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## **SCHOOL & COMMUNITY RELATIONS GOALS**

The Board believes that responsible management of the school district requires 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.

Re-Adopted:

**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).

Each building administrator is authorized to use all means available to keep parents and others in the particular school's community informed about the school's program and activities.

Re-Adopted:

**PUBLIC RECORDS**

The District believes in operating in an open, transparent manner and will make district records available for public inspection, provided the release of the record(s) does not conflict with state or federal law.

The Board hereby designates the Superintendent as the District's public records officer. The public records officer will be responsible for allowing inspection of records upon public request, and for maintaining confidentiality of those records not open to the public. The public records officer will also establish fees that may be charged for the retrieval and copying public records. No fee may be charged for the electronic transfer of any minutes of open meeting actions that were recorded in the last three years.

Failure to provide records may result in a civil or criminal penalty.

Re-Adopted:

**PUBLIC RECORDS  
(Regulation)**

The Superintendent will act as the public records officer for handling routine record requests. Public records are available for viewing during the school's normal business hours. The cost of copying public records will be \$0.10 per page. No fee may be charged for the electronic transfer of any minutes of open meeting actions that were recorded in the last three years. A log will be maintained of all requests, and the disposition.

If a request is refused, it may be submitted in writing, and if refusal is maintained, a written confirmation will be submitted.

Certain records are exempt from public access including: student information and personnel information other than routine directory information, employee salaries and public employee contracts.

It is the desire of the administration to fully comply with the letter and spirit of the district's policy and South Dakota Law. While there may be disagreements over the availability of records, the district will make every attempt to settle disputes amicably and factually through the processes established by state and federal law.

Re-Adopted:

**NEWS MEDIA RELATIONS**

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

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

Re-Adopted:

**NEWS RELEASES**

The Superintendent or his 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 designee.

The Superintendent or his designee will work in cooperation with the administrative staff, and the school principals. He 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.

Re-Adopted:

## **COMMUNITY INSTRUCTIONAL RESOURCES**

Helping each child develop to his full potential and become a contributive citizen to this community are important objectives of this district's educational program.

Toward these ends, the Board will encourage administrative and instructional personnel to rely on the community as one available educational tool. The administration will direct the development of a community instructional resources program designed to involve the citizens, the institutions, and the environment of our community in the education of its children.

The Superintendent will have supervisory control over the community resources program, which will include the school volunteer service. Members of the staff and of the community will be encouraged to offer their ideas and services through the channels developed by the administration. Community resource files will be developed, noting contacts for voluntary assistance, program contribution, and an evaluation of the effectiveness of each contribution.

From time to time, each school principal may be asked to provide the Superintendent with a summary of the extent and effect of using such volunteers. At least annually the Superintendent will report to the Board on the involvement and effectiveness of the community in the resource program.

Re-Adopted:

**PUBLIC USE OF SCHOOL BUILDINGS**

It is the belief of the Elk Point-Jefferson School Board that the best interest of the community is served by allowing extensive use of the school district facilities. It is also the board’s belief that such use should take place in a manner that does not interfere with the district’s educational program for students, and does not reduce resources for the students’ educational program.

All local, civic, religious, fraternal, and community organizations, or groups interested in promoting cultural, educational, or recreational activities are eligible to use buildings, grounds, or other school properties, providing the activities to be conducted are not contrary to the public interest and are not contrary to law.

School buildings and facilities are available for community use at no cost provided:

1. The building’s use is scheduled for the hours it is normally open and staffed. Exceptions to these normal hours must be cleared through the Superintendent.
2. The Superintendent approves the request for the use of the building.
3. Such use does not conflict with the school’s schedule.
4. Appropriate personnel must provide supervision of facilities.
5. The District incurs no direct or indirect costs for the use of the facility (ex. cleanup or damage of property/equipment). The Superintendent must approve exceptions.
6. The use of the facility is not for an individual’s personal use or for private gains, i.e., private parties, wedding receptions, etc., that would normally be held in churches or businesses in the community.

School buildings and facilities are available to non-profit making resident citizen’s groups during hours when the building is usually closed, when:

1. The guidelines from above are met.
2. Groups raising money for the benefit of our youth shall not be charged for the use of the facility.
3. School affiliated groups or local organizations sponsoring community service programs are exempt from all charges provided no supervisory or housekeeping services are needed. If supervision or housekeeping of facilities is necessary, the fees shall be the direct costs incurred by the school. The Superintendent must approve all exceptions.
4. All staff groups and teachers and student groups may use school facilities with prior approval of activities director.
5. Under unusual circumstances, such as an overriding community need, the Superintendent may approve the use of school facilities without cost.

FEES FOR PROFIT MAKING GROUPS (groups whose intent is to benefit or make a profit for an individual or members of the group):

Classroom rate	\$25.00 per hour
Cafeteria rate	\$100.00
Stage or Gym rate	\$25.00 per hour plus custodial costs if they are needed
Athletic Complex	\$500.00 plus custodial costs

Certificates of insurance are required for the use of outside areas and may be required for some kinds of inside events. The school district reserves the right to deny the use of the facility when such usage might result in damage to the school facility. Failure to adhere to the regulations of this policy will result in the loss of the privilege of using the facility. Should unusual circumstances arise, it may be necessary to withdraw an approved agreement.

No gratuities shall be paid to school personnel by organizations using facilities. The school will pay the salary or wages for on duty school personnel. Fees for the use of the facility shall be billed by the Superintendent and collected by the Business Office.

On all matters relating to the interpretation or appeal of this policy, the board's decision will be final.

REGULATIONS:

1. No tobacco products will be allowed in the school building.
2. There shall be no alcoholic liquors or beverages, or drugs brought to or consumed in the buildings or on the grounds.
3. Applications for the use of school facilities should be made through the Superintendent. All users are required to sign a users agreement.
4. All groups using school facilities must have responsible adult supervision present at all times. A school employee on paid or volunteer status must be in attendance to unlock, supervise and relock the facility each time it is used.
5. Users are responsible for the proper utilization of equipment and facilities and are responsible for any breakage or damage that occurs. Users are responsible for the proper control of activities and persons using school facilities and equipment so that all safety factors are observed. Users are responsible for the correction of minor and easily correctable safety factors and are asked to report all others immediately or on the next working day, as warranted, to the activities director.
6. Users agree to hold the District harmless from any and all liability arising out of the user's negligence or omissions while using the school facilities or equipment.
7. Business or for-profit groups and individuals will be required to furnish a certificate of liability insurance prior to the execution of the rental agreement.
8. School buildings and grounds will be available only during the time listed on the contract. Likewise, only those buildings and grounds listed on the contract will be available, and activities should be confined to the stated area.
9. The serving of food in school buildings by a commercial caterer is permitted, but must be first approved by the Superintendent and stated in the usage contract.
10. The school reserves the right to adopt and enforce additional rules and regulations as may be deemed appropriate in individual cases.

11. Organizations using the buildings and facilities must have an adequate number of adult sponsors to assure proper care and use of school property. Said supervisors must be present during the duration of the activity.
12. All persons participating in physical education or athletic activities will wear approved gymnasium shoes. Food and drinks will be permitted in designated areas only.
13. Moving and adjusting scenery, securing lighting effects, operating the public address system, and similar matters will be accomplished under the direction of a designated school employee.
14. All properties not belonging to the school are to be removed after the last performance or the day after use of school facilities.
15. All damages to school property shall be repaired and billed to the sponsoring individual or organization. A damage deposit may be required at the discretion of the Superintendent.
16. When additional custodial and supervisory personnel are needed for set-up, clean-up, supervision, etc. an additional charge per hour may be added to defray such expenses.
17. Here are some common sense guidelines for using the athletic facility:
  - a. No black sole shoes on gym floor.
  - b. Bleachers are not to be used at anytime without the approval of the Superintendent.
  - c. Please keep the area clean that is used for your activity.
  - d. Report any damaged items or equipment to the Superintendent.
  - e. Please remember, to supervise your children at all times. The school is not to be used as a day care center.

## PUBLIC CONDUCT ON SCHOOL PROPERTY

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

1. The willful physical injury of any person or the threat to use force which would result in such injury.
2. The harassment or coercion of any person;
3. The willful damage to, or destruction of, property;
4. The willful disruption of the orderly conduct of classes or of any other school program or activity;
5. The entry of any school building or upon any portion of the school premises unless such entry is made in connection with official business with the district or to attend an activity or function authorized thereby;
6. The willful interference with the lawful and authorized activities of others;
7. The possession, consumption, or exchange of alcoholic beverages, unauthorized drugs, or narcotics on school property;
8. **The possession or use of any "tobacco products" listed in Board Policy KGC.**
9. 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;
10. The violation of any federal or state statute, local ordinance, or Board policy;
11. 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 or her duties;
12. The distribution or posting of any written material, pamphlets, or posters without the prior written approval of the Superintendent.

### ENFORCEMENT AND PENALTIES:

Any violation of the above shall be reported immediately to the building principal. The principal 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 by violators to leave school property immediately;~~
- ~~3. A call to police and a specified charge made under the penal code.~~

1. Violators of this policy will be informed of the policy by the school administrator, and will be directed to comply with the policy.
2. Violators of this policy who fail to comply with the policy will be directed to leave the building, grounds, or activity immediately.
3. Violators who continue to ignore the policy, or who ignore the request of the school administrator may be denied further admission to future school district events both home or away by the Superintendent or until the School Board has approved a written request from the individual to rescind the ban.
4. Violators who are hostile in their actions, will be referred to the local law enforcement personnel as governed by SDCL 13-32-6 and will also be subject to the actions in #3 above.

**OTHER PENALTIES:**

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

**REF: SDCL 13-32-6. Disturbance of school as misdemeanor.**

A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of a public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to present the teacher or pupil from performing his duty, is guilty of a Class 2 misdemeanor.

Adopted: xxx, 2018

## TOBACCO-FREE SCHOOL POLICY

The Elk Point-Jefferson Board of Education 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 (electronic or otherwise) or smokeless products which resemble the smoking of tobacco
- any product or device (electronic or otherwise) that contains nicotine unless prescribed by a doctor for a nicotine secession program
- any device (electronic or otherwise) 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.

Adopted: xxx, 2018

**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.

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

Re-Adopted:

## **PUBLIC SOLICITATIONS AND ADVERTISING IN THE SCHOOLS**

### **SOLICITING:**

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

Salespeople are prohibited from talking to teachers at any time during the school day. Salespeople representing educational companies may be granted this opportunity by making 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 or agency.

### **ADVERTISING:**

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

### **CHARITY FUND-RAISING:**

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

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

Re-Adopted:

**DISTRIBUTION AND POSTING OF PROMOTIONAL MATERIALS**

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are non-curricular. Non-curricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

It is the responsibility of the Superintendent, in conjunction with the building principals, to draft administrative regulations regarding this policy.

Re-Adopted:

## **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 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.

Re-Adopted:

## COMPLAINTS FROM THE PUBLIC

The School District welcomes constructive comments that help to improve the quality of our educational program or to equip the district to do their tasks more effectively.

The Board believes that official complaints relating to the school district, its policies, personnel, programs or instructional materials are best handled and resolved as close to the origin as possible. District staff will receive complaints courteously and respond properly to individuals who formally bring complaints to the district.

To ensure efficient and thorough management of complaints, the superintendent shall develop regulations consistent with this policy. The regulations may include, but are not limited to:

- a. Procedures to channel complaints personnel best positioned to resolve the issue;
- b. Procedures to formally accept, acknowledge and respond to complaints;
- c. Procedures to elevate unresolved complaints to higher levels of authority within the district;

Complaints about district staff will be given respectful attention. If the complaint warrants an investigation, due process rights will be maintained.

If a complaint, excluding those concerning Board actions or Board operations, is made directly to the school board or to an individual school board member, the individual making the complaint will be advised to issue the complaint to the district using the district's complaint procedures.

After receiving the full attention and diligence of the staff, unresolved complaints may be appealed to the School Board, provided the appeal occurs within seven calendar days of the superintendent's final ruling. The superintendent shall present the appeal in accordance with relevant district policies. The Board will consider the appeal at the next regular board meeting and act on the matter according to its best judgment.

Re-Adopted:

## **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," 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 the form, "Request for Reconsideration of Instructional Materials." The recommendation of the committee will be sent to the complainant by the Superintendent. If the complainant is not satisfied, he 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.

Re-Adopted:

## **PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**

Constructive criticism of the schools is welcomed by the School District when it is motivated by a sincere desire to improve the quality of the education program and to help the school personnel in performing their tasks more effectively.

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 shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and will be given every opportunity for explanation, comment, and presentation of the facts as he or she sees them.

In cases of discipline or other school matters relating to their children, parents will first discuss the matter with the teacher. If, for some reason, they are not satisfied, they may further discuss that matter with the following persons in the following order: the principal of the building, then the Superintendent or the Superintendent's designee. If the Superintendent is unable to satisfy the parents, he or she will report the case to the Board for consideration and action. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level. The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the complaint and the action desired.

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, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumor shall be discounted, as well as emotional feelings except those directly related to the facts of the situation.

The Board will render its decision which the Superintendent will implement. The decision of the Board may be appealed.

Re-Adopted:

## **RELATIONS WITH PARENT ORGANIZATIONS**

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

The parent-teacher association (PTA) 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 lead to community or school improvements, studying school problems, supporting school projects, and cooperating with other community agencies.

Each school may set up its own form of parent-teacher association. Before official recognition, their organizational plan and rules of operation must be approved by the Board. The association membership may then form its own committees, plan its own programs, study projects, and other activities in line with Board policies. Resolutions of a school's parent-teacher association 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.

Re-Adopted:

## **PARENT INVOLVEMENT IN TITLE I**

The Board recognizes the importance of parental involvement with the Title I program and operations of the public school. By working together, the quality of the educational programs will improve.

To foster mutual respect and confidence between parents and the board, an atmosphere of openness and honesty will prevail. The Board will encourage parents 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 Boards' activities.

### **PARENTS' ADVISORY COMMITTEES:**

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

Re-Adopted:

**PARENT INVOLVEMENT GUIDELINES - TITLE I  
(Regulation)**

The Board believes that activities to increase parental involvement are a vital part of the Title I Program. Parents will have an opportunity to design, implement, evaluate and suggest changes to improve the program.

GUIDELINES:

1. **Parental Notification.** Parents of Title I students will be notified within two weeks of a child's selection for the program, and for what academic skills and instructional objectives the student has been selected.
2. **Parental In-service.** Specific materials and suggestions will be provided to parents to assist in the education of their children at home. Suggestions for promoting educational activities at home will also be provided.
3. **Student Program Report.** Parents will be provided with student program reports at the end of each reporting period. If necessary, periodic written reports will be mailed to parents.
4. **Parent-Teacher Conferences.** Regular scheduled conference will be held each year to keep parents informed on the progress of their child. Other conferences may be held on request of the parent or teacher.
5. **Parent Visitation.** Parents are permitted to observe classes at any time, after checking at the administrative office.
6. **Parent Advisory Committees.** Parent Advisory Committees may be established at each school to review the overall program and to suggest changes.
7. **Meeting.** At least one public meeting will be held annually where administrators, staff members, parents of participants, parent advisory committees and other interested parents may be present. Agenda items at this meeting will include:
  - Information concerning the views of parents and students about educational needs of Title I students and the priorities of student needs;
  - Review Title I applications and make recommendations for improving program activities for ensuing projects;
  - Review annual funding allocations and carry-over funds;
  - Represent and express ideas and opinions of the parents and students of each school attendance area;
  - Assist the school district in the dissemination of Title I information to parents and the general public through the local media and a school newsletter; and
  - Emphasis on supplemental instructional activities appropriate for achieving program goals and objectives.

8. **In-service for Teachers.** Materials and information will be provided to teachers and other instructional staff involved in the program to assist them to work more effectively with the parents of participating students.
9. **Announcements.** All parents and students are invited by newsletter or through the local media to the annual meetings or other scheduled meetings. Information will be disseminated at these meetings advising involvement requirements. Reasonable support for parental activities will be handled in a timely manner.
10. **Policy Dissemination.** Policies, regulations, and other Title I information will be made available to parents at each of the scheduled meetings and at parents' request anytime during the school year. Parents will be given an opportunity to be involved in the policy development process.

Re-Adopted:

## **ANNUAL NOTIFICATION TO PARENTS**

The School Board seeks to keep students, parents and the public informed of their rights and responsibilities. The district will comply with federal law to ensure parents, guardians and adult students receive annual notices on the following topics, as required by federal law:

- All notices as required under No Child Left Behind
- All notices as required under the Family Educational Rights and Privacy Act
- All notices as required under the Protection of Pupil Rights Amendment
- All notices as required by Child Nutrition Programs
- All notices as required by the Asbestos Hazard Emergency Response Act
- All notices as required by the McKinney Vento Act
- All notices as required under Non-Discrimination under Title IX, Section 504, Age Discrimination Act, Title II of the Americans with Disabilities Act
- All notices as required by the Individuals with Disabilities Education Act

### METHOD OF NOTICE:

The standard method of the school district is to post these notices on the school website and also in the school newsletter. The School Board also recognizes the legal right of parents, guardians or adult students to receive annual notices from the district or school by electronic mail in lieu of regular mail. In order to receive notices by electronic mail, the parent, guardian or adult student must provide the school an electronic mail address to which the notifications may be sent.

Re-Adopted:

**NO CHILD LEFT BEHIND**

With the passage of the No Child Left Behind (NCLB) Legislation, parents of all school children have a right to know the professional qualifications of the classroom teachers who instruct their child. Federal laws allow you to ask for certain information about your child's classroom teachers, and require us to give you this information in a timely manner if you request it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers.

- Whether the state of South Dakota has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the state South Dakota has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degree(s).
- Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.
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If you would like to receive any of this information, please send a written request to the Superintendent, Elk Point-Jefferson School District, PO Box 578, Elk Point, SD 57025

Re-Adopted:

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - FERPA**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the school district, with certain exceptions, obtain written consent from a student's parents or guardian prior to the disclosure of personally identifiable information from a student's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless a student's parent or guardian have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the District to include this type of information from student's education records in certain school publications. Examples include:

1. A playbill, showing student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If a student's parent or guardian does not want the school district to disclose directory information from his or her child's education records without prior written consent, he or she must notify the District in writing by August 1 of the upcoming school year.

The District has designated the following information as directory information:

1. Student's name;
2. Address;
3. Telephone listing
4. Name(s) of Parent(s)
5. Photograph
6. Date and place of birth
7. Dates of attendance
8. Grade level
9. Participation (including video) in officially recognized activities and sports
10. Weight and height of members of athletic teams
11. Degrees, honors, and awards received
12. The most recent educational agency or institution attended

### **Notification of Rights under FERPA - For Elementary and Secondary Schools:**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

2. Parents or eligible students should submit to the School Principal a written request that identifies the record (s) they wish to the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
4. inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where
5. Parents or eligible students who wish to ask the School to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the rights to a hearing.
6. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
7. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
8. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
9. Upon request, the School discloses education records with consent to officials of another school district in which a student seeks or intends to enroll.
10. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Elk Point-Jefferson School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

Re-Adopted:

**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the Elk Point-Jefferson School District 61-7, conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

1. **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education.
  - a. Political affiliation or beliefs of the student or student's parents;
  - b. Mental and psychological problems of the student and his/her family;
  - c. Sex behavior and attitudes;
  - d. Illegal, anti-social, self-incriminating and demeaning behavior;
  - e. Critical appraisals or other individuals with whom respondents have close family relationships;
  - f. Legally recognized privileged or analogous relationships such as those of lawyers, physicians, and ministers;
  - g. Religious practices, affiliations, or beliefs of the student or student's parents;
  - h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
2. **Consent** before students participate in activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. **Receive notice and an opportunity to opt a student out of-**
  - a. Any other protected information survey, regardless of funding;
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, and scoliosis screenings, or any physical exam or screening permitted or required under State law, and
4. **Inspect**, upon request and before administration or use
  - a. Protected information surveys of students;
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
  - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

The School will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

The School will also directly notify, such as through U. S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School will make this notification to parents at the beginning of the school year if school has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities or surveys and be provided an opportunity to opt their child out of such activities or surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

The following Policy is the school's public notice and consent/opt-out for specific activities, with annual notification of rights under PPRA (the proposed surveys, flu shot disclosures and personnel information collection and distribution disclosures are examples only.)

Re-Adopted:

**PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Elk Point-Jefferson School District 61-7 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys):

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sex Behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals or others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parents;
8. Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure or use of the student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Re-Adopted:

**NOTICE OF NONDISCRIMINATION:**

The Elk Point-Jefferson School District does not discriminate on the basis of race, color, creed, religion, national origin, gender, disability, ancestry, sexual orientation, gender identity or age in its education programs or activities and employment opportunities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquires regarding nondiscrimination policies and Title VI and Title IX compliance:

Superintendent  
Elk Point-Jefferson School District  
402 South Douglas  
PO Box 578  
Elk Point, SD 57025  
605-356-5951

Re-Adopted:

**SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is an Act which prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such impairments; or
3. Is regarded as having such an impairment

In order to fulfill obligations under Section 504, The Elk Point-Jefferson School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. Discrimination against any person with a disability should not knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with impartial hearing officer.

The following respective principal of each school building serves as Section 504 coordinator/director for each building program:

Principal  
Elk Point-Jefferson Elementary School  
402 South Douglas  
PO Box 578  
Elk Point, SD 57025  
605-356-5801

Principal  
Elk Point-Jefferson MS/HS  
402 South Douglas  
PO Box 578  
Elk Point, SD 57025  
605-356-5901

South Dakota Regional U.S. Office of Civil Rights:  
Region Director  
U. S. Department of Education  
Office of Civil Rights  
8930 Ward Parkway, Ste. 2037  
Kansas City, MO 64117-3302  
Phone: 816-826-0550  
Fax: 816-826-1404  
TDD: 877-521-32172  
Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Re-Adopted:

**RELATIONS WITH POLITICAL ORGANIZATIONS  
(PUBLIC FUNDS)**

The board believes in the importance of democracy and the rights of citizens to be involved in politics, but recognizes state and federal law that prohibits schools from seeking to influence elections.

School district funds, whether derived from local, state, or federal sources, will not be used for the purposes of influencing elections or ballot measures to be decided by the community or statewide voters.

The school will, in keeping with state and federal law, offer factual information on ballot measures that have the potential to affect district operation, including, opt-out campaigns and bond campaigns, to the public for the purpose of educating voters.

School resources, including staff time, shall not be used for political purposes.

Re-Adopted:

**RELATIONS WITH GOVERNMENTAL AUTHORITIES**

The schools serve the children, the parents, 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 the citizenry.

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.

Re-Adopted: