference: 4320 Disruption of School Operations
4420 Sex Offenders

Policy References: I.C. § 33-512 Governance of Schools

Policy History:
Adopted on: 5/4/15
Revised on:
STATEMENT OF NON-DISCRIMINATION
The Coeur d’Alene School District is committed to protecting qualified individuals with disabilities from discrimination on the basis of a disability in the provision of benefits and services offered by the District. The District follows applicable state and federal law when determining if a person is disabled, and where the individual is an employee, if the person is qualified for the position. Where the disability is non-obvious, individuals may be requested to provide documentation to confirm the existence of a disability.

REQUESTS FOR ACCOMMODATION
When a qualified individual makes a request for an accommodation with the District, except where the needed reasonable accommodation is obvious, the District will engage in a collaborative and interactive process to clarify the needs of the individual and identify the appropriate reasonable accommodations. Although the accommodation requested is often times appropriate, the District has the discretion to choose the final reasonable accommodation. A request is not reasonable if it fundamentally alters the service being offered or causes an undue burden on the District.

When appropriate, and to ensure consistent and accurate interactions, individuals are encouraged to make their requests in writing to the appropriate ADA Coordinator. The ADA Coordinator for the District is the Director of Special Education or, for employees, the Director of Human Resources at the District Administrative Center, 1400 N. Northwood Center Ct., Coeur d’Alene, Idaho 83814-2472, (208) 664-8241. Employees should use the forms made available by the Human Resources department when making these requests.

PUBLIC MEETINGS
All public meetings, workshops, and conferences sponsored by the District will meet the following provisions:

MEETING LOCATIONS
Meetings are to be held in wheelchair accessible locations. The District employee responsible for meeting arrangements must check with the facilities management to determine the accessibility status of a site prior to scheduling the meeting. The ADA Coordinator will be notified when (a) no accessible locations are available for a meeting, and there is reason to believe mobility impaired persons may wish to attend or (b) whenever particular facilities are found not to be accessible.

PRINTED MEETING NOTICES
The following clause should be included in all printed meeting notices: NOTE: If any auxiliary aids or services are needed for individuals with disabilities, please contact (contact person’s name) at (contact person’s phone number) or T.D. (telephone device for the deaf phone number) no later than three working days before the meeting. The name and phone number of the District staff person in charge of the meeting should be inserted as the “contact person.”
REASONABLE ACCOMMODATIONS-PUBLIC MEETINGS
This District is required to provide reasonable accommodations for persons with disabilities who wish to attend District-sponsored meetings. Accommodations may include interpreters for the deaf, written text in large print or braille, information recorded on audio tape, amplified hearing devices, and assistance with reading instructions or filling out forms. The associated cost, if any, becomes a part of the cost of sponsoring the meeting. Reasonable accommodations should be requested at least three (3) working days before the meeting. Individuals should contact the meeting coordinator referenced in the publications or the ADA Coordinator to request accommodations.

COMPLAINTS
Any person that believes they have been discriminated against in violation of this policy may file a Civil Rights Grievance as outlined in the Civil Rights Grievance Procedure.

FILING OTHER COMPLAINTS
An individual with a complaint alleging a violation of this policy should also be aware that they can contact the following state/federal agencies:

1. Idaho Human Rights Commission, 1109 Main Street, P.O. Box 83720, Boise, Idaho 83720-0040.


4. Employment complaints may be filed with the Equal Employment Opportunity Commission, 2815 2nd Avenue, Suite 500, Seattle, Washington 98121.

NO RETALIATORY ACTION
No individual who has filed a complaint, complained about discrimination, or participated in a discrimination investigation or lawsuit will be intimidated, coerced or otherwise discriminated against as a result of that activity.

CROSS REFERENCE: 4110/4110P Patron Grievance

LEGAL REFERENCE: 42 USC 12101 Americans with Disabilities Act,
29 USC 794 Section 504 of the 1973 Rehabilitative Act

Procedure History
Promulgated on: 7/7/14
Revised on: 8/6/18
School-Support Organizations

The Board recognizes that parent, teacher and student organizations are an invaluable resource to the District schools and so supports their formation and vitality. Booster clubs and/or special interest organizations (hereafter referred to as “Organizations”) are encouraged to be formed to support student activities conducted within the school or District. While parent, teacher and student organizations have no administrative authority and cannot determine District policy, their suggestions and assistance are always welcome. All such groups must receive the approval of the school principal or the Superintendent/designee when appropriate. Membership must be open and unrestricted. In planning fundraising activities and projects, the first priority must be to protect the health, safety, and security of students.

Legal Reference: Office of Civil Rights, Title IX Athletics Investigator’s Manual
34 C.F.R. § 106.31(6)

District Finance and Procedures Manual

Policy History:
Adopted on: 02/03/14
Revised on: 12/3/18
School-Support Organizations

All Student and School Support “Organizations” should abide by the following guidelines:

a) Current copy of bylaws, record of officers, mailing address and current federal tax status or legal standing with the state of Idaho must be provided to the school principal annually.
b) Current copy of proof of liability insurance coverage provided to the school principal annually.
c) Comply with all legal requirements, association rules, and District Policies and procedures where applicable.
d) Fund-raising by Organizations is considered a usual and desirable part of the function of such groups. The specific fund-raising activities must be approved in advance by the principal or Superintendent/designee when appropriate.
e) All approved fundraising activities should:
   o reflect the values and expectations of the school and the school community; and
   o enhance educational outcomes for students, or
   o contribute to the development of students as responsible citizens.
f) No request for fundraising activities will be granted in which in any way or manner are likely to occupy the time and attention of teachers or students, or call for services on the part of school children, or are likely to give precedence or preferment of one student over another, or which involve any phase of commercialism.
g) Other projects that an organization wants to undertake for the benefit of the school or its students must be approved in advance by the principal or by the Superintendent/designee when appropriate.
h) Fundraising activities and projects within all schools shall be kept within a reasonable limit and shall be conducted in such a manner as to offer minimal competition to private firms.
i) Any Organization event or activity should clearly indicate that it is sponsored by a group and not the school or District.
j) Organizations shall handle their own accounting and bookkeeping procedures and maintain their own separate accounts for income and expenditures. Such records shall be provided to the Board or Superintendent/designee upon request.
k) The use of District or school name, logo or mascot by Organizations must be authorized by the principal.
l) The District and Organization will work together to ensure compliance with Title IX.

Policy History:
Adopted on: 02/03/14
Revised on: 12/3/18
Equipment Usage

It is against District policy for any school employee to loan District equipment to individuals or organizations unless the loan is a condition of the rental of a school facility.

Nothing in this policy prevents the District from loaning equipment to other taxing units or other agencies in emergency situations

The Superintendent reserves the right to waive the above policy based on the merit of request for use of the equipment.

Legal Reference:  
I.C. § 33-506 Organization and Government of Board of Trustees  
I.C. § 33-601 Real and Personal Property—Acquisition, Use, or Disposal of Same

Policy History:  
Adopted on:  5-4-15  
Revised on:
Coeur d’Alene School District No. 271

COMMUNITY RELATIONS

Use of School Property for Posting and Distributing Notices

Non-school related organizations may submit e-flyers to the district through PeachJar and they will be evaluated according to district procedures. If approved, flyers will be sent electronically to all parents/guardians of current students at the schools selected. PeachJar may assess a fee for this service.

Information must be student oriented and have the sponsoring organization’s name prominently displayed. Permission will be denied to post or distribute any material that would:

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

Permission will be considered only if the procedures (4230P) are adhered to.

Policy History
Adopted on: 6/1/15
Revised on: 7/1/19
Use of School Property for Posting and Distributing Notices

Coeur d’Alene School District 271
Brochure & Flyer Distribution Guidelines

Community members who are interested in distributing information within our schools should read and understand the following guidelines and distribution process.

Organizations may submit their e-flyers through PeachJar. Each submission/request will be evaluated using criteria listed below. If approved, the flyer will be emailed to all parents/guardians of current students at the schools selected. Information is also posted to the PeachJar site for each of those schools. PeachJar charges a fee to distribute flyers in this manner. Electronic distribution saves time for staff and is less expensive to the requesting organization (paper and copy expenses).

The school district will consider requests for distribution of information from organizations that fulfill the following requirements:

A. Organizations whose programs are complimentary to school programs – extend/enhance school programs
B. Organizations that promote educational programs that benefit the community.

The District is not able to consider requests for distribution of information through the schools from any of the following:

A. Organizations conducting fund drives for any purpose
B. Advocacy organizations promoting (or opposing) programs that are political or could be perceived as controversial
C. Materials and/or announcements promoting religion may not be distributed by non-students or on behalf of groups or individuals who are not students.

The specific material to be distributed must be of a highly professional quality in content and format.

The District will evaluate each request on its own merit and will be the sole judge of the request fulfillment. Materials that may be perceived as controversial will require approval by the Superintendent or designee. (School District student organizations are not necessarily subject to these requirements).
Requests to display a poster at a school or schools may be submitted directly to the Clerk of the Board at the District administration office and are not necessarily required to utilize PeachJar.

Policy History
Adopted on: 6/1/15
Revised on: 7/1/19
Coeur d’Alene School District No. 271

COMMUNITY RELATIONS

Use of School Property for Displaying Posters

APPLICATION FOR SCHOOL DISTRIBUTION OF NON-SCHOOL INFORMATION
(Attach one copy of each piece of material for which distribution is requested)

DO NOT PRINT POSTERS FOR DISTRIBUTION UNTIL APPROVAL IS RECEIVED.
Upon approval, all materials must be delivered to District Office for distribution.

Date: _____________________     Non-Profit – Yes ___ No ___
Name of Organization _______________________________
Organization’s primary goals: ___________________________________________________________
____________________________________________________________________________________
Specific program/activity promoted by the distribution: ________________________________
____________________________________________________________________________________
Expected benefits to students/community: ________________________________
____________________________________________________________________________________
Requested date of distribution: ________________________________
List schools (including grade levels) to receive information: ______________________________
____________________________________________________________________________________
____________________________________________________________________________________
Representative’s name/title: ____________________________________________________________
Contact phone: _______________________ Contact email: ________________________________

APPROVAL CERTIFICATE

☐ Approved for distribution at schools listed: ____________________________________________

☐ Disapproved for the following reason: _______________________________________________

_____________________________________
Coeur d’Alene School District Representative
Distribution of Fund Drive Literature Through Students

Fund drives and related literature are permitted only when recognized student or school-affiliated organizations of the District are granted permission by the building principal to participate in such activities.

Reference: 4200 School Support Organizations

Policy History:
Adopted on: 5/4/15
Revised on:
Public Performance by Students

Student groups, with the permission of the building principal, may participate in non-school sponsored public events if such participation furthers an educational objective. A student’s participation in any non-school sponsored event must be voluntary.

School groups desiring to participate in public events outside of the District’s boundaries which are not a regularly scheduled activity of the school must request permission to participate from the building principal at least two (2) weeks in advance of the anticipated activity unless approved by the Superintendent or designee. If any expenditure of school funds is required, prior approval must come from the Superintendent and/or designee.

Legal Reference: I.C. §33-506 Organization and Government of Board of Trustees

Policy History:
Adopted on: 5/4/15
Revised on:
Educational Research in District Schools

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

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

Cross-reference: 5380 Professional Research and Publishing
3575 – Student Data Privacy and Security

Policy History:
Adopted on: 5/4/15
Revised on:
Records Available to Public

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

Records of the proceedings of the Board of Trustees of this School District will be maintained as permanent records, except that obsolete records may be destroyed by Board action as provided by Idaho law. The records will be maintained in the office of the Superintendent of Schools and will be open to public inspection during regular business hours.

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

The copying fee schedule will be made available to those individuals requesting copies and will be updated from time to time as necessary to reflect the actual copying costs to the District.

Cross Reference:
- 4260 Records Available to Public
- 3570-3570P Student Records
- 4130 Public Access to District Website
- 8605 Retention of District Records

Legal Reference:
- Title 74 Chapter 1 Public Records Act
- I.C. § 74-204 Written Minutes of Meetings
- IDAPA. 08.01.01.100 Procedures for Responding to Requests for Examination and/or Copying Public Records

Policy History:
- Adopted on: November 4, 2013
- Revised on: February 1, 2016
Records Available to Public

The following persons are the designated record custodians for this District:

1. Superintendent
2. Clerk
3. Treasurer

The above-named custodians may delegate responsibility for routine information requests. The Superintendent shall serve, or appoint someone to serve, as “Public Records Custodian” with the responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, retention, and copying requirements of federal law, state law, and this policy. Responsibility and authority for indexing shall include identifying the general subject matter of all public records kept or maintained by the District, the custodian of these records, and their physical location. The identified physical location of the District’s records is provided in the Retention of District Records Policy. The public records coordinator shall authorize the inspection and copying of the District's records only in accordance with the criteria set forth in this policy and in compliance with state and federal laws.

A written copy of the Board’s minutes shall be available to the general public within a reasonable time (1 week) after the meeting in which they are approved, unless extenuating circumstances beyond our control prevents posting for public view. Drafts of the Board’s minutes are considered to be public records and shall be produced upon request. However, the District shall watermark such public records with the statement “Unofficial Draft Minutes not yet reviewed or approved by Board.”

Definitions

A “Public record” includes but is not limited to any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form or characteristics.

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

A "Writing" includes, but is not limited to, handwriting, typewriting, printing, photocopying, photographing, and every means of recording, including letters, words, pictures, sounds or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents.
“To inspect” includes the right to listen to, view, and make notes of public records, so long as the public record is not altered or damaged.

“To copy” includes transcribing by hand writing, photocopying, duplicating machine, and reproducing by any other means, so long as the public record is not altered or damaged.

A “custodian” is a District employee who has physical custody and control of the public records, including those employees who respond to requests for information on a routine basis. “Custodian” also includes the person, whether elected or appointed, who is legally responsible for administration of the District, or that person’s designee.

“Designated custodians” Those employees authorized to perform specific responsibilities that are described in this policy, including denying requests for information when appropriate to do so.

Records Exempt from Disclosure

In accordance with Title 74, Chapter 1, Idaho Code, the following records shall not be subject to public inspection and/or copying. All employees should be aware of the following exemptions that apply to this School District:

1. Any public record exempt from disclosure by federal or state law or federal regulations to the extent specifically provided for by such law or regulation;
2. Retired employees' and retired public officials' home addresses, home telephone numbers, and other financial and non-financial membership records;
3. Records of a current or former employee other than the employee’s public service or employment history, classification, pay grade and step, gross salary and salary history, status, the employee's duration of employment with the District, position held, and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses. All other personnel information relating to an employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, retirement plan information and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent. An employee or authorized representative may inspect and copy his or her personnel records, except for material used to screen and test for employment;
4. Employment security information and unemployment insurance benefit information, except that all interested parties may agree to waive the exemption.
5. Records relating to the appraisal of real property, timber, or mineral rights prior to its acquisition, sale, or lease by the District;
6. Any estimate prepared by the District that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project;
7. Records of any risk retention or self-insurance program prepared in anticipation of litigation, or for analysis of, or settlement of potential or actual money damage claims
against the District and/or its employees except as otherwise discoverable under the Idaho or federal rules of civil procedure. These records shall include, but are not limited to, claims evaluations, investigatory records, computerized reports of losses, case reserves, internal documents, and correspondence relating thereto. At the time any claim is concluded, only statistical data and actual amounts paid in settlement from public funds shall be deemed a public record unless otherwise ordered to be sealed by a court of competent jurisdiction. Provided however, nothing in this subsection is intended to limit the attorney client privilege or attorney work product privilege otherwise available to any public agency or independent public body corporate and politic;

8. Computer programs developed or purchased by or for the District for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval, and manipulation of data from the computer system, and any associated documentation and source material that explain how to operate the computer program. Computer program does not include:
   a. The original data including, but not limited to, numbers, text, voice, graphics, and images;
   b. Analysis, compilation, and other manipulated forms of the original data produced by use of the program; or
   c. The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually.

9. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act, Idaho Code, and adopted District policy;

10. Facts contained in any records of a juvenile maintained under the Juvenile Correction Act will be furnished upon request to any District where the juvenile is enrolled or is seeking enrollment. If a juvenile is fourteen (14) years or older and is adjudicated guilty of an offense that would be a felony if committed by an adult, the name, the offense of which the juvenile was adjudicated and the disposition of the court will be disclosed.

11. Test questions, scoring keys, or other examination data used to administer academic tests;

12. Records relevant to a controversy to which the District is a party but which records would not be available to another party under the rules of pre-trial discovery for cases pending resolution;

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

14. The records of a library that, when examined alone or when examined with other public records, would reveal the identity of the library patron checking out, requesting or using an item from the library.

However, all personnel records of a current or former public official reflecting public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing agency are subject to public inspection and/or copying.
If the record requested for inspection and/or copying contains both information exempted from disclosure and non-exempt information, the District shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion. The Public Records Law prohibits denying access based on the fact that the record contains both types of materials. Even if an exemption applies to a record, the law allows disclosure of statistical information that does not identify any particular person.

Response to Requests

Although the Public Records Law allows this District to require written requests for information, the District may waive the formal requirement in those cases where the information requested is readily available and routinely provided by this District (e.g. media requests).

The District will ask the individual or organization seeking the information to put the request in writing on the district approved form. When the District requires that a public records request be submitted in writing, it shall be submitted upon a form prescribed by the District with the requester’s name, mailing address, email address, and telephone number. A request for public records may be submitted by electronic mail with or without an electronic signature, provided that the district approved form is used. The law prohibits asking why the information is needed, except to verify the identity of a person requesting a record to ensure that the requested record or information will not be used for purposes of a mailing or telephone list prohibited by Idaho Code. This District is permitted to explain what records are available and to help identify the material that is desired. This District is also permitted to allow the person to examine non-exempt files in order to select the specific records needed. Staff must maintain vigilance to see that records are not altered or destroyed, but the law prohibits examination of any copy, photograph or notes in the person’s possession.

The District shall either grant or deny a person’s request to examine or copy public records within three (3) working days of the date of the receipt of a request for public records. If a longer period of time is needed to locate or retrieve the records, the District shall notify the person requesting the records of the same and provide the records to such person not later than ten (10) working days following the request. In the event an individual requests a record be provided in electronic format, the District shall provide the record in electronic format if the record is available in that format. If a record is requested in electronic format and the record cannot easily be converted to electronic format within ten (10) working days, the District shall notify the person requesting the records of this fact and provide them with an estimate of the time necessary to complete the conversion. The documents shall then be provided at a time mutually agreeable to the parties giving consideration to any limitations that may exist regarding electronic conversion.

If the District fails to respond, the request shall be deemed to be denied within ten (10) working days following the request. If there is any doubt about whether information should be disclosed, the person who is making the request will be asked to submit that request in writing. The written request will immediately be directed to a designated custodian. If the District denies the request
for examination or copying the public records or denies in part and grants in part the request for examination and copying of the public records, the public records coordinator shall notify the person in writing of the denial or partial denial of the request for the public record. The notice of denial or partial denial shall state that the attorney for the District has reviewed the request or shall state that the District has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. The notice of denial or partial denial also shall indicate the statutory authority for the denial and indicate clearly the right to appeal the denial or partial denial and the time periods for doing so. A certificate of mailing must accompany the notice.

The time limit for filing an appeal is one hundred eighty (180) days from the date the notice of denial is mailed. The sole remedy for protesting the District’s decision is to file a petition in the District court of the county where the records or some part of them are located, requesting the court to compel the District to make the information available or to correct the record.

When a request is denied, the requested records must be retained until the end of the appeal period, until there has been a decision on an appeal, or as otherwise provided by the Public Records Law, whichever is longer. Whenever a request is denied, there must be some indication made on the record that it must not be purged without the approval of a designated custodian.

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

Fee Waiver

The copying fee schedule will be made available to those individuals requesting copies and will be updated from time to time as necessary to reflect the actual copying costs to the District. The District will adhere to its copying fee schedule unless it is determined by the Public Records Coordinator that the individual making such a request has demonstrated information sufficient to fulfill the following test:

1. That the requester’s examination and/or copying of public records is likely to contribute significantly to the public’s understanding of the operations and activities of the government;
2. That the requester’s examination and/or copying of public records is not primarily in the individual interest of the requester including, but not limited to, the requester’s interest in litigation in which the requester is or may become a party; and
3. That the requester’s examination and/or copying of public records will not occur if fees are charged because the requester has insufficient financial resources to pay such fees.
Upon a request that fees not be charged, and the Public Records Coordinator’s consideration of the above factors, the public records coordinator shall notify the requester in writing of their decision within ten (10) working days following the request. If the fee waiver is denied, the requester shall then have seven (7) days to file an appeal of the denial with the Superintendent. The Superintendent shall review the denial and either affirm or reverse the denial of the public records custodian in writing within ten (10) working days of receipt of the appeal. In the event that the Superintendent is the public records coordinator then the appeal shall be filed within seven (7) days to the Board. At the Board’s next regularly scheduled meeting, the Board shall review the denial of fee waiver and either affirm or reverse it. There shall be no further appeal beyond the Board.

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

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

**Fee Schedule**

The copying fee schedule of the District is as follows:

a) The District shall not charge a fee for the first 100 pages of records or the first two (2) hours of labor in responding to a request;

b) Copies of public records – 7.5¢ per page (cannot exceed actual cost) for black and white copies beyond the first 100 pages or beyond the first (2) hours of labor in responding to a request;

c) The District will charge for the labor costs associated with locating and copying documents if:
   (1) The request is for more than 100 pages of records;
   (2) The request includes non-public information that must be redacted from the public records; and/or
   (3) The labor associated with locating and copying the records exceeds two (2) hours.

d) The fees for labor associated with responding to a public records request shall be charged at the per hour pay rate of the lowest paid administrative staff employee of the District who is necessary and qualified to process the request.

e) The fees associated with redactions required to be made by an attorney employed by the District shall be charged at the lowest paid hourly rate of the lowest paid attorney employed by the District or if there are no attorneys employed by the District than the rate shall be no more than the usual and customary rate of the attorney retained by the District.

f) Copy of a duplicate computer disc or similar record system the fee shall not exceed:
   (1) The District’s cost of copying the information in that form;
(2) The District’s cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to electronic form.

Fees shall be collected in advance. The District shall provide requesters with an itemized statement of fees to show the per page costs for copies and the hourly rate of employees and attorneys involved in responding to the request. If the information is also available in publication form, the District may offer the published material to the individual or organization at the standard cost of selling the publication.

When necessary, a designated custodian may authorize an examination of records to be done outside of regular working hours. In this event, the persons designated to represent the custodian during such examination will be entitled to reasonable compensation to be paid to them out of funds provided in advance by the person examining the records.

If there is a request to mail copies of documents to an individual, the custodian may request advanced payment for the copies and a stamped, self-addressed envelope large enough for the number of copies. If the information requested is unusual, or if there is confusion about what is being sought, the individual may be asked to submit the request in writing, along with advance payment for copies and a stamped, self-addressed envelope large enough for the number of copies. If it is deemed unnecessary to receive a written request, advance payment or a self-addressed, stamped envelope, any or all of the requirements may be waived. Any questions should be referred to a custodian of the records.

This District may require advance payment of the photocopying charges for major copying work. A decision on whether to require advance payment will be made by a custodian of the records.

Penalty and Immunity

The Public Records Law provides a penalty of up to one thousand dollars ($1,000) for deliberate, bad faith denial of information that should be disclosed. The Public Records Law also provides immunity from liability for the release of records as long as there is a good-faith attempt to comply with the law’s requirements. Therefore, it is important that any questions or any requests that seem doubtful be immediately referred to a designated custodian.

Distribution or Sale of Mailing or Telephone Number Lists Prohibited

This District will not distribute or sell for use as a mailing list or a telephone number list any list of persons, including students and employees, without first securing the permission of those individuals named on the list. This District will verify the identity of a person requesting a record to ensure that the requested record or information will not be used for purposes of a mailing or telephone list.

Procedure History:
Promulgated on: November 4, 2013
Revised on: February 1, 2016
Coeur d’Alene School District No. 271

COMMUNITY RELATIONS 4260F

District Record Request Form

RECORD REQUEST FORM

To Be Completed By Requester:

__________________________________________________________
Requester’s Printed Name    Date of Request

__________________________________________________________
Requester’s Signature

__________________________________________________________
Requester’s Mailing Address    City, State, Zip Code

__________________________________________________________
Requester’s Telephone Number    Requester’s Email Address

I acknowledge by my signature that the records sought by this request will not be used for a mailing list as set forth in Idaho Code Section 74-102.

Record(s) Requested:

__________________________________________________________
__________________________________________________________

To Be Completed By District Personnel:

Date Request Received in District Office: _________________

10-Day Extension Requested. Document(s)/Item(s) Due: _________________
Record Requested Granted. Date Mailed to Requester: _________________
Record Request Partially Denied. Date Letter Mailed to Requester: _________________
Record Request Denied. Date Letter Mailed to Patron: _________________

District Personnel Comments/Notes: ____________________________

Itemized Statement of Fees:

Per page cost for copies $_______
Hourly rate of employees $__________

Hourly rate of attorneys $__________

Actual time spent responding to request: ________

Estimated Fees $__________ Collected Fees $__________ Returned Fees $__________

Procedure History:
Promulgated on: February 1, 2016
Revised on:
Coeur d’Alene School District No. 271

COMMUNITY RELATIONS

Conduct on School Property

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

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

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

Definitions

“School property” means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds.

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

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

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

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

Cross Reference: 3295 Hazing, Harassment, Intimidation, Bullying, Menacing
Prohibition of Tobacco Possession and Use
Student Discipline
Disruption of School Operations

Legal Reference:
I.C. § 18-3302I Threatening Violence on School Grounds
I.C. § 33-205 Denial of School Attendance
I.C. § 33-512 Maintenance of Schools
I.C. § 39-5503 Prohibitions – Exceptions

Policy History:
Adopted on: 5/4/15
Revised on: 11/4/19
Contact with Students

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

Cross Reference: 2340 Controversial Issues and Academic Freedom
2345 Speakers in the Classroom

Policy History:
Adopted on: 5/4/15
Revised on:
Coeur d’Alene School District No. 271

COMMUNITY RELATIONS

Disruption of School Operations

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

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

Cross Reference: 4140 Visitors to the Schools

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

Policy History:
Adopted on: 5/4/15
Revised on:
Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

Any person, including an adult, who behaves in an unsportsmanlike manner which disrupts or interferes with an athletic or co-curricular event, may be ejected from the event the person is attending and/or denied admission to school events for up to a year. Examples of unsportsmanlike conduct include, but most certainly are not limited to:

1. Using vulgar or obscene language or gestures;
2. Possessing or being under the influence of any alcoholic beverage or illegal substance;
3. Possessing a weapon;
4. Fighting or otherwise striking or threatening another person;
5. Failing to obey the instructions of a security officer or School District employee; and
6. Engaging in any activity which is illegal or disruptive of the educational process.

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

1. A description of the unsportsmanlike conduct; and
2. The proposed time period that admission to school events will be denied.

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

Policy History
Adopted on: 5/4/15
Revised on:
Relations with the Law Enforcement and Child Protective Agencies

Cooperation with law enforcement agencies is essential for the protection of students, for the maintenance of a safe environment in this District’s schools, and for the safeguard of all school property.

The primary responsibility for maintaining proper order and conduct in the schools belongs to the staff. Staff shall be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law occurring during school hours or at school activities. Where there is substantial threat to the health and safety of students or others, such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs, or the scheduling of events where large crowds may be difficult to handle, the law enforcement agency shall be called upon for assistance. Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency.

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

Cross Reference: 3545 Student Interviews, Interrogations or Arrests
4320 Disruption of School Operations
4410 Investigations and Arrests by Police
5260 Abused and Neglected Child Reporting

Legal Reference: I.C. § 33-205 Denial of School Attendance
I.C. § 33-1605 Reporting of Abuse, Abandonment or Neglect

Policy History:
Adopted on: 5/4/15
Revised on:
School Resource Officers

The District may support the School Resource Officer (SRO) Program. SRO’s are local Police Department officers who are assigned to District schools. They assist the District in providing a safe school environment through education, enforcement, and cooperative efforts with school staff, students, parent/guardians, courts, and community service organizations. The aim of this program in the schools is to hold juveniles responsible for their actions and prevent individual problems from developing into patterns of delinquency.

The objectives of this program shall be:

1. The prevention of crime or delinquent behavior;
2. The protection of children from violence, criminal attacks, and involvement with law violators and other harmful influences, such as gangs;
3. Ensuring friendly contact between District students and law enforcement;
4. The provision of assistance and information during times of stress and crisis;
5. The education of young people regarding the role of laws, courts, and police in society; and
6. Investigation of cases involving juveniles and use of effective alternatives to court whenever possible.

Cross Reference: 3320 Substance and Alcohol Abuse
3330 Student Discipline

Legal Reference: I.C. § 18-3302D Possessing Weapons or Firearms on School Property
New Jersey v. TLO, 469 US 325 (1985)

Policy History:
Adopted on: 5/4/15
Revised on:
Relations with the Other Agencies

The District will cooperate with parent/school support groups, with other state and local public agencies, and with those agencies whose responsibilities and duties that relate to the public school students. Such cooperation will be for the purpose of:

1. Improving communications between the District and community service organizations;
2. Providing for the participation of related community service organizations in the planning, development, and operation of District program; and
3. Contributing to a united community interest consortium dedicated to serving the needs and interests of youth.

The Board realizes that the staff and students of the District should take full advantage of the resources provided by the colleges and universities in the area and thereby establish positive relationships with higher education institutions.

Policy History:
Adopted on: 5/4/15
Revised on:
Visitors to and Conduct on School Property

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

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

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

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

Sex Offenders

The Coeur d’Alene School District recognizes the danger sex offenders pose to student safety. Therefore, in an effort to protect students while under the control and supervision of the District, the District has implemented this policy and procedures.

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

1. Be on or remain on the premises of a school building or school grounds, or upon other properties posted with a notice that they are used by a school, when the person believes children under the age of eighteen (18) years are present and are involved in a school activity or when children are present within thirty (30) minutes before or after a school activity;

2. Loiter on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present;

3. Be in any vehicle owned, leased, or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle; or

4. Reside within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offenders’ dwelling unit to the school’s property line, unless the person’s residence was established prior to July 1, 2006.

All notices posted as required by Idaho Code, shall be at least one hundred (100) square inches, make reference to I.C. § 18-8329, include the term “registered sex offender” and be placed at commonly used entrances to the property

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

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

[Note: These provisions are required for an individual who is dropping off or picking up a student and is the student’s parent or legal guardian; is attending an academic conference or other scheduled extracurricular event; or is temporarily on school grounds, during school hours, for the purpose of delivering mail, food, or other items.]
The Superintendent may grant a person who is currently registered or is required to register under the sex offender registration act permission to enter school grounds if that person is a parent or guardian of a student attending a school within the District, and whose right to educational information or access to his or her child or ward has not been limited by court order.

An individual seeking written permission as outlined above must contact the District at least ten (10) work days prior to the first visit. In determining whether to grant written permission as provided above, the District may, in its discretion, consider all of the relevant circumstances. The District will provide a response to the requesting individual within seven (7) days of receipt of the request.

The decision to grant or deny the permission to enter school grounds and/or to impose other restrictions is not appealable to the Board.

Sex Offender Registry Notification

The Superintendent or his or her designee shall make a good faith effort to identify registered sex offenders residing within the District’s boundaries by periodically reviewing the Idaho State Police registry of sexual offenders and regularly screening visitors. The information in the sex offender registries is for purposes of protecting the public. It is not to be used for the purpose of harassing or intimidating anyone.

Enforcement

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

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

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

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

For information regarding Criminal History/Background Checks for employers and/or contractors, refer to Policy 5110.

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

Policy History:
Adopted on: 5/4/15
Revised on: 11/4/19
Idaho Statute 18-8329 states that district office be notified in writing, if a registered sex offender is planning to access a particular school or attend a school event for their children.

The following procedure will be followed:

1. A parent/legal guardian who falls under Policy4420 shall contact the district office in writing via mail, fax, or email stating their reasons to access school grounds. The district will provide a copy of this policy and procedures to the parent.

2. When the district office receives the request in writing, they will notify the school for review.

3. The district will notify the requesting individual of the decision to accept or deny access to the school grounds for reasons noted.

4. The district office will file all written requests and will provide a copy to the school principal of any written documentation.

Policy History:
Promulgated on: 5/4/15
Revised on:
Public Gifts/Donations to the Schools

The Board assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies, and services that may be required in the interest of education in the school units under its jurisdiction. Gifts, donations, grants, or bequests will be accepted and the action recorded, provided the conditions of acceptance do not remove any degree of control of the School District from the Board and will not cause inequitable treatment of any student(s) or student group(s). It will be the policy of the District to accept gifts, grants and bequests in the form of money and/or property when it is in the best interest of the school District to do so.

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

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

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

The CDA School District encourages staff to seek grant funding from sources outside our district. Prior to submitting any grant application, the District requires staff to submit a Grant Intent Form to provide basic grant information, to understand and approve the purpose and amount of the grant, and to anticipate needed supports.

Propositions giving funds, equipment, or materials to the school with a “matching agreement” or restriction are generally not acceptable. Acceptance of donated equipment or materials may depend upon the compliance with the Board’s policy of standardizing materials and equipment in the District which could restrict gifts given by the parent-teacher organizations to individual schools. The acceptance of a gift for a particular school, however, indicates the Board’s approval of the use the benefactor specified.

Any person or organization that desires to give a gift or make a donation, grant, or bequest to the Board should contact the Superintendent/designee who may accept the gift, thank the donors, and inform the Board, except that offers of real property will be accepted only by the Board. Also,
where the appropriateness of a gift is in doubt, the Superintendent will refer the matter to the Board for its acceptance or rejection. For example, single gifts of considerable value exhibiting the donor’s name or business shall be considered on an individual basis by the Board.

All conditional gifts must be approved by the Board.

Once accepted by the District, the gift, grant, or bequest becomes the sole property of the District subject only to the control of the school District and the requirements of state and federal laws.

Policy Reference:  5270 Personnel Conflicts of Interest
Legal Reference:  Title IX, Education Amendment of 1972, 20 U.S.C §1681, et seq.
I.C. § 33-506 Organization and Government of Board of Trustees
I.C. 18-1356 (5) (c) Gifts to Public Servants
I.C. 18-1359 (b)
IDAPA 08.02.02.076 Principle VI (d)

Policy History:
Adopted on: 5/4/15
Revised on: 10/3/16
Public Gifts to the Schools: Donations of Material/Equipment Affecting Building Structure or Maintenance

Organizations that desire to donate equipment or material that will affect the physical structure of a building, either in appearance or in operating maintenance expense, must have the project approved by the school administration.

Items to be donated must meet the technical specifications and standards of similar equipment or materials purchased by the District. If items are not new, the condition of the equipment or materials must be evaluated by qualified persons other than the organization making the donation.

The following procedures shall apply to filing a project request:

1. The organization desiring to make the donation must ensure the proposed project will not cause inequitable treatment of any student(s) or student group(s).

2. The organization will discuss the proposed project with the building principal prior to filing a request with the central office.

3. After discussion with the building principal, the organization will submit a written request specifying the type of item to be donated; the technical specifications of the item; and information regarding installation, maintenance, and replacement of the item.

4. The request will be evaluated by the Superintendent or designee. The following criteria will be used in evaluating the proposed project:
   A. Educational value to the student body;
   B. Cost factors in relation to the Board of Education’s approved budget including:
      i. Immediate costs such as installation or remodeling;
      ii. Long-range costs such as operation and maintenance; and
      iii. Replacement costs when the item is no longer operable.
   C. Technical quality of the proposed donated item; and
   D. Commitment of the donating organization to continuance of the project.

5. Based upon the evaluation and recommendations, the Superintendent/designee will approve or disapprove the request. If the request is not approved, the Superintendent/designee will make recommendations to the requesting organization as to requirements necessary to approve the request.
6. If a project is not approved by the Superintendent/designee, the requesting organization may appeal the decision to the Board of Education.

Policy History:
Adopted on: 5/4/15
Revised on:
Volunteer Assistance

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens, and encourages the recognition of volunteer service. The Board endorses volunteer programs subject to regulations, safeguards, and the approval of the building principal.

In working with volunteers, District staff shall clearly explain the volunteer’s responsibility in school, on the playground, and on field trips. On field trips, both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

Each school year, all volunteers who enter school buildings are subject to a visitor background check. Each is required to submit proof of identification, alias names, and other necessary identifying information when applying to serve as a volunteer. Volunteers in any capacity are required to complete and submit a Volunteer Program Application and Disclosure Statement to be reviewed by the District Office.

Volunteers who have unsupervised contact with students, or who have contact with students on a regularly scheduled and/or continuing basis exceeding 10 hours per week, are subject to the District’s policy mandating a criminal history check based on a completed ten (10) fingerprint card, or scan, as per I.C. 33-130. The selection and use of these volunteers will follow procedures outlined in 5110P.

Definition of unsupervised contact

Direct contact or interaction with students not under the direct supervision of a school district employee in a K-12 setting. This includes contact or interaction with students in scheduled school activities that occur outside of the school or outside of normal school hours. This excludes extra-curricular group trips that begin and end during a school day.

Definition of Volunteer

Volunteers are persons who assist and enrich District programs, increase supervision of students, and contribute to school safety while strengthening the schools’ relationship with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students.

The Superintendent or designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The procedures will facilitate effective communication with persons who volunteer. The selection and use of volunteers will be consistent with the procedures outlined in 4600P.
Policy History:
Adopted on: 5/4/15
Revised on: 9/11/17
Volunteer Assistance Procedures

The District supports and encourages volunteers in our schools. Volunteers work in cooperation with schools to help in meeting the needs of children and the school staff. The following procedural guidelines are set with regard to volunteers.

Qualifications and Requirements

The qualifications and requirements of a volunteer include:

1. Be a community member of good standing and possess an aptitude/interest for working with students and teachers;
2. Be dependable and of appropriate character to work with students and teachers;
3. Complete and submit the Volunteer Program Application and Disclosure Statement. Any volunteer applicant who does not disclose his or her criminal background will not be eligible for service;
4. Pass background check, as required by nature of volunteer duties, before beginning service;
5. Read the District’s policy and procedures regarding volunteers; and
6. Agree to notify the Director of Human Resources if they are arrested or convicted of a crime after clearances have been initially submitted.

Policy Agreement

Additionally all Coeur d’Alene Public Schools volunteers are required to read and adhere to the following:

- Volunteers may not assume the responsibilities of District staff but may provide assistance when under the direction of a staff member and with the permission of the building Administrator.
- Volunteers may not administer or enforce discipline upon students.
- Except in the case of life-threatening emergency, volunteers shall not administer first aid or medication to students.
- Except as specifically authorized by Administration on a case by case basis, volunteers shall not operate any motor vehicles owned by the School District, nor shall they transport students as part of any School District program or activity.
- All volunteers are required to maintain absolute confidentiality in working with students, staff and all privileged information in the school.
Section 3(e) of the Fair Labor Standards Act, 29 U.S.C. § 203(e)(4)(A), provides that individuals performing volunteer services for units of state and local governments will not be regarded as “employees” under the statute if several criteria are met:

1. The employee must perform the voluntary service without promise, expectation, or receipt of compensation for services rendered;
2. Individuals will be considered volunteers only where their services are offered freely and without pressure, direct or implied, from any employer; and
3. The individual may not be employed by the same School District to perform the same type of services as those for which the individual proposes to volunteer.

Additional Requirements

1. Any volunteer who falsifies information on his or her application will not be eligible for service;
2. Volunteers will work with students in areas designated by school staff;
3. Volunteers will treat all students equally without regard to race, color, religion, sex, national origin, age, genetic information, veteran status or disability and refrain from making any comments that can be construed as racist, sexist, or bigoted;
4. Volunteers must refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial products;
5. Disciplinary issues should be referred to the student’s teacher;
6. Volunteers may not be in possession of or under the influence of alcohol or illegal substances; and
7. Smoking or the use of tobacco/nicotine products is not permitted on school grounds or supervised trips.

If a volunteer is unwilling to agree to the requirements of the District’s policy and procedures regarding volunteers, the Principal will inform the applicant that he or she may not perform volunteer services in the District.

Background Check

All volunteers are required to submit proof of identification and clear a background check through the school’s Raptor System before beginning their volunteer service each school year. In addition, they must complete and submit a Volunteer Program Application and Disclosure Statement no later than their second volunteer visit. The application packet may be submitted at the applicant’s local school, at the District Office or online through the District website. Review and approval of the application by the District Office is required for the applicant to continue volunteer service.

Volunteers who have unsupervised contact with students, as defined in 4600, or who have contact with students on a regularly scheduled and/or continuing basis exceeding 10 hours per week, are subject to the District’s policy mandating a criminal history check based on a completed ten (10) finger fingerprint card, or scan, as per I.C. 33-130. The selection and use of
these volunteers will follow procedures outlined in 5110P. These volunteers will pay a processing fee, established by the state, to perform the criminal history check.

No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal or designee and the volunteer has undergone the required criminal history check based on fingerprints.

If a background check reveals evidence of convictions as identified in the list below or other concerns regarding past behavior, the candidate is disqualified.

1. Convicted of any crime against persons;
2. Found to have sexually assaulted or exploited any person or to have physically abused any person;
3. Found by a court in a domestic relations proceeding to have sexually abused or exploited any person or to have physically abused any person; or
4. Found in any disciplinary board final decision to have sexually abused or exploited any person or to have physically abused any person.

The process for reviewing volunteer applicants who will work unsupervised with students, or who have contact with students on a regularly scheduled and/or continuing basis exceeding 10 hours per week, will be more stringent and follow the same process as for employees. See the Process for Denying Employment flow chart in Human Resources.

If a criminal background check reveals a conviction or pending charge which substantially relates to the nature of the position and which the candidate failed to disclose as required on the District application form, his or her application for volunteer assignment may be rejected.

If the criminal background check confirms a conviction or pending charge which the candidate acknowledged on the application form, a determination shall be made, in consultation with legal counsel if necessary, whether or not to reject the application based upon a consideration of the circumstances of the conviction/pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied.

If a volunteer application is rejected based on a background check or review of the completed application, the District Office will notify the applicant of the decision. The District’s Volunteer Coordinator will maintain a confidential list of rejected applications for reference in screening future applications from rejected applicants.

Selection and Placement of Volunteers

Placement of volunteers shall be the responsibility of the building principal who shall base placement decisions on staff needs. Volunteers shall not correct or make decisions regarding students or other personnel. No volunteer shall be placed unless a need has been identified and approved by the building principal.
Supervision

All volunteers shall provide assistance only under the direct supervision of a member of the administrative or teaching staff, unless successfully subjected to a criminal history check based on a complete ten (10) fingerprint card or scan. Volunteers who assist in the District on a scheduled and/or continuing basis shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

Volunteers who jeopardize the security or safety of a facility or office may be denied access to the school. Additionally, volunteers who are inappropriately dressed may be denied access to the school.

If a volunteer is injured while on school premises or providing volunteer services, he or she will report this injury to the building principal as soon as reasonably possible.

Relationship Between Schools and Volunteers

When arriving at school during regular school hours, volunteers will sign in and be required to wear a school volunteer badge.

All volunteers working in schools will be under the supervision of an accountable member of the school’s staff. Periodic assessments should be made to ensure volunteers are working productively with students.

Volunteers working directly with children shall do so in common areas visible to the school staff. Volunteers who have passed fingerprint clearance will have a badge provided by the District Office, indicating they are allowed to work unsupervised with children.

School staff will be courteous to volunteers and show respect for their contributions. Likewise, volunteers will be expected to extend courtesy and respect to school staff.

Any issues that may arise will be referred to the school principal or the District’s Volunteer Coordinator, as appropriate.

Duties and Responsibilities

A volunteer’s assignment shall be limited to assisting staff members with duties such as routine tutorial, clerical, housekeeping, and material preparation tasks. The assignment shall be limited to situations which may be supervised by a certificated staff person. In some instances, volunteers may perform clerical and material preparation tasks away from the school site. Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting. Volunteers will not discuss the performance or actions of students except with the student’s teacher, counselor, or principal.

Additional specific areas in which a volunteer may be used are as follows:
1. Reading stories to students;
2. Assisting in supervising the loading and unloading of buses;
3. Helping in learning centers, computer labs, libraries, cafeterias, offices, etc.;
4. Lecturing on special topics;
5. Assisting with technology;
6. Helping to set up science experiments;
7. Acting as host for school functions;
8. Providing exhibits;
9. Arranging and assisting in field trips;
10. Assisting in supervising playgrounds;
11. Tutoring;
12. Contacting groups of parents by telephone;
13. Organizing parents for special projects;
14. Mentoring; and
15. Participating in business and community partnerships.

Volunteers will supplement and enrich programs and services in the District but will not substitute for employee activities and functions.

Orientation & Training

The principal or designee will hold volunteer orientation and training to all volunteers annually, or as needed. Training materials and assistance may be supplied by the District’s Volunteer Coordinator. Orientation and training will include but will not be limited to:

A. School Tour;
B. Volunteer guidelines, policies, and procedures;
C. Expectations for creating positive school climate;
D. School safety and emergency procedures;
E. FERPA and student confidentiality;
F. Safe School Training Modules, as assigned;
G. Transportation policies;
H. Social media/photo sharing policies

Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing District standards.

Each school’s principal, or designee, will be responsible for thoroughly orienting volunteers to the duties they will perform. Volunteers also should be acquainted with the overall operation of the school, including what is expected of all employees and volunteers. They should be cautioned to discuss school matters outside of school only in a responsible manner.

Termination

Although the District is not limited to the reasons below, a volunteer can be terminated for the following:
1. Breach of confidentiality concerning student or other privileged information;
2. Unlawful conduct or breach of the District rules and regulations;
3. Physical or emotional stress which incapacitates the volunteer;
4. Inability to cooperate and work effectively with site staff and students;
5. Activities that threaten the order or security of the site or the safety of the volunteer;
6. Erratic or unreliable attendance or behavior;
7. Unsatisfactory service;
8. Sexual misconduct;
9. Providing falsified information on the application;
10. Establishing inappropriate relationships with youth served; or
11. Criminal charges or conviction of a crime.

A volunteer may be asked to terminate his or her services when, in the judgment of the administrator, circumstances necessitate termination or as identified in Policy 5110 Criminal History/Background Checks.

Procedure History:
Promulgated on: 5/4/15
Revised on: 9/11/17, 11/4/19
Thank you for your interest in serving as a school volunteer. The application procedure helps us to provide the safest environment for our students. Prior to completing the volunteer application it is required that you read the District’s policy regarding volunteers. All volunteer applicants are subject to an annual background check. Any volunteer who will have unsupervised contact with students must also submit to a criminal history check based on a fingerprint scan. The school’s designee will contact you upon the application process being completed.

Full Name: ____________________________________________________________________

Alias/Maiden Name: ____________________________________________________________

Home Phone: (      ) __________________________   Cell Phone: (      ) ______________

Home Address: _________________________________________________________________

City: _____________________________________   State: ____________  Zip: _____________

Email: ____________________________________   Date of Birth:  __ __ / __ __ / __ __ __ __

Emergency Contact Name: _______________________________________________________  

Relationship: ______________________________   Phone: (      ) ______________________

School / Site preferred:___________________________________________________________

Do you have a child(ren) attending our schools?  YES     NO

Name(s) of child(ren) and grades:
______________________________________________________________________________
______________________________________________________________________________

ID Verified (Driver’s License or other ID w/ name, birthdate)?:   YES   NO [School Rep Init: ___]

How long have you lived in the state of Idaho? _______ Years _______ Months

Other states you have lived in: ________________________________________________

Social Security Number (optional): _____________________________________________
Program Information

Please check ONLY what applies to your volunteer service at this time:

AFFILIATION:  ACTIVITY:

☐ Parent, Guardian, Family Member  ☐ Classroom Helper
☐ Community Organization: Name _______________________
☐ College or University: Name _______________________
☐ Service Club: Name _______________________
☐ Business: Name _______________________
☐ Faith Organization: Name _______________________
☐ High School Student  ☐ Field Trip Chaperone
☐ Other: _______________________
☐ Office, Library Aide
☐ Art, Drama, Music
☐ Playground
☐ Tutoring
☐ Mentoring
☐ Other: ____________

Statement of Understanding & Signature (Required)

I have read the District’s policy and procedure regarding volunteers. I fully understand the policy and procedure and agree to abide by them.

I have completed a Volunteer Disclosure Statement (attached) and affirm that all of my responses are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that all involvement with students is restricted to approved school activities. I understand that I am to be under the direct supervision of a teacher or staff member and may only be allowed to work unsupervised with students if I have successfully completed a fingerprint-based background check and have been approved by the building principal.

In exchange for the benefit I receive from being allowed to volunteer within the School District I agree to indemnify Coeur d’Alene School District from any and all responsibility of liability that they may incur as a result of volunteering my services to the District.

☐ Yes! I would like to receive volunteer opportunities via the email address I provided.

Signature: ___________________________ Date: ________________

Please submit this form to your school of choice or to the Volunteer Coordinator at 1400 N. Northwood Center Court, Coeur d’Alene ID 83814.

Rev: 9/11/17
Volunteer Confidentiality

As a volunteer assisting within the Coeur d'Alene School District, you have been authorized by the principal or the principal’s designee to act as a school official subject to the direction and control of the school’s administrators and teachers.

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

**Volunteer Code of Confidentiality**

1. All student records should be considered confidential. Student education records include all records, files, documents, and other materials that contain personally identifiable information on any student, as well as the personally identifiable information itself, including student grades.

2. Records should not be left in a place where they can be viewed by others.

3. Copies of records can only be shared with administrative approval.

4. Volunteers should not discuss or repeat information overheard while in the staff lounge or offices.

5. Volunteers should not discuss information obtained while in a classroom, such as a student’s grade or behavior, with anyone other than the student’s teacher.

6. Directory information, including students’ and staff names, addresses, telephone numbers, dates and places of birth, students’ photographs, participation in officially recognized activities and sports, weight and height of student members of athletic teams, dates of attendance and awards received, and previous educational agencies or institutions attended can only be shared with administrative approval.

7. Concerns or questions regarding student records of issues of confidentiality should be brought to the attention of the staff member that supervises the volunteer and the school administrator.

8. Any knowledge of a violation of this Code of Confidentiality should be immediately reported to the school administrator and the staff member who supervises the volunteer.

9. Any failure to maintain the confidentiality of student records may disqualify you from further service as a volunteer.
By signing, I acknowledge that I have read, understand, and will comply with the Volunteer Code of Confidentiality.

__________________________________________
Name

__________________________   __________________________
Date                     Signature

Thank you for your service and for your compliance with these important confidentiality requirements.

..........................................................................................................................

For Office Use

Background check completed? Please check.

_____ Raptor

_____ Idaho Sex Offender Registry

Rev: 5/4/15
VOLUNTEER DISCLOSURE STATEMENT

In order to provide the safest environment for our children, all volunteers are required to complete this disclosure. Information provided will be kept confidential and will not necessarily bar you from volunteering in the district. If you prefer, you may place this sheet in a sealed envelope prior to submitting it with your volunteer application. It will be reviewed by the Volunteer Coordinator in the district office and not by school building staff.

Please provide a thorough explanation for each “Yes” answer in the space provided on the following page. Include the nature, date and location of the charge(s) and any further details explaining the situation. Applications that do not provide thorough explanations will be returned for completion. To expedite the clearance process, please include copies of any legal documentation that would apply to any dropped or dismissed charge.

First Name:___________________ Middle Initial:_____ Last Name: _____________________  Date of Birth: _________________

CIRCLE YOUR ANSWERS BELOW:

YES        NO    1. Is the person charging you currently charged with or been arrested for, but not convicted of any crime? (A pending criminal charge will not necessarily bar you from volunteering in the District.) If yes, include an explanation of the nature of the charge, place, date, and count.

YES        NO    2. Have you ever been convicted of any crime? (The term convicted means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, a stipulation of the facts, a deferred or suspended sentence, or a deferred prosecution. Exclude civil infractions, such as minor traffic citations. DUI and DWI convictions are not minor traffic citations and must be reported.)

YES        NO    3. Have you ever been found by a court in a protection hearing to have abused or financially exploited a vulnerable adult? (Vulnerable adult means adults of any age who lack the functional, mental or physical ability to care for themselves.)

YES        NO    4. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance?

YES        NO    5. Have you ever been found in any dependency action to have sexually assaulted or exploited any minor or to have physically abused any minor?

YES        NO    6. Have you ever been found in any domestic relations proceedings to have sexually abused or exploited any minor, or to have physically abused any minor?

YES        NO    7. Have you ever been found in any disciplinary board final decision to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? “Disciplinary board final decision” means (a) any final decision by the director of the Department of Licensing for real estate brokers and salespersons and (b) any final decision by a disciplinary authority under the Department of Health for the following businesses or professions: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, and psychology.

YES        NO    8. Are you presently charged with, but not convicted of, any of the following crimes or offenses?

Check any of the following for which you have been charged and/or convicted, including any of these crimes as they have been renamed:

(Please provide an explanation in the space provided or attach a separate sheet)

YES        NO   Custodial Assault
YES        NO   First, Second, or Third Degree Assault of a Child
YES        NO   First, Second, or Third Degree Assault
YES        NO   Simple Assault
YES        NO   Incest
YES        NO   First or Second Degree Sexual Misconduct with Minor(s)
YES        NO   Patronizing a Juvenile Prostitute
YES        NO   Selling or Distributing Erotic Material to Minor(s)
YES        NO   Sexual Exploitation of Minor(s)
YES        NO   Communication with a Minor FOR Immoral Purposes
YES        NO   First Degree Arson
<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>First, Second, or Third Degree Rape of a Child</th>
<th>NO</th>
<th>First Degree Burglary</th>
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</thead>
<tbody>
<tr>
<td>YES</td>
<td>NO</td>
<td>Child Abandonment</td>
<td>YES</td>
<td>Aggravated Murder</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
<td>Child Abuse or Neglect</td>
<td>YES</td>
<td>First or Second Degree Murder</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
<td>Violation of Child Abuse Restraining Order</td>
<td>YES</td>
<td>First or Second Degree Extortion</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
<td>Child Buying or Selling</td>
<td>YES</td>
<td>First or Second Degree Manslaughter</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
<td>First or Second Degree Kidnapping</td>
<td>YES</td>
<td>First, Second, or Third Degree Rape</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
<td>First, Second, or Third Degree Child Molestation</td>
<td>YES</td>
<td>First or Second Degree Manslaughter</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
<td>Indecent Liberties</td>
<td>YES</td>
<td>Criminal Abandonment</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
<td>Felony Indecent Exposure</td>
<td>YES</td>
<td>First or Second Degree Criminal Mistreatment</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
<td>Vehicular Homicide</td>
<td>YES</td>
<td>Promoting Pornography</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
<td>Unlawful Imprisonment</td>
<td>YES</td>
<td>First Degree Promoting Prostitution</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
<td>Malicious Harassment</td>
<td>YES</td>
<td>Prostitution</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
<td>Endangerment with a Controlled Substance</td>
<td>YES</td>
<td>First or Second Degree Custodial Sexual Misconduct</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
<td>Forgery</td>
<td>YES</td>
<td>First or Second Degree Theft</td>
</tr>
</tbody>
</table>

**CERTIFICATION, AUTHORIZATION AND RELEASE**

I certify under penalty of perjury under the laws of the State of Idaho that the foregoing is true and correct. I authorize Coeur d’Alene Public Schools to conduct a background investigation into my past employment, education, vocational, and other activities such as my credit and criminal background. To conduct this investigation, I authorize the District to obtain information regarding me to evaluate my suitability for volunteer status. I understand that the information may include, but is not limited to, criminal background information. I further authorize any current/former employer, person, firm, corporation, educational or vocational institution, or government agency to provide the District to which I am applying to volunteer any information regarding me. I further authorize the District to disclose any information they may have regarding me if such information is requested by a potential future employer of me. I hereby release and discharge said District and those who provide, receive or use such information from any and all liability as a result of furnishing and receiving this information. I understand and agree that false or misleading information, including omissions, in my application shall be sufficient cause to limit or remove opportunities to volunteer. References and personal information that become a part of this application will be regarded as confidential and shall not be revealed to me. I understand that any offer to volunteer that may be made to me is conditional and subject to the acceptable outcome of criminal history background information check and the approval of the District’s Board of Directors.

Signature: __________________________ Print Name: ______________________________ Date: _____________

**PROVIDE AN EXPLANATION FOR ALL “YES” ANSWERS HERE. Be thorough in your explanation and include the question number. Include the nature, date and location of the charge(s) and any further details to explain. Attach additional sheets as needed.**