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SCHOOL-COMMUNITY RELATIONS GOALS

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

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

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

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

Adoption Date:	November 9, 1998
Policy Committee Review:	May 2, 2006
Policy Committee Review:	Aug. 31, 2011
Policy Committee Review:	November 25, 2014

PUBLIC INFORMATION PROGRAM

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

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

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

- 1.) The superintendent will be the representative of the board to the press, radio, and television agencies.
- 2.) The principal or designee of each school will be the official spokesperson for the activities and instructional program of that particular school.

When the superintendent, any district department or any school personnel speak for the board, it will be the individual's responsibility to exercise caution and care that every statement made is a true and accurate one and in harmony with the general policies, rules, and regulations of the board. It will be the responsibility of every employee to endeavor by all of his/her activities and private statements to create a feeling of goodwill, friendliness and confidence in the district public schools on the part of all parent(s)/guardian(s) and patron(s) of the district.

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

The superintendent is directed to deliver notices of meetings and meeting agendas to the bona fide representative of the media who request delivery at the same time such notices and agenda are delivered to the members of the board. Copies of the agenda memorandum prepared for board use will be available to the public at the administration center.

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Policy Committee Review:	May 2, 2006
Revised:	Oct. 10, 2011
Policy Committee Review:	November 25, 2014

PUBLIC'S RIGHT TO KNOW

The board is a public servant, and its meetings and records will be a matter of public information, except as such meetings and records pertain to individual personnel and other classified matters.

The board supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely, and expeditiously.

The official minutes of the board, its written policies and regulations, and its financial records will be open for inspection at the office of the superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released by the superintendent or other persons responsible for the custody of confidential files for inspection by the public or unauthorized persons. The exception to this will be information about an individual employee (or student) that has been authorized, in writing, for release by the employee (or student), or student's parent(s)/guardian(s).

Each building administrator is authorized to use all means available to keep parent(s)/guardian(s) and others in the particular school's community informed about the school's programs and activities.

LEGAL REFS.: SDCL 13-8-36, 13-8-43

CROSS REFS.: BDDG, Minutes
GBL, Personnel Records
JO, Student Records Policy

Adoption Date: November 9, 1998
Policy Committee Review: May 2, 2006
Policy Committee Review: Aug. 31, 2011
Policy Committee Review: November 25, 2014

NEWS MEDIA RELATIONS

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

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

The board welcomes the active participation of newspapers, magazines, radio, television, and other mass communication media in promoting the cause of good education in our district and state.

Suggestions and advise from representative of such media as to how best to facilitate the flow of information to them by the board and personnel of the school district will be welcomed.

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

Adoption Date:	November 9, 1998
Policy Committee Review:	May 2, 2006
Policy Committee Review:	Aug. 31, 2011
Policy Committee Review:	November 25, 2014

NEWS RELEASES

The superintendent or his/her designee will be the press liaison for coordinating the release of information concerning the school district and the actions of the board. The board president will be the official spokesman for the board, except as this duty is delegated to the superintendent or his/her designee.

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

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

Policy Committee Review: November 25, 2014

Adoption Date: November 9, 1998
Policy Committee Review: May 2, 2006
Revised: October 10, 2011

BOND CAMPAIGNS

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

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

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

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

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

Established by Law.

LEGAL REFS.: Constitution of the State of South Dakota,
Article XIII, Section 4
SDCL: 13-19-8; 6-80-2

CROSS REFS.: FC, Facilities Capitalization Program

Adoption Date: November 9, 1998
POLICY Committee Review: May 2, 2006
Policy Committee Review: Aug. 31, 2011
Policy Committee Review: November 25, 2014

COMMUNITY INVOLVEMENT IN DECISION MAKING

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

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

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

Citizens' Advisory Committees

The board recognizes that one method to maintain good communication with the community, and to establish sound public relations, is through temporary citizens' advisory committees.

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

CROSS REF.: ABBA-1, Chapter I Parent Involvement Program Guidelines
(Also File: KNE)
BCF, Advisory Committees to the Board

Adoption Date: February 12, 1996
Reaffirmed: November 9, 1998
Policy Committee Review: May 2, 2006
Policy Committee Review: Aug. 31, 2011
Policy Committee Review: November 25, 2014

PUBLIC PARTICIPATION AT BOARD MEETINGS

The school board meetings are considered to be a meeting of the school board in a public setting, and not a public meeting. However, the board welcomes citizens of the district to attend its meetings so they may become better acquainted with the operation and programs of the schools.

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

SPEAKING ON AN AGENDA ITEM:

Any individual who desires to speak about an item on the agenda, is asked to sign up with the superintendent or designee prior to the start of the meeting and be will be recognized by the president or presiding officer before speaking on the agenda item.

SPEAKING ON A NON-AGENDA ITEM:

Persons who wish to speak about an item that is not on the agenda, are asked to present such request to the superintendent or the board president in writing, prior to the beginning of the meeting. Persons who present such a request may be allowed to speak about the topic before the meeting is adjourned.

PROCEDURE FOR CITIZENS SPEAKING ON AGENDA OR NON-AGENDA ITEMS:

Unless an extension of time is granted, a speaker will be limited to a maximum of five minutes. Speakers are asked to avoid repetition. If several people wish to speak on the same subject, it is suggested that a spokesperson be chosen.

The speaker may not give oral complaints regarding school personnel or personnel actions. Such complaints should be addressed privately to the appropriate administrator who supervises the school personnel.

The speaker may not give oral complaints identifying individual students. Such complaints should be addressed privately to the appropriate building principal.

The speaker may not offer personal attacks against any individual. Without taking any action, an individual Board member or district staff member may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board member or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities.

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

Adoption Date:	April 15, 1996
Policy Committee Review:	October 30, 2006
Revised:	November 14, 2011
Policy Committee Review:	August 29, 2012
Policy Committee Review:	November 25, 2014

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The board recognizes that employees of the district have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for elective public office and holding an elective or appointive public office.

Any employee who intends to campaign for an elective public office will notify the superintendent, in writing at the earliest possible moment, of the office which he/she intends to seek, together with the decision as to whether he/she wishes to continue employment and under what terms and conditions.

The superintendent will meet with and discuss these matters with the employee involved and will present a proposed solution to the board for consideration. The essential element to be determined by the board is whether the activities proposed by the employee are compatible with the time requirements for fulfilling the employee's responsibilities to the district.

In connection with his/her campaigning, no employee will use school system facilities, equipment, or supplies; nor will the employee discuss his/her campaign with students or with school personnel during the working day; nor will the employee use any time during the working day for campaigning purposes.

A teacher seeking an extended leave of absence for campaigning, office-holding, or other time-consuming activities connected with government service will apply for such leave in writing. The board will provide the teacher with a written answer to a request for political leave including salary arrangements.

If not elected, the employee may return to the position previously held.

LEGAL REFS.: SDCL 13-43-15.1

Adoption Date:	January 12, 1998
Reaffirmed:	November 9, 1998
Policy Committee Review:	May 2, 2006
Policy Committee Review:	Aug. 31, 2011
Policy Committee Review:	November 25, 2014

COMMUNITY USE OF SCHOOL FACILITIES

All requests for use of school facilities by any outside organization wishing to use buildings after school hours are to be made on forms provided by the school offices. School facilities are available to school districts, nonprofit organizations and groups, which are not objectionable in nature, provided the organization abides by the regulations below unless waived by school authorities for the particular meeting.

It is to be understood that school activities will take precedent over any other activities and the use of buildings will be so scheduled. The Boy Scouts, Girl Scouts, and similar youth groups are responsible only for custodial services.

Charges:

All organizations that qualify to use school facilities will be charged the established rental fees.

An extra charge will be made for the use of a gymnasium when an audience is present and bleachers are used. Extra charges may also be assessed when using stage lighting, scoreboard controls, the public address system, technology equipment, audio and/or video equipment, or food preparation equipment. In addition, the school district may assess an hourly rate for personnel needed to operate this equipment.

If it is necessary for the school district to employ custodial help on an overtime basis, the school district may charge the hourly rate for overtime commensurate with the current custodial contract, in addition to any rental fee charged.

School facilities may not be used free of charge for private gain.

Equipment Use:

Putting up decorations, moving pianos or other school furniture or equipment is prohibited unless special permission is granted by the building principal. The use of tacks, nails, or anything, which may mar the walls, is prohibited.

Special scenery, properties, or other non-school materials brought to the school by the organization will not be stored in the building, and must be removed within 24 hours unless special permission has been granted by the principal.

LEGAL REF.: ARSD 61:13:04:78

Adoption Date: October 13, 1997
Revision: November 9, 1998
Revised: June 12, 2006
Revised: October 10, 2011
Policy Committee Review: November 25, 2014

**DAKOTA VALLEY SCHOOL DISTRICT #61-8
FACILITY USE POLICY GUIDELINES**

LEGAL: 13-24-20 - Use of School Facilities for Community Purposes Compensation

LIABILITY FOR DAMAGES

The school board may rent or grant the use of school facilities or any land belonging to the school district for any purposes which it may deem to be advisable as a community service for such compensation as may be determined by it, provided that such use shall not interfere with school activities. Any person or persons or public body so using any such school facilities or land shall be responsible to such school district for any and all damages that may be caused by reason of such use of occupancy. The school district shall not be held liable for any suit for damages, which might arise as a result of such use of occupancy.

INTRODUCTION

The public schools belong to the people of the school district and since plant facilities are established, maintained and operated by funds largely provided by local taxes, the Board of Education accepts the responsibility for making the public school facilities of Dakota Valley School District #61-8, available to the community for appropriate activities. Such activities shall not infringe upon or interfere with the conduct and best interest of the school system. School grounds and/or facilities may be made available to the general public during the times they are not used for school purposes, which is normally between 5:30 pm to 10:30 pm on weekdays, 9:00 am to 11:30 pm on Saturday, and from 1:00 pm to 5:30 pm on Sundays.

APPLICATION PROCEDURES

- I. The Superintendent of Schools or designee is authorized to approve and arrange for scheduling the use of school facilities by qualified applicants.
- II. The right is reserved by the Board to revoke any such permit, without liability, should such action be deemed necessary or desirable.

PERMITTED USES

Permission for use of facilities may be granted those groups whose activities are related to education, political, cultural, and religious or recreation and are considered to be beneficial to the communities served by the Dakota Valley Schools. The Board of Education reserves the right in the event of an emergency requiring the use of the facility for a school event or adverse weather conditions, to cancel or postpone the use granted without penalty to the Board of Education. Every effort under such conditions will be made to reschedule the use for a mutually satisfactory time.

LIMITATIONS AND RESTRICTIONS ON USE OF FACILITIES

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

- A. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
- B. Any activity that may violate the canons of good morals, manners, or taste or be injurious to the buildings, grounds or equipment.
- C. Any purpose in conflict with school activities.
- D. Activities, which are discriminatory in the legal sense.
- E. Activities, which may result in damage to a facility or its equipment.
- F. Wednesday Evenings: Organizations, clubs and activities in which school aged students participate may not utilize the school facilities for practices or open gym time after 6:00 pm on Wednesdays during the school year.
- G. Sundays: Organizations, clubs and activities in which school aged students participate may not utilize the school facilities for practices or open gym time prior to 1:00 pm on Sunday afternoon and they must conclude their activity by **5:30** pm Sunday evening.

REASSIGNMENT

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

SMOKING/ALCOHOLIC BEVERAGES

The use of intoxicating liquor shall not be permitted on school property. The Dakota Valley Board of Education recognizing that the Surgeon General of the United States has stated that tobacco, tobacco products, and tobacco smoke pose a serious threat to the health and well-being of the district's students, employees and patrons, and knowing that these products are detrimental to a healthful and effective operation of the schools, hereby adopts the following policy:

- 1. The use of all tobacco products is forbidden in all school buildings, stadium facilities, grounds and in all school vehicles.
- 2. This policy applies to all persons regardless of age and regardless of whether they may legally use the products.
- 3. Effective date will be October 13, 1997.

USE OF SCHOOL EQUIPMENT

Regular school equipment and supplies, such as shop, science, physical education, homemaking, music, business education and so forth, which is regularly used for school instruction is not available for use by non-school groups.

School Equipment: A request to use public address systems, computers with/without network access, audio/visual equipment, projection equipment and screens, spotlights, stage scenery, pianos, tables & chairs, volleyball poles and nets, etc. which does not come under SCHOOL EQUIPMENT, may be excluded in the application for the use of school property. All such equipment and properties will be controlled by the principal of the building, the Director of Technology, or the Activities Director.

Transfer of School Equipment: School equipment is not available for use off of school premises unless it is beneficial to the district in carrying forward the Dakota Valley Public School program.

CANCELLATIONS

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

GENERAL CONDITIONS

Responsibility of Applicant: The applicant shall be held fully responsible for the proper use of the building facilities, the conduct of the persons in attendance and the scheduling of the activities within the time limit of the permit and responsible to ensure that participants utilizing the district computer network are following the District's Acceptable Use Agreement (see File: EHAB-T) . All activities must be under the sponsorship and supervision of a competent adult(s) who is directly responsible to the organization. Should damage or theft occur as a result of failure to comply with this responsibility, the individual or organization shall make prompt payment for any assessments levied by the school district.

The Board of Education shall be the judge of unwarranted damage to the school property. Should circumstances indicate possible excessive usage's of school property, an indemnity bond or deposit in advance may be required.

Payment Procedures: All payments for the use of school facilities will be made in advance (prior to usage date) to the Business Manager of this school district, unless circumstances warrant a special provision for payment. Failure to make payment, shall be considered justification for cancellation of the event, or withholding permission for subsequent use of school facilities.

Insurance: The Board of Education reserves the right to require minimal prescribed limits of public liability and property damage insurance for all groups using any school facility and to require that evidence of such insurance be presented at the time of application. The school district assumes no responsibility for loss or damage to any equipment owned by persons or groups renting facilities.

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

Food Service: The use of school dining rooms (cafeteria/commons) may be granted with or without use of kitchen facilities. When a facility use fee is assessed for the use of the schools kitchen, the organization may not have access to the kitchen area unless the Food Service Director or his/her designated representative is present. Because of the food supplies, expensive equipment, and the necessary rigid requirements of health and sanitation authorities, the use of kitchen facilities must be under the direct control of the School District Food Service Division. In planning an event, which will use the school kitchen equipment, the area Food Service Director should be involved in the planning, operation, and supervision of such a project. (Exceptions may be granted by the Supt. of Schools when full meals are not being prepared or when concessions are being sold).

School Kitchen:

- A. When a fee has been charged to use the kitchen facilities, a working supervisor from the food service staff must be present while the kitchen is in use. Said supervisor will be acting as an independent contractor and is to be paid directly by the sponsoring organization at said supervisor's prevailing hourly rate of time and a half. Said supervision will be assigned by the food service director for the school district.
- B. The working supervisor shall operate or train adult personnel to operate all mechanical equipment, such as burners and ovens, slicers, steam tables, etc., which may be used; and generally supervise the use of the kitchen and equipment.
- C. Children under twelve (12) years old are not allowed in the school kitchen by organizations using its facilities.

School Cafeteria/Commons:

- A. The group granted the use of the cafeteria/commons will see that tables, floors, and equipment are cleaned to the satisfaction of the building supervisor.
- B. Tables and other equipment in the cafeteria are not to be moved without the permission of the principal and/or working supervisor.
- C. All decorations are to be removed, and garbage and waste disposed of at the direction of the supervisor on duty.

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

Use of School Grounds: The general public has a responsibility not to cause damage to the property or become a nuisance to adjoining property owners or others in the neighborhood. In effecting the above policy, it is realized that each case be dealt with separately. However, the following administrative regulations will serve as a guide:

Use of School Grounds - continued:

1. A.) Organized athletic leagues may use school grounds when not in conflict with school programs, upon approval of applications to use such a facility.

B.) Should other groups require scheduling at this same location, the right to re-adjust schedules is reserved by the Board of Education or their designee.

C.) There must be cooperation between groups using the fields at the same time. Groups will be held responsible for any property damage occurring at the time of their tenure.

D) Teams or groups are responsible for care of grounds. All litter must be cleared after each use, which includes the emptying of all trash barrels.
2. Approval of such application does not include use of any building facilities. Application for use of restrooms may be made subject to advance payment of the minimum standard charge.
3. Horses, motorized vehicles and power-driven recreational equipment shall not be permitted on school premises unless present under one of the exceptions specifically enumerated in these regulations. Subject only to regulations four and five, which follow, motor-powered vehicles and motor-driven recreational equipment shall not be permitted on school grounds not specifically set aside for parking or driving.
4. School services and emergency vehicles and vehicles present at the request of the school district, shall be permitted to drive or park on any portion of the school premises necessary to accomplish their function.
5. The Board of Education may grant special permits for the use of horses, motor-driven vehicles and motor-powered recreational equipment for those activities which are conducted as a part of a school-related function or which accomplishes a civic purpose.
6. Motor-driven vehicles shall be permitted in parking and roadway areas on school premises for the purpose of transportation to and from school facilities so long as such vehicles are operated in a safe and lawful manner.
7. The city of North Sioux City has a mutual interest in controlling traffic on school premises. Therefore, the Board of Education has conferred jurisdiction to the city of North Sioux City for the purpose of enforcing city traffic regulations.

Church Services: Church services by "established" religious groups may be scheduled in school facilities on a "temporary basis", due to emergency conditions or special events. Groups using school facilities for special events must submit a request to the Superintendent of Schools.

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

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

Building Use Without Charge: School organizations such as school sponsored pupil organizations and school employee groups are granted building use without charge as long as they do not conflict with regular school sessions or activities. No rental fee shall be charged the following school affiliated and community youth serving organizations for their regularly scheduled meetings:

- 1.) Parent Support Groups (PTO, Booster Club, etc.)
- 2.) Boy Scouts/Cub Scouts
- 3.) Girl Scouts/Brownies
- 4.) City Recreations Dept. (All city recreation programs that involve the use of school facilities, must be submitted to the Superintendent of Schools for approval.)
- 5.) Organizations or groups which the Board so designates.
- 6.) Dakota Valley Youth Athletics with volunteer coaches whose team consist of a super majority of Dakota Valley students (soccer, baseball, softball, basketball, etc.
- 7.) 4-H Groups

If there should be facility use by the above mentioned community youth serving organizations that requires school employees (custodial or food service) to be present for additional time other than regular employed hours, the organization will be charged according to its regular scale as determined by the policies of the Board of Education.

FACILITIES USE:

Gymnasiums -

- A. All Facility Use Requests will be submitted to the Superintendent of Schools or designee for approval.
- B. Facilities are available to school groups as scheduled by the building principal or Activities Director.
- C. The custodian will not permit a group to enter the building unless an adult leader is present. After the custodian has opened the door, it will be the full responsibility of the adult leader to permit entrance only to those authorized by the leader to attend.
- D. Groups are permitted to use the shower room facilities. However, in such cases, the leader is to discontinue the gymnasium activities not later than 10:00 p.m. weekdays and 11:00 p.m. on Saturdays.
- E. Groups wishing to use the school equipment. (See: Use of School Equipment)

Building and/or Grounds Use Subject to Charges -

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

- A. Rental fees for classrooms will be \$25.00 per rental period.
- B. Rental fees for Science of Computer Labs will be \$ 75.00 per rental period.
- C. Rental fees for the kitchen with/without the cafeteria/commons will be \$ 75.00 per rental period.
- D. Rental fees for the commons area at Dakota Valley Elementary School or High School will be \$100.00 per rental period.
- E. Rental fees for the Dakota Valley Middle School Gymnasiums will be \$200.00 per rental period.
- F. Rental fee for the Dakota Valley Elementary School Gymnasium will be \$200.00 per rental period.
- G. Rental fee for the Dakota Valley High School Gymnasium will be \$300.00 per rental period.
- H. Rental for the Dakota Valley Auditorium will be \$ 300.00 per rental period.
- I. Conference Tournaments: The Dakota 12 Conference Tournament Committees set the Conference Tournament rental fee's.

J. When keys to a facility are checked out to a user, a \$50.00 deposit is required, and a \$ 10 deposit is required for the issuance of any key fob.

K. Custodial overtime will be charged in addition to all rental fees.

L. Athletic Complex: (football field and track facilities - with events concluding prior to 10:00 pm)

- Weekdays - \$300 per event.
- Weekends & Holidays - \$350 per event.

Note: Concessions are under the control of the Dakota Valley School District. Custodial labor for activities is included in the usage fees. Custodial labor includes opening-cleaning-closing of the restroom facilities, emptying trash receptacles, and security of the premise at the conclusion of the event. The renter will be responsible for the set-up and take-down of track equipment, and/or athletic equipment. The electronic timing device for track events is not included in the facility use fee.

M. When required by the Board of Education, the school district will furnish supervising personnel to operate the following school equipment at a rate of \$ 25.00 per hour.

- Public Address System
- Football, Track and/or Gymnasium Scoreboards
- Auditorium Lighting, Sound System, or Video Presentation System
- Other specialized equipment as necessary

N. Organizations who are requesting a long-term or reoccurring facility use agreement may be permitted to negotiate an adjusted usage fee with the Superintendent of Schools or his/her designee.

Rental Period: A rental period is considered to be one hour prior to the scheduled start of an event until one hour after the event concludes, not to exceed one day. A two-day event would be considered as two rental periods, thus the fee would double.

CROSS REFS.: JFCG, Smoking and/or Use of Tobacco Products by Students
KGC, Tobacco-Free School Policy

Adoption Date: October 13, 1997
Revision: November 9, 1998
Revision: April 9, 2001
Revised: June 12, 2006
Revised: November 8, 2010
Revised: November 14, 2011
Revised: January 12, 2015

APPENDIX

INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 20____, by and between the district and the city as an Intergovernmental Agreement under authority of SDCL 1-24-3;

WHEREAS, the school owns and operates the school gymnasium, and

WHEREAS, the city wishes to have the school gymnasium utilized from time to time for convention hall purposes.

THEREFORE, IT IS AGREED AS FOLLOWS:

- 1.) The school does hereby agree to provide the city, from time to time as the school determines appropriate, the school gymnasium for use by the city as a public convention hall as defined in Chapter 9-53 of the South Dakota Codified Laws.
- 2.) That the city shall utilize the gymnasium for use by the general public or portions of the public for purposes of meetings, discussions, conventions, shows, displays, amusement, and any other public purpose.
- 3.) That the city shall notify the school within twenty-one (21) days of each event as to the dates and times it desires to operate the school gymnasium as a convention hall facility. However, the use of the facility at such dates and times will be determined in the sole discretion of the school.
- 4.) This agreement may be terminated by either party on written notice given ninety (90) days prior to the proposed termination date.

By: _____

It's _____

By: _____

It's _____

Adopted On: March 9, 1992
Revision: November 9, 1998
Policy Committee Review: May 2, 2006
Policy Committee Review: Oct. 26, 2011
Policy Committee Review: November 25, 2014

FREE ADMISSION FOR SENIOR CITIZENS

All senior citizens (62 and older) shall be admitted free of charge for all school events in the Dakota Valley School system with the exception of tournaments.

The school district will display a note letting senior citizens know of the free admittance.

Adopted On:	December 16, 1992
Reaffirmed:	November 9, 1998
Policy Committee Review:	May 30, 2006
Policy Committee Review:	Oct. 26, 2011
Revised:	January 12, 2015

PUBLIC CONDUCT ON SCHOOL PROPERTY

Although the board welcomes the use of its facilities for public events, and public visitations to the schools, the board expects everyone to abide by acceptable rules of conduct. To maintain public order on school property or at school events, which are conducted on another site, the board prohibits the following conduct or acts:

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

Enforcement and Penalties -

The administrator in charge of the activity has the authority to remove, or secure the removal of any person from the premises.

All violations of the above prohibited acts or conduct, shall be reported immediately to the building principal. He/she will investigate the case thoroughly and make a written report to the superintendent.

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

- 1.) A reprimand,
- 2.) An order to violators to leave school property immediately,
- 3.) An order to ban an individual or group of people from the school property for any specified length of time which is deemed appropriate.
- 4.) A call to police and a specified charge made under the penal code.

Other Penalties -

The penalties mentioned above are not considered to be inclusive or to preclude in any way, the prosecution and conviction of any person(s) for the violation of any federal or state law or local ordinance and the imposition of a fine or penalty provided for therein. Dakota Valley students are also subject to disciplinary action according to the Dakota Valley Schools Discipline Policy, which can be found in the Student/Parent Handbook.

Adoption Date:	November 9, 1998
Revised:	February 12, 2000
Policy Committee Review:	May 30, 2006
Revised:	November 13, 2006
Policy Committee Review:	October 26, 2011
Policy Committee Review:	November 25, 2014

TOBACCO-FREE SCHOOL POLICY

The Dakota Valley Board of Education, in conjunction with the Teens Against Tobacco Use (TATU Organization), recognize that the Surgeon General of the United States has stated that tobacco products, and tobacco smoke pose a serious threat to the health and well-being of the districts students, employees and patrons, hereby adopts the following policy:

- A.) The use of, or possession of any tobacco product, in the school buildings, on the school grounds, at school sponsored activities, in school district vehicles and in school district provided transportation, including:

As used in this policy, the "tobacco products" means cigarettes, cigars, pipes, chewing tobacco and any/all forms of tobacco; including:

- devices or smokeless products which resemble the smoking of tobacco
- any product or device that contains nicotine unless prescribed by a doctor for a nicotine secession program
- any device that is used for inhaling or ingestion unless for medicinal purposes with a prescription,

- B.) This policy applies to any person(s) regardless of age and regardless of whether they may legally use the product(s).

1.) Students:

- a. Students who violate the policy will be disciplined according to the procedures outlined in the Student Handbooks.
- b. Students under eighteen (18) years of age, who violate this policy, may be reported to the local law enforcement authorities.

2.) School Employees:

- a. The school administrator who becomes aware that an employee is not complying with this policy will verbally remind the employee of this policy and ask the employee to abide by the policy in the future. A copy of the policy shall be provided to the employee.
- b. If it becomes necessary for the building principal or administrator to discipline an employee for a second or subsequent offenses, and depending on the severity of the violation; any of the following actions may be taken.
 1. A verbal reprimand.
 2. A written reprimand, which will be placed in the personnel file.
 3. Referred to Superintendent and School Board for disciplinary action. Disciplinary action may include but is not limited to: a verbal reprimand, a written reprimand, a suspension with pay, a suspension without pay, or termination.

3.) Non-School Personnel, Spectators, Visitors, etc.:

- a. Violators of this policy will be informed of the policy by the school administrator, and will be directed to comply with the policy.
- b. Violators of this policy who fail to comply with this policy by refusing to extinguish or dispose of the tobacco products will be directed to leave the building, grounds, or activity immediately.
- c. Violators who continue to ignore the policy, or who ignore the request of the school administrator to extinguish or dispose of the tobacco products will be denied admittance to school district events. Persons who are denied admittance to school events shall be notified in writing as soon as possible following this decision.

First Reading:	January 12, 2004
Second Reading:	February 9, 2004
Adoption Date:	February 9, 2004
Policy Committee Review:	May 30, 2006
Policy Committee Review:	October 26, 2011
Revised:	April 14, 2014
Revised:	December 8, 2014

STAFF USE OF SCHOOL FITNESS CENTER

District employees and spouse may utilize the Robert L. Peterson Fitness Center on a daily basis throughout the year.

Children in 5th grade and above who have been instructed in the proper use of the equipment by the school district employees may utilize the facility under the direct supervision of the employee or spouse.

Dakota Valley graduates, up to and including age 22 may use the Fitness Center during the scheduled hours of operation when a school designated supervisor is on duty, **or** when the graduate is accompanied by their employee (parent) or employee spouse.

Non-school district personnel are not permitted to utilize the facility unless a Facilities Use Agreement has been authorized and signed by the Superintendent or designee.

Prior to their first time use - the school district employee, spouse, or authorized individual must attend an on-site orientation to the facility, to include the proper use of the equipment, instruction in weight room safety procedures as well as a copy of the rules, regulations, and guidelines (see Dakota Valley School District Staff Handbook).

Upon completion of the orientation, the district employee, spouse, or authorized individual must sign the Fitness Center Hold Harmless Agreement (Policy KGHA).

District employees, spouse and authorized individuals should recognize that the Fitness Center's first priority is to the students of the district.

Adults should also recognize that in utilizing the Fitness Center immediately after school or in the morning just prior to school time; may facilitate the sharing of the facility with the students.

Adopted:	March 31, 2008
Revised:	October 11, 2010
Revised:	December 14, 2011
Policy Committee Review:	November 25, 2014

FITNESS CENTER - HOLD HARMLESS AGREEMENT

My signature below acknowledges my agreement to the following conditions regarding the use of the Robert L. Peterson Fitness Center.

USE OF FACILITIES: I agree to comply with all of the rules, regulations and guidelines of the facility. I also agree that I have been given an on-site orientation to the facility, including instruction in weight room safety procedures as well as a copy of the rules, regulations, and guidelines (see Dakota Valley School District Staff Handbook).

RISK OF INJURY: I understand that there are risks and dangers inherent with the use of the facility; and failure to follow the rules, regulations, and guidelines may place my health and well being at risk, which may lead to serious injury to myself, such as, but not limited to, back injury, injury to limbs and body, heart attack, or even death. I further understand and agree that my failure to follow any facility rules, regulations, or guidelines may result in my loss of facility privileges.

OPERATION OF EQUIPMENT: I understand that if I am unsure as to how to properly use a piece of equipment within the fitness center, I will ask the supervisor for specific instructions prior to utilizing the equipment.

RELEASE AND INDEMNIFICATION: I understand that there are risks of injury inherent with the use of the fitness center equipment and/or participation in strength, flexibility and aerobic activities; and I assume all such risks. I understand that my signature below gives up my right to hold the Dakota Valley School District, its officers, administrators, agents, employees and/or volunteers (herein referred to as the School District) liable for any injury to myself or damage to property that I may incur from using the facility and/or equipment.

I understand and agree that this Hold Harmless Agreement applies to personal injury, property damage, or wrongful death which I may suffer, even if caused by negligent acts or omissions of the School District or others.

I understand that this Hold Harmless Agreement will be binding on me, my spouse, my heirs, my personal representatives, my assigns, my children and any guardian for such children.

REPRESENTATION OF PHYSICAL CONDITION: I do hereby declare and represent that I am physically sound and suffering from no known condition, impairment or other illness that would prevent my participation in any of the programs or activities provided within the Robert L. Peterson Fitness Center.

I acknowledge that I have read this HOLD HARMLES AGREEMENT and I understand the words and language in it and agree to all of it. I have been advised of and am familiar with the dangers and risks of use of the fitness center and participation in weight training and fitness activities.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

DAKOTA VALLEY JOB TITLE (or spouse) _____

SUPERINTENDENT /DESIGNEE (if necessary) _____

PUBLIC GIFTS TO SCHOOLS

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

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

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

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

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

LEGAL REFS.: SDCL 13-14-5

CROSS REFS.: IIAC, Library Materials Selection and Adoption

Adoption Date: November 9, 1998
Policy Committee Review: May 30, 2006
Policy Committee Review: December 14, 2011
Policy Committee Review: December 17, 2014

PUBLIC SOLICITATIONS/ADVERTISING IN THE SCHOOLS

Soliciting -

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

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

The school directory or lists of pupils and staff will not be made available to any outside person(s) or agency(ies), unless authorized by law.

Distribution of Literature -

Printed or written matter of any nature will not be distributed to students in the schools or on school grounds without prior approval of the Building Principal or in case of doubt, the Superintendent. In cases where the nature of the material or its ultimate intent is in doubt, it will be presented to the board for approval.

Advertising -

No notices or advertisements by, or in behalf of person(s) not officially connected with the schools, will be distributed or displayed on school property except by permission of the superintendent or board. In addition, no advertising shall display any words, signs, or symbols that give reference to alcohol, drugs, tobacco, gambling, weapons, or any illegal activity. All notices, even by school personnel, will be cleared by the building principal and, in case of doubt, by the superintendent.

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

CROSS REFS: JL, Student Solicitations

Adoption Date:	November 9, 1998
Revised:	February 11, 2002
Policy Committee Review:	May 30, 2006
Policy Committee Review:	December 14, 2011
Revised:	February 9, 2015

VISITORS TO THE SCHOOLS

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

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

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

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

Adoption Date:	November 9, 1998
Policy Committee Review:	May 30, 2006
Policy Committee Review:	December 14, 2011
Policy Committee Review:	December 17, 2014

PUBLIC COMPLAINTS

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

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

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

- 1.) Principal/Director;
- 2.) Superintendent;
- 3.) Board.

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

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

Matters referred to the superintendent and/or board should be in writing and should be specific in terms of the action desired.

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

LEGAL REFS.: SDCL 13-46-1

CROSS REFS.: BCJ, Board Visits to the Schools

Adoption Date: November 9, 1998
Policy Committee Review: May 30, 2006
Policy Committee Review: November 23, 2011
Policy Committee Review: December 17, 2014

DAKOTA VALLEY SCHOOL DISTRICT

COMPLAINT CONCERNING SCHOOL PERSONNEL FORM

Answer all questions. If a question is not applicable, state such. Use reverse side, if necessary. Please print or type.

DATE: _____

FULL NAME: _____

ADDRESS: _____

TELEPHONE: _____

COMPLAINANT REPRESENTS:

Self _____

Others (Please Identify) _____

Organization (Please Identify) _____

What specific actions, statements, or negligence do you object to?

When, and how often, do you believe these have occurred?

How and on what evidence did you learn of the situation?

What action do you feel should be taken to correct the situation?

Comments:

Signed: _____

**PUBLIC COMPLAINTS ABOUT THE CURRICULUM
OR INSTRUCTIONAL MATERIALS**

The board reserves to itself the final responsibility for all instructional materials used and curricula taught in the district schools. The board recognizes that without a free and vigorous exchange of ideas, learning and teaching cannot take place effectively.

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

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

Complaints against instructional materials will be considered a most serious matter and will be processed in a very deliberate manner. Therefore, the following procedures are to be followed, step-by-step. Complaints that reach Step 3 will be reported to the board.

- 1.) The material in question should first be discussed with the teacher or librarian who will report the results of this meeting to the principal. If satisfaction is not reached, the complainant may continue with Step 2.
- 2.) The principal will meet to discuss the material with the complainant and the teacher or librarian. The results of the meeting will be reported to the superintendent. If satisfaction is not gained, the complainant will be requested to complete the form, "Request for Reconsideration of Instructional Materials" (File: IIAD in Policy Book), before proceeding to Step 3.
- 3.) The superintendent will appoint a review committee composed of the following members:
 - * the building principal
 - * the building librarian
 - * two building teachers
 - * three adult citizens

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

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

CROSS REFS.: IIA, Instructional Materials
IIAA, Textbook Selection and Adoption
IIAC, Library Materials Selection and Adoption
IIAD, Request for Reconsideration of a Book or Instructional
Material

Adoption Date: November 9, 1998
Policy Committee Review: May 30, 2006
Revised: January 9, 2012
Policy Committee Review: December 17, 2014

COMPLAINTS REGARDING FEDERAL PROGRAMS

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB (No Child Left Behind) funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the apparent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

- The superintendent will investigate within one week, the circumstances of the complaint; and render a decision within two weeks after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgement in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure).

Legal Ref: South Dakota Department of Education Sample Policy

Adopted: May 14, 2010
Policy Committee Review: November 23, 2011
Policy Committee Review: December 17, 2014

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

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

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

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

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

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

LEGAL REFS.: SDCL 13-32-6

CROSS REFS.: GCPD, Suspension and Dismissal of Professional Staff Members

Adoption Date: November 9, 1998
Policy Committee Review: May 30, 2006
Revised: January 9, 2012
Policy Committee Review: December 17, 2014

RELATIONS WITH PARENTS ORGANIZATIONS

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

The parent-teacher organization (PTO) may be of service to the schools in each area of the district by fostering community undertakings, encouraging social activities, working for needed legislation, discovering and reporting facts which leads to community or school improvements, studying school problems, supporting school projects, and cooperating with other community agencies.

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

CROSS REFS.: ABA, Community Involvement in Decision Making
 (Also File: KC)

Adoption Date:	November 9, 1998
Policy Committee Review:	May 30, 2006
Policy Committee Review:	November 23, 2011
Policy Committee Review:	December 17, 2014

RELATIONS WITH PARENT ORGANIZED SUPPORT GROUPS

The board recognizes that the endeavors and objectives of parent organized support groups (POSG) can be a valuable means of stimulating interest in and endorsement of the aims and achievements of the public school system. Generally, actions initiated by POSG provide the atmosphere and climate to meld together desirable community-school relationships.

Therefore, the Dakota Valley Board of Education recognizes parent organized support groups of Dakota Valley Schools for the purpose of assisting and supporting academic and all extra-curricular activities within the school.

All organizations that intend to raise funds, accept donations, sell merchandise using the Dakota Valley name/logo, or portray themselves as representatives of the Dakota Valley School District, must be chartered by the board of education. Charters may be required to renew yearly by the board of education.

School sponsored athletics or activity clubs may be exempted from this policy on the recommendation of the building principal.

The board of education has the right to revoke or limit charters if the organization acts in violation of the charter's provisions, fails to submit budgets for board approval if required or engages in financial misconduct, or engages in other conduct detrimental to the mission of the Dakota Valley School District.

In order to obtain a charter, the organization must petition the board of education. The following materials must be included in this petition:

- A mission statement, constitution, and/or bylaws governing the organization.
- A statement identifying, in general, the proposed plans, projects or activities the POSG will use to raise funds, and a statement explaining the general purposes for the use of the raised funds.
- Chartered organizations will have the autonomy to develop and implement their own fundraising events. Any fundraising effort, which incorporates students to raise such funds, requires the approval of the board of education or administration, prior to the event. Such events should be discussed and agreed upon with the appropriate director, teacher, or coach and scheduled with the board-designated personnel.
- Any fundraising effort, which requires the use of the school facility, without student involvement, requires that the event be scheduled with the board-designated personnel.
- Identification of an individual who will serve as liaison to the board of education, and the process used to inform the board of the POSG's activities.
- That such groups schedule regular monthly meetings with a set time and place made known to the public.

- The POSG's should keep complete and accurate records of all fundraising activities. These records should be in accordance with the school uniform accounting system; recording the net receipts and expenditures of each activity, keeping a current balance of all monies, and submitting an annual report to the board of education by July 1st of each year. Upon the request of the board of education, the Business Manager should approve the proposed financial procedures of the POSG.

Any and all items donated by the POSG to the school will be for a purpose or need previously recognized by the board of education. Invoices and statements for all expenditures made by the support group shall be kept by the club. Copies of such shall be provided to the school business office as appropriate.

Adoption Date:	October 11, 1999
Policy Committee Review:	May 30, 2006
Revised:	January 9, 2012
Policy Committee Review:	December 17, 2014

RELATIONS WITH GOVERNMENTAL AUTHORITIES

The schools serve the children, the parent(s)/guardian(s), and all the residents of the school district, and it is to their interest to relate the functions of the board to other agencies concerned with the security, safety, health, and well being of its citizens.

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

The board and its administrative officers welcome all who seek to serve the residents of the area and to participate with them in the planning and execution of such projects as will be mutually beneficial.

LEGAL REFS.: SDCL 5-4-1 through 5-4-9

Adoption Date: November 9, 1998
Policy Committee Review: May 30, 2006
Revised: January 9, 2012
Policy Committee Review: December 17, 2014

**Title I - District Level
Parental Involvement Policy**

The Dakota Valley Title I District Level Parental Involvement Policy does provide the activities, events and correspondence implemented to establish the district's expectations for parent involvement.

1. The district will plan, design and implement the district's Title I program in consultation with parents of eligible students by convening an annual meeting during the fall semester. All parents of eligible students will be invited and topics to be covered will include: A. Funding, B. Selection of students, C. Activities and materials, and D. Evaluation of the program.

2. The district will provide the coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance. Title I policies are distributed to all students and families at the beginning of the school year as part of district-wide mailing that is distributed annually.

3. The district will:

- a. Distribute a school/parent compact at the time a student is enrolled in Title I. The parent signature on the compact is not required as parent permission for the student to receive Title I services;
- b. Conduct a Title I parent meeting for parents or potential parents of Title I participants; at a time which is convenient for parents.
- c. Provide parents of participating children with reports of their children's progress at the end of each quarter reporting periods;
- d. Schedule parent-teacher conference at the end of the first and third quarter reporting periods with the parents of each participating child to discuss the child's progress, placement, and methods that parents can use to complement the child's instruction;
- e. Arrange for Title I personnel to be readily accessible to parents upon parent request;
- f. Permit parents of participating children to observe Title I activities with reasonable frequency;
- g. Give a copy of these policies to parents of participating children who were not enrolled in school at the time of district-wide distribution of these policies.

4. In the event the district would have these programs the district will coordinate and integrate parental involvement strategies under Title I with parental involvement strategies under other programs, such as Head Start, Reading First, Early Reading First. Even Start, Parents as Teachers, Home instruction Program for Preschool Youngsters (HIPPY), state-run preschool programs, and Title III language instructional programs.

5. The district will conduct, with the involvement of parents, an evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served with Title I funds. This evaluation will include identifying barriers to greater participation by parents in parental involvement activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The findings of the evaluation will be utilized to design strategies for more effective parental involvement and revise the district's parental involvement program if necessary.

LEGAL REFS: Public Law 100-297, April 28, 1988
 34 CFR, Part 75 et al May 19, 1989
 Chapter I Program in Local Educational Agencies;
 Final Regulations

CROSS REFS.: ABA, Community Involvement in Decision Making (Also File:
 KC)BCF, Advisory Committees to the Board

Adopted On: December 9, 1991
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Policy Committee Review: May 30, 2006
Revised: July 12, 2010
Revised: January 9, 2012
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**Title I - School Level
Parental Involvement Policy**

1. The district will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this policy and to explain the requirements of this policy, and the right of the parents to be involved. The annual meeting for the district will be held in the fall at Dakota Valley Elementary School.
2. The district will conduct a meeting of Title I parents at a time that is convenient for the parents, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement. If parents are unable to attend the meeting, they are encouraged to contact the Title I Coordinator or the Title I teacher.
3. The district will provide parents of participating children timely information about programs under this part, a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet, and if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practically possible. The district will hold an annual Title I Parent meeting, parent/teacher conferences twice a year, conduct an annual survey and provide observations to parents upon request with reasonable frequency.

Title I Building Capacity for Involvement

To insure effective involvement of parents and to support a partnership among the schools involved, parents, and the community to improve student academic achievement, each school assisted under this part:

1. Shall provide assistance to the parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State's academic content standards and the state student academic achievement standards, state and local academic assessments, the requirements of this part and how to monitor a child's progress and work with educators to improve the achievement of their children. Each Title I school will hold a Title I parent meeting and provide literature to parents.
2. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance for parents, in the value and utility of contributions of parents and in how to reach out to communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. Each Title I school will host an Open House, Title I parent night, parent/teacher conferences and will provide opportunities for parents to observe Title I activities.

3. Shall to the extent feasible and appropriate, in the event that the district would have these programs, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities such as parent resource centers, that encourage and support parents in more fully participating in the education for their children.
4. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and to the extent practicable, in a language parents can understand. Title I teachers will provide notice of meetings by invitation, post a notice in school and district newsletters and/or on the district website.
5. Shall provide such other reasonable support for parental involvement activities under this part as parents may request appointments to visit the classroom.

Title I Accessibility

In carrying out the parental involvement requirements the district and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and to extent practicable, in a language such parents can understand. The district and school will provide an interpreter when appropriate and onsite babysitting service during the Title I parent meeting.

Title I Comparability Assurances

1. This district has established a district-wide salary schedule. This salary schedule is implemented without regard to Title I staffing in eligible attendance areas.
2. It is the policy of this district that employment of teachers, administrators, and auxiliary personnel from state and local funds shall be equivalent among schools without regard to Title I staff employed in eligible attendance areas. For the purpose of this policy, equivalence shall mean that when teachers, administrators and auxiliary personnel are assigned to schools, staff/student ratios shall be determined in order that services with state and local funds in schools receiving Title I services are at least comparable to services provided among schools of the district which are not receiving Title I funds.
3. It is the policy of this district that provisions for curriculum materials and instructional supplies shall be equivalent among schools without regard for Title I funding.

Adopted: July 12, 2010
Revised: January 9, 2012
Policy Committee Review: December 17, 2014