

THE NETWORK SCHOOLS COMMUNITY RELATIONS

Table of Contents

4000	Goals.....	3
4100	Public Relations.....	4
4105	Public Participation in Board Meeting – Request to Address the Board	5
4105F	Request to Address the Board.....	7
4110	Public Complaints and Suggestions	10
4120	Uniform Grievance Procedure	13
4120F	Uniform Grievance Form	16
4130	Visitors to the School.....	19
4150	Accommodating Individuals with Disabilities.....	20
4160	Parents Right-to-Know Notices.....	22
4200	Records Available to Public.....	28
4210	Public Access to The Network Schools Records	33
4210F	The Network Schools Record Request Form.....	37
4220	Public Access to The Network Schools Website.....	39
4230	Website Accessibility and Nondiscrimination	41
4240	School Operated Social Media	43
4260	School Support Organizations.....	45
4270	Community Use of School Facilities	48
4270P	Community Use of School Facilities	49
4270F	Community Use of School Facilities Application and Agreement	52
4280	Use of School Property for Posting Notices.....	55
4290	Distribution of Fund Drive Literature Through Students	56
4300	Conduct on School Property – Students, Staff and Visitors	57
4310	Contact with Students.....	59
4320	Disruption of School Operations	60
4330	Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events	61
4400	Relations with the Law Enforcement and Child Protective Agencies.....	62
4410	Interviews, Investigations and Arrests by Law Enforcement	63

4420	Visitors to the Network Schools Property, Including Sex Offenders	66
4420F1	Sex Offenders	69
4420F2	Sex Offenders	73
4500	Public Gifts/Donations to The Network Schools.....	75
4500P	Public Gifts/Donations to The Network Schools.....	77
4510R	Public Gifts to The Network Schools.....	78
4520	Soliciting and Accepting Grants or Public Donations	80
4600	Volunteer Assistance.....	81
4600F	Volunteer Confidentiality.....	82
4600P	Volunteer Assistance Procedures.....	83
4605	Student Teachers	88

The Network Schools

COMMUNITY RELATIONS

4000 Goals

The Board, through the leadership of the Executive Director and Administrative Staff and the assistance of staff members, will seek to enhance The Network Schools' community relations by striving to achieve the following goals:

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

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4100 Public Relations

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

The Executive Director with the support from Administrative Staff shall establish and maintain a communication process within the school system and between it and the community. Such a public information program shall provide for news releases at appropriate times, arrange for news media coverage of school programs and events, provide for regular direct communications between individual schools and the citizens they serve, and assist staff in improving their skill and understanding in communicating with the public.

Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses and other such events or activities which may bring staff and citizens together.

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4105 Public Participation in Board Meeting – Request to Address the Board

The Board encourages members of The Network Schools community to express their ideas and concerns. During a time of Health Emergency, the Board may offer the ability to attend their meeting remotely, including the ability to submit patron input electronically ahead of time. Such electronically provided input shall be provided to the Board of Directors. The comments of the community will be given careful consideration. In the evaluation of such comments, the priority will be The Network Schools students and their educational program.

NOTICE

DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION. ADDITIONALLY, OTHER TOPICS YOU WISH TO ADDRESS MAY ONLY BE APPROPRIATE FOR EXECUTIVE SESSION. IN SUCH INSTANCES, THE BOARD WILL DETERMINE IF YOUR COMMENTS ARE APPROPRIATE FOR OPEN OR EXECUTIVE SESSION AND WILL NOTIFY YOU ACCORDINGLY.

A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLS OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.

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

1. Teacher or Staff;
2. Supervisor, if applicable;
3. Administrative Staff, if applicable;
4. Executive Director; then
5. Board of Directors.

Please also see The Network Schools Policy 4110 Public Complaints.

Members of the public will not be recognized by the Chair as the Board conducts its official business except when the Board schedules public discussion period on a particular item. The Board will listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

If required, at a regular or special meeting of the Board, the agenda will provide time for public comment before the Board. Persons wishing to address the Board will be required to submit a "Request to Address the Board" form. Forms are available from the Board Clerk and will be

available at each meeting.

Total time allotted for public comment will not exceed one (1) hour. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to five (5) minutes. Public comment will be taken on matters scheduled on the agenda. Should a large number of the public wish to speak on the same issue or topic, members of the public are encouraged to select one or more representatives to summarize their position. Additionally, the Board Clerk will accept written comments for distribution to the Board. The Board may decline to hear repetitive comments. The Chair may also deny an individual the opportunity to address the Board if the individual has previously addressed the Board on the same subject within the past two months.

Written materials for the Board must be submitted to the Board Clerk. The written material must include the name, address, and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Directors if received by noon the Friday preceding the Board meeting. Materials should not be sent directly to the Board. Materials may be presented or mailed to the Board Clerk at 1513 Tyrell Lane, Suite 110, Boise, ID 83706, or emailed to the Board Clerk.

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

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

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

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

Cross References: Community Relations Policy 4110 Public Grievances
Community Relations Policy 4120 Complaints and Grievances
Community Relations Policy 4320 Disruption of School Operations

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

Policy History

Adopted: 5/16/2011	Reviewed: 5/16/2016	Revised: 5/16/2016
	Reviewed: 2/25/2019	Revised: 2/25/2019
	Reviewed: 8/17/2020	Revised: 8/17/2020

The Network Schools

COMMUNITY RELATIONS

4105F Request to Address the Board

NOTICE

DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION. ADDITIONALLY, OTHER TOPICS YOU WISH TO ADDRESS MAY ONLY BE APPROPRIATE FOR EXECUTIVE SESSION. IN SUCH INSTANCES, THE BOARD WILL DETERMINE IF YOUR COMMENTS ARE APPROPRIATE FOR OPEN OR EXECUTIVE SESSION AND WILL NOTIFY YOU ACCORDINGLY.

A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING, OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLS OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.

Any complaint about The Network Schools, including instruction, discipline, personnel policy, procedure, or curriculum, should be referred through proper administrative channels before it is presented to the Board of Directors for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or Staff;
2. Supervisor, if applicable;
3. Administrative Staff, if applicable;
4. Executive Director; then
5. Board of Directors.

If these channels have been exhausted, this form should be filled out and handed to the Board Clerk prior to the beginning of the meeting.

The Board of Directors follows a written agenda, a copy of which is available to assist you in participating in the meeting.

If you have indicated on this form your desire to speak, the Chair will announce your name at the appropriate time.

You will have the floor a maximum of five (5) minutes.

The Board of Directors encourages input from the public. If you want the Board to receive more information than time permits, please reduce your concerns to written form and send them to the Board Clerk. Written Comments must include name, address, and telephone number.

All individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chair.
2. Identify oneself and be brief. Comments shall be limited to five (5) minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than five (5) minutes.
3. The Board Chair may shorten or lengthen an individual's opportunity to speak. The Chair may also deny an individual the opportunity if the individual has previously addressed the Board on the same subject within the past two months.
4. The Board Chair shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board policy.
5. Patrons and community members who are unable to attend meetings in-person, are encouraged to submit public comment in writing. The Board Clerk will provide written comments to the Board during the period of public comment.

Form History

Adopted: 5/16/2011

Reviewed: 5/16/2016

Revised: 5/16/2016

Reviewed: 2/25/2019

Revised: 2/25/2019

Reviewed: 8/17/2020

Revised: 8/17/2020

The Network Schools
COMMUNITY RELATIONS 4105-Form
REQUEST TO ADDRESS THE BOARD

Date: _____ Requested Meeting Date: _____

Name: _____

Address: _____

Primary Phone #: _____

Email Address: _____

Affiliation Represented (parent, PTO, neighbor, etc.): _____

Brief Description of Reason to Address the Board:

Have you discussed this topic with the Executive Director? Yes No

Important Information for Addressing the Board

If appropriate, the Board will add the request to the meeting agenda. Please submit any written materials to the Clerk of the Board at least three (3) business days in advance of the scheduled meeting.

If you have any technology needs for your presentation to the board, please make arrangements with school leadership at least one week in advance.

Each speaker will be limited to five (5) minutes.

Because of the diversity of issues, members of the Board will not respond to public comment. Instead, issues may be recorded and referred to the proper staff person for follow-up.

I have read and understand The Network Schools Community Relations Policy 4105: Public Participation in Board Meeting – Request to Address the Board and agree to abide by the guidelines provided in the policy.

Signature

Date

Form History
Adopted: 5/16/2011 Reviewed: 5/16/2016 Revised: 5/16/2016

The Network Schools

COMMUNITY RELATIONS

4110 Public Complaints and Suggestions

The Board is committed to providing an effective means for parents and the community to voice concerns and offer suggestions to improve the operation of The Network Schools. The Board also strives to resolve matters raised by members of the school community whenever possible. To this end, the Board has established the following process to address concerns, complaints, and suggestions that do not fall within the scope of:

1. Any School complaint policy;
2. Policy 2530 Instructional Materials Review; or
3. Any other complaint or appeal process specifically provided in policy.

The Network Schools shall consider each complaint or suggestion on its merits.

Suggestions

The Board believes that a continuing two-way dialogue between the school and the public is necessary. It shall be the policy of the Board to give consideration to suggestions posed to the Board by residents of the School's attendance area, students of The Network Schools and their parents/guardians, and School employees and volunteers. Those wishing to make suggestions should submit them in writing to the appropriate school administrator, to the Executive Director, or to the Board clerk to forward to the Board Directors as appropriate.

Complaints

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

Level 1: Address Complaint with Employee Involved or at the Level of the Complaint

The complaint should be received and addressed with the employee involved or at the level closest to which the complaint originated. For example, a complaint regarding a classroom issue should be heard first by the teacher. A complaint regarding the school in general should be addressed first by the Executive Director.

Any employee receiving a complaint should verify whether the complaint has been appropriately referred to them and, if not, assist the complainant by identifying the appropriate employee to receive the complaint.

Once appropriately referred, the employee should work with the complainant to resolve the issue.

If the complainant is unable to resolve the matter with the employee, the employee should direct them to this policy.

Level 2: Executive Director

If the complaint is not resolved at Level 1, the complainant may provide a written complaint to the Executive Director stating:

1. The nature of the problem and the date the complainant attempted to address the matter as described in Level 1; and
2. The remedy requested.

It must be signed and dated by the complainant. The written complaint must be filed with the Executive Director within 60 days of the event or incident, or from the date the complainant could reasonably become aware of such occurrence.

The Executive Director may investigate and attempt to resolve the complaint within 30 school business days. If either party is not satisfied with the decision of the Executive Director, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within 15 days of receiving the Executive Director's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Executive Director to the Board bears the burden of proving a failure to follow Board policy.

Level 3: The Board

When the Board receives a written appeal of the decision of the Executive Director in which the complainant alleges a failure to follow Board policy, the matter may be placed on the agenda of the Board for consideration at the earliest time convenient to the Board.

The Board has the sole discretion in determining how to handle the complaint review, including but not limited to the option of solely reviewing the written record and making a determination or seeking to speak with both sides of a complaint during a properly noticed meeting of the Board.

A decision by the Board shall be made and reported in writing to all parties within 30 days of the Board's review, whether by written record or via meeting with the parties. The decision of the Board will be final.

Cross References:	2530	Instructional Materials Review
	3060	Education of Homeless Children
	3085	Sexual Harassment, Discrimination and Retaliation Policy
	3085P	Title IX Sexual Harassment Grievance Procedure, Requirements and Definitions
	4120	Uniform Complaint Policy
	5250	Certificated Staff Grievances
	5800	Classified Employment Assignment
	5800P	Classified Employee Grievance Procedure

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

Reviewed: 8/15/2022

Revised: 8/15/2022

The Network Schools

COMMUNITY RELATIONS

4120 Uniform Grievance Policy

It is the Board's desire that administrative procedures for settling complaints and grievances of any and all persons- students, parents/guardians, and patrons, hereinafter 'grievant'- be an orderly process within which solutions may be pursued. This policy shall apply to people employed by The Network Schools only if their grievance is in their capacity as a parent/guardian or patron. Any other employee complaints shall be resolved as described and specified below.

It is the intent of the Board that this policy provide prompt and equitable resolution at the lowest possible administrative level. Additionally, it is the Board's desire that each grievant be assured an opportunity for orderly presentation and review of complaints without fear of reprisal.

Grievance Procedure

This grievance procedure should be followed if a grievant believes that the Board, its employees or agents have violated the grievant's rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy, except that any allegation of sexual misconduct or sexual harassment shall be addressed in accordance with Policy 3085. As referenced above, staff grievances relating to their employment position are solely controlled by:

1. Policy 5800 and Procedure 5800P in the case of classified staff;
2. Policy 5250 in the case of certificated staff

The Network Schools will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

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

Level 1: School Official (Informal and optional – may be bypassed by grievant)

A grievant with a complaint is encouraged to first discuss it with the employee (teacher, counselor, administrator, etc.) involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual misconduct against a student should be addressed in accordance with Policy 3085.

Level 2: Executive Director or Human Resources Representative

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating:

1. The nature of the grievance, including identification of the state or federal constitutional provision, state or federal statute, and/or Board policy the grievant alleges has been violated and the Date the grievant attempted to address the matter informally with the employee in Level 1; and
2. The remedy requested.

It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the Executive Director or the Human Resources Representative within 60 days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the Executive Director or the Human Resources Representative shall investigate and attempt to resolve the complaint within 30 school business days. If either party is not satisfied with the Executive Director or the Human Resources Representative's decision, the grievance may be advanced to Level 3 by requesting in writing that the Board review the Executive Director or the Human Resources Representative's decision. This request must be submitted to the Board within 15 days of the Executive Director or the Human Resources Representative's decision.

If the complaint alleges a violation of Title II, Section 504, of the Rehabilitation Act, or a violation of Title IX other than sexual misconduct, the Executive Director or the Human Resources Representative shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The Network Schools has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Executive Director within 30 school business days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Executive Director agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Executive Director rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within 15 days of receiving the report of the Coordinator to the Board for a hearing.

Level 3: Board of Directors

When the Board receives a written appeal of the decision of the Executive Director in which the grievant alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration at the earliest time convenient to the Board. The Board has the sole discretion in determining how to handle the grievance review, including but not limited to the option of solely reviewing the written record and making a determination or seeking to speak with both sides of a grievance during a properly noticed meeting of the Board.

A decision by the Board shall be made and reported in writing to all parties within 30 days of the Board's review, whether by written record or via meeting with the parties. The decision of the Board will be final.

Definitions for Policy 4120

Day: a working day; the calculation of days in grievance processing shall exclude Saturdays, Sundays, school holidays and school breaks.

Grievance: a complaint alleging a violation of any policy, procedure, or practice which would be

prohibited by Title VI, Title VII, Title IX other than sexual misconduct, Section 504, the ADA, and other federal and state civil rights laws, rules and regulations.

Grievant: a student, parent/guardian, employee or visitor of The Network Schools who submits a grievance.

On school premises or at any school sponsored activity, regardless of location: shall include, but not be limited to buildings, facilities, and grounds on any The Network Schools campus, school buses, school parking areas; and the location of any school sponsored activity. This includes instances in which the conduct occurs off the school premises but impacts a school related activity.

Procedure History:

Cross Reference: 3085 Sexual Harassment, Discrimination and Retaliation Policy
3085P Title IX Sexual Harassment Grievance Procedure,
Requirements and Definitions

Adopted: 5/16/2011	Reviewed: 5/16/2016	Revised: 5/16/2016
	Reviewed: 2/25/2019	Revised: 2/25/2019
	Reviewed: 11/18/2019	Revised: 11/18/2019
	Reviewed: 10/26/2020	Revised: 10/26/2020
	Reviewed: 11/15/2021	Revised: 11/15/2021

The Network Schools

COMMUNITY RELATIONS

4120F Uniform Grievance Form

Grievance You Would Like Addressed

If the complaint pertains to sexual harassment or sexual misconduct, the concerns should be remanded to the Title IX Coordinator to address in accordance with Policy 3085.

(Please keep your presentation to one sheet. Thank you.)

Name: _____ Date: _____

Mailing Address: _____

Phone Number(s): _____

Please identify the right guaranteed by the state or federal constitution, state or federal statute, or Board policy you believe has been violated. If this was an instance of sexual harassment, please report the issue as described in Policy 3085 and Procedure 3085P.

Subject: _____

Issue:

Examples that validate the problem:

Results:

Suggested Solutions:

Response Date: _____

Person Responding _____

Response to Concern

Person Responding _____ Response Date _____

Method used to communicate response:

Actions taken to investigate concern:

People contacted in gathering information upon which to make decision:

Findings of investigation:

Decision:

Results of communicating the decision:

Signature

Form History:

Adopted: 5/16/2011

Reviewed: 5/16/2016
10/26/2020
11/15/2021

Revised: 5/16/2016
10/26/2020
11/15/2021

The Network Schools

COMMUNITY RELATIONS

4130 Visitors to the School

Visitors to the Schools

While The Network Schools encourages visits by Board members, parents and citizens to The Network Schools buildings, all visitors are required to report to the Front Office upon entering any school building.

All building administrators shall ensure that prominent notices are posted at each entrance requiring that all visitors must first report to the Front Office: this includes all parents, board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the district, salespersons, representatives of the news media, former students and any other visitors.

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

The Network Schools will hold conferences outside school hours or during the teacher's conference/prep time.

Cross References: Community Relations Policy 4320 Distribution of School Operations
Community Relations Policy 4420 Requirements for Sex Offenders

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4150 Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination.

The Network Schools may provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

An Administrative Staff member or the Title II Coordinator, is directed to:

1. Oversee The Network Schools' compliance efforts, recommend necessary modifications to the Board, and maintain The Network Schools' final Title II self- evaluation document and keep it available for public inspection for at least three (3) years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Administrative Staff if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Administrative Staff, the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

The Network Schools will provide the parent/guardian of each student who has a disability with a copy of the Procedural Safeguards Notice available on the website of the Idaho State Department of Education. This notice will be provided one time each year. It will also be provided, as outlined in 34 C.F.R. 330.504(a), upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing, upon a disciplinary action constituting a change in placement, and upon the request of a parent/guardian. The notice must be provided in the parent's/guardian's native language unless it is not feasible to do so.

Cross Reference: Community Relations Policy 4120 Uniform Grievance Policy

Legal References: 20 U.S.C. §§ 140 –1482 Individuals with Disabilities Education Act (IDEA)
20 U.S.C. § 1415 Procedural Safeguards
42 U.S.C. §§ 12111, et seq. Employment
42 U.S.C. §§ 12131, et seq. The Americans with Disabilities Act of 1990
28 C.F.R. Part 35. Nondiscrimination on the Basis of Disability in State and Local Government Services

34 C.F.R. § 300.504 Procedural Safeguards Notice

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4160 Parents Right-to-Know Notices

Academic Notices

1. **Teacher Qualifications:** Administrative Staff shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and The Network Schools will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
 - A. Whether the teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - B. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria has been waived;
 - C. Whether the teacher is teaching in the field or discipline consistent with the teacher's certification; and
 - D. Whether paraprofessionals provide services to the student and, if so, their qualifications.
2. **Student Performance:** The Network Schools must provide parents the following information on the level of achievement of the parent's child:
 - A. Information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required by law; and
 - B. Timely notice that the student has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Testing Transparency Notices

1. **Testing Notification:** At the beginning of each school year, The Network Schools shall notify the parents of each student that the parents may request, and The Network Schools will provide the parents in a timely manner, information regarding any State or school policy regarding student participation in any required assessments which information shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
2. **Testing Information:** The Network Schools shall make widely available through public means (including by posting in a clear and easily accessible manner on The Network Schools' website) for each grade served by The Network Schools, information on each test or assessment required by ESSA 20 USC § 6311, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including:

- A. The subject matter to be assessed; the purpose for which the assessment is designed and used; the source of the requirement for the assessment; and, if available, the amount of time the students will spend taking the assessment, the schedule for the assessment, and the time and format for disseminating test results.

English Learner Program Notices

1. **Initial Program Notice:** The Network Schools shall, not later than thirty (30) days after the beginning of the school year, inform a parent of an English learner identified for participation or participating in such a program of:
 - A. The reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program;
 - B. The child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
 - C. The methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
 - D. How the program in which their child is, or will be, participating will meet the educational strengths and needs of their child;
 - E. How such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
 - F. The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program) if funds under this part are used for children in high schools;
 - G. In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child, as described in Section 614(d) of the Individuals with Disabilities Education Act (20 U.S.C. 1414(d)); and
 - H. Information pertaining to parental rights that includes written guidance--
 - (i) Detailing the right of parents to have their child immediately removed from such program upon their request;
 - (ii) Detailing the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and
 - (iii) Assisting parents in selecting among various programs and methods of instruction, if more than 1 program or method is offered by the eligible entity.
2. **Program Notice During School Year:** For those children who have not been identified as English learners prior to the beginning of the school year but are identified as English learners during such school year, The Network Schools shall notify the children's parents during the first two (2) weeks of the child being placed in a language instruction educational program consistent with subparagraph (1), above.
3. **Parental Participation:** The Network Schools shall provide the parents of English Learners information regarding how the parents can: be involved in the education of their children; be active participants in assisting their children to attain English proficiency; achieve at high levels within a well-rounded education; and meet the challenging State academic standards expected of all students; and shall implement an effective means of outreach to parents of the above include holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations

from parents of English Learners.

4. **Program Exclusion and Admission:** A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.

Parent and Family Engagement

Parents shall be notified of the parent and family engagement policy as outlined in 2420-2420P, in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

Education of Homeless Children and Youths

1. The Network Schools shall provide written notice, at the time any homeless child or youth seeks enrollment in a school, and at least twice annually while the child or youth is enrolled in the school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth), which shall be signed by the parent or guardian, that:
 - A. Sets forth the general rights provided by the McKinney-Vento Act as set forth in school Policy No. 3060; and
 - B. Specifically states:
 - i. The choice of schools homeless children and youths are eligible to attend;
 - ii. That no homeless child or youth is required to attend a separate school for homeless children or youths;
 - iii. That homeless children and youths shall be provided comparable services, including transportation services, educational services, and meals through school meals programs;
 - iv. That homeless children and youths should not be stigmatized by school personnel; and
 - v. Includes contact information for the local liaison for the homeless children and youths.
2. In the case of an unaccompanied homeless youth, The Network Schools shall ensure that the homeless liaison assists in placement or enrollment decisions, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

The Network Schools shall ensure that public notice of the educational rights of homeless children is disseminated where such children and youths receive services, such as family shelters and soup kitchens.

Persistently Dangerous schools

A "persistently dangerous school" is defined as a school which, for three consecutive years, meets the following criteria:

1. In each of the three consecutive years, there is one instance of: suicide; sexual offense; or kidnapping; or

2. The Network Schools exceeds an expulsion or student conviction rate of: 1 % of the student body; or three students, whichever number is greater, for violent criminal offenses or for violations of federal or state gun free schools requirements on school property or at a school sponsored event while school is in session.
3. For the purposes of this definition, a “violent criminal offense” is defined as conduct which could be charged as a felony or misdemeanor involving the threat of or actual physical injury, a sexual offense, homicide, rape, robbery, aggravated assault, aggravated battery, stalking, first degree kidnapping or aggravated arson.

If a school is identified by the state as a “persistently dangerous school,” the Administrative Staff, or designee, shall ensure the following actions are accomplished in a timely manner:

1. Notify the parents of all students attending the school that the state has identified the school as persistently dangerous. Notification to the parents must occur within ten school days from the date the state provided such notice to the school.
2. Offer all students in such school the opportunity to transfer to a safe public school. If there is no other school, the school is encouraged, but not required, to explore other options such as an agreement with a neighboring district to accept transfer students. The offer to transfer students should occur within 20 school days from the time the school received notice from the state.
3. For those students who accept the offer, the transfer should be completed within 30 school days from the date the school notified the affected parents.
4. Parental notification regarding the status of the school and the offer to transfer student may be made simultaneously.
5. For student(s) choosing a transfer:
 - a. Students should be transferred to a school that is not identified as being in need of improvement, corrective action, or restructuring.
 - b. Transfers may be temporary or permanent, but must be in effect as long as the school is identified by the state as persistently dangerous.
 - c. In the event there is no other qualifying school to accept the transferring student(s), the Administrative Staff should explore other options, such as an agreement with a neighboring district to accept the student(s). (See, Idaho Code §§ 33-1402, 33-1404.)

School Intervention Action Plan: For any school identified as “persistently dangerous” for two consecutive years, the school shall identify the problems and implement a written intervention action plan to ensure a safe school environment for students, faculty, and other school employees. Within 30 days of being notified, the intervention action plan shall be submitted to the State Department of Education (SDE) for approval. SDE will monitor the school progress.

Safe School Option for Victims: If a student is a victim of a violent criminal offense while

attending The Network Schools during normal school hours or at a school sponsored event, the school shall provide the following safe school options:

1. Within ten school days the Administrative Staff or designee shall ensure that the student is offered the opportunity to transfer to a safe school;
2. If there is no qualifying school, the school is encouraged, but not required, to explore other options such as an agreement with a neighboring district to accept the student.

To the extent feasible, The Network Schools will work with local victim assistance programs to determine whether they have services or funds available to help students in these circumstances. The Administrative Staff or designee should contact the office of the local county attorney to identify and locate qualified programs in the county.

Student Privacy

1. The student privacy policies developed by the school shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled at The Network Schools. At a minimum, the school shall provide such notice at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in such policies; and offer an opportunity for the parent to opt the student out of the activity.
2. The school shall provide reasonable notice of such existing policies to parents and guardians of students, e.g., *“The Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request.”*

Program Notices to Parents Format

The notice and information provided to parents under this policy shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents of English Learners can understand.

Cross References: Instruction Policy 2100 Curriculum Development and Assessment
 Instruction Policy 2140 Student and Family Privacy Rights
 Instruction Policy 2390 English Learners Program
 Instruction Policy 2420 Parent and Family Engagement
 Student Policy 3000 Entrance, Enrollment, Placement, Transfer and Exit
 Student Policy 3060 Education of Homeless Children

Legal References: 20 U.S.C. § 6311et seq. State Plans
 20 U.S.C. § 6312(e) Parents Right to Know
 20 U.S.C. 1414(d) Individuals with Disabilities Education Act
 20 U.S.C. 6318 Parental Involvement, as amended by ESSA of 2015
 20 U.S.C. § 6321 Fiscal Requirements
 20 U.S.C. § 7912 Unsafe school Choice Option
 20 U.S.C. §§ 1232g, et seq., Family Education Right to Privacy Act

Policy History:

Adopted: 2/27/2017

Reviewed: 9/18/2017

Revised: 10/16/2017

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4200 Records Available to Public

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

Every person has the right to examine and take a copy of any public record at all reasonable times. All The Network Schools records except those restricted by state and federal law shall be made available to citizens upon written request for inspection at The Network Schools office.

The Executive Director shall serve, or designate someone to serve, as "Public Records Coordinator" with the responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, retention, and copying requirements of federal law, state law, and this policy. Responsibility and authority for indexing shall include identifying the general subject matter of all public records kept or maintained by The Network Schools, the custodian of these records, and their physical location. The identified physical location of The Network Schools' records is provided in the *Retention of The Network Schools Records Policy*. The Public Records Coordinator shall authorize the inspection and copying of The Network Schools' records only in accordance with the criteria set forth in this policy and in compliance with state and federal laws.

A written copy of the Board's minutes shall be available to the general public within a reasonable time after the meeting in which they are approved. Drafts of the Board's minutes are considered to be public records and shall be produced upon request. However, The Network Schools shall watermark such public records with the statement "Unofficial Draft Minutes not yet reviewed or approved by Board."

Definitions

A written copy of the Board's minutes shall be available to the general public within a reasonable time after the meeting in which they are approved.

A "Public record" includes any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by any state agency, independent public body corporate and politic, or local agency regardless of physical form or characteristics.

A "Writing" includes, but is not limited to, handwriting, typewriting, printing, photocopying, photographing, and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, or other documents.

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

Records Exempt from Disclosure

In accordance with Idaho Code, the following records shall **NOT** be subject to public inspection and/or copying:

1. Any public record exempt from disclosure by federal or state law or federal regulations to the extent specifically provided for by such law or regulation;
2. Retired employees' and retired public officials' home addresses, home telephone numbers, and other financial and non-financial membership records;
3. Records of a current or former employee other than the employee's duration of employment with The Network Schools, position held, and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses. All other personnel information relating to an employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, retirement plan information and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;
4. Records relating to the appraisal of real property, timber, or mineral rights prior to its acquisition, sale, or lease by The Network Schools;
5. Any estimate prepared by The Network Schools that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project;
6. Records of any risk retention or self-insurance program prepared in anticipation of litigation, or for analysis of, or settlement of potential or actual money damage claims against The Network Schools and/or its employees except as otherwise discoverable under the Idaho or federal rules of civil procedure. These records shall include, but are not limited to, claims evaluations, investigatory records, computerized reports of losses, case reserves, internal documents, and correspondence relating thereto. At the time any claim is concluded, only statistical data and actual amounts paid in settlement from public funds shall be deemed a public record unless otherwise ordered to be sealed by a court of competent jurisdiction. Provided however, nothing in this subsection is intended to limit the attorney client privilege or attorney work product privilege otherwise available to any public agency or independent public body corporate and politic;
7. Computer programs developed or purchased by or for The Network Schools for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval, and manipulation of data from the computer system, and any associated documentation and source material that explain how to operate the computer program. Computer program does not include:

- A. The original data including, but not limited to, numbers, text, voice, graphics, and images;
 - B. Analysis, compilation, and other manipulated forms of the original data produced by use of the program; or
 - C. The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually.
8. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act, Idaho Code, and adopted The Network Schools policy;
 9. Test questions, scoring keys, or other examination data used to administer academic tests;
 10. Records relevant to a controversy to which The Network Schools is a party but which records would not be available to another party under the rules of pre-trial discovery for cases pending resolution;
 11. Records of buildings, facilities, infrastructures, and systems when the disclosure of such information would jeopardize the safety of persons or the public safety. Such records may include emergency evacuation, escape, or other emergency response plans, vulnerability assessments, operation and security manuals, plans, blueprints, or security codes.

However, all personnel records of a current or former public official reflecting public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace, and employing agency are subject to public inspection and/or copying.

If the record requested for inspection and/or copying contains both information exempted from disclosure and non-exempt information, The Network Schools shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.

Response to Requests

The Network Schools may require that a public records request be submitted in writing with the requester's name, mailing address, email address, and telephone number. A request for public records may be conducted by electronic mail. The Network Schools may provide the requester information to help the requester narrow the scope of the request or to help the requester make the request more specific when the records requested are voluminous or costly.

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

If The Network Schools fails to respond, the request shall be deemed to be denied within ten (10) working days following the request. If The Network Schools denies the request for examination or copying the public records or denies in part and grants in part the request for examination and copying of the public records, the public records coordinator shall notify the person in writing of the denial or partial denial of the request for the public record. The notice of denial or partial denial shall state that the attorney for The Network Schools has reviewed the request or shall state that The Network Schools has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. The notice of denial or partial denial also shall indicate the statutory authority for the denial and indicate clearly the right to appeal the denial or partial denial and the time periods for doing so.

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

Fee Waiver

The Network Schools will adhere to its copying fee schedule, unless it is determined by the Public Records Coordinator that the individual making such a request has demonstrated information sufficient to fulfill the following test:

1. That the requester's examination and/or copying of public records is likely to contribute significantly to the public's understanding of the operations and activities of the government;
2. That the requester's examination and/or copying of public records is not primarily in the individual interest of the requester including, but not limited to, the requester's interest in litigation in which the requester is or may become a party; and
3. That the requester's examination and/or copying of public records will not occur if fees are charged because the requester has insufficient financial resources to pay such fees.

Upon a request that fees not be charged, and the Public Records Coordinator's consideration of the above factors, the Public Records Coordinator shall notify the requester in writing of their decision within ten (10) working days following the request. If the fee waiver is denied, the requester shall then have seven (7) days to file an appeal of the denial with the Executive Director. The Executive Director shall review the denial and either affirm or reverse the denial of the public records coordinator in writing within ten (10) working days of receipt of the appeal. In the event that the Executive Director is the Public Records Coordinator then the appeal shall be filed within seven (7) days to the Board of Directors. At the Board's next regularly scheduled meeting, the Board shall review the denial of fee waiver and either affirm or reverse it. There shall be no further appeal beyond the Board.

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

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

Fee Schedule

The copying fee schedule of The Network Schools is as follows:

1. The Network Schools shall not charge a fee for the first 100 pages of records or the first two (2) hours of labor in responding to a request;
2. Copies of public records - 10¢ per page (cannot exceed actual cost) for copies beyond the first 100 pages or beyond the first (2) hours of labor in responding to a request;
3. The Network Schools will charge for the labor costs associated with locating and copying documents if:
 - A. The request is for more than 100 pages of records;
 - B. The request includes non-public information that must be redacted from the public records; and/or
 - C. The labor associated with locating and copying the records exceeds two (2) hours.
4. The fees for labor associated with responding to a public records request shall be charged at the per hour pay rate of the lowest paid administrative staff employee of The Network Schools who is necessary and qualified to process the request;
5. The fees associated with redactions required to be made by an attorney employed by The Network Schools shall be charged at the lowest paid hourly rate of the lowest paid attorney employed by The Network Schools or if there are no attorneys employed by The Network Schools than the rate shall be no more than the usual and customary rate of the attorney retained by The Network Schools.
6. Copy of a duplicate computer disc or similar record system the fee shall not exceed:
 - A. The Network Schools' cost of copying the information in that form;
 - B. The Network Schools' cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to electronic form.

Fees shall be collected in advance. The Network Schools shall provide requesters with an itemized statement of fees to show the per page costs for copies and the hourly rate of employees and attorneys involved in responding to the request.

Cross References:	Student Policy 3570-3570P	Student Records
	Community Relations Policy 4220	Public Access to School Website
	Non-Instruction Policy 8605	Retention of School Records

Legal References:	Title 74 Chapter 1	Public Records Act
	I.C. § 74-204	Written Minutes of Meetings
	IDAPA 08.01.01.100	Procedures for Responding to Requests for Examination and/or Copying Public Records
	Idaho Public Records Law Manual, July 2015	

Policy History:

Adopted: 5/16/2011	Reviewed: 5/16/2016	Revised: 5/16/2016
	Reviewed: 2/25/2019	Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4210 Public Access to The Network Schools Records

Public Access to The Network Schools Records

Subject to the limitation provided herein and as provided by law, full access to information concerning the administration and operations of The Network Schools shall be afforded to the public. Public access to The Network Schools records shall be afforded according to appropriate administrative procedures.

Definitions:

A Public Record includes any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form or characteristics.

A Writing includes, but is not limited to, handwriting, typewriting, printing, photocopying, photographing and every means of recording, including letters, words, pictures, sounds or symbols or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents.

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

The Executive Director or designee shall serve as "public records coordinator" with responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of state law and this policy. As coordinator, the Executive Director or designee shall authorize the inspection and copying of The Network Schools' records only in accordance with the criteria set forth in this policy.

Records Exempt from Public Disclosure

In accordance with Title 9, Chapter 3, Idaho Code, the following records shall not be subject to public inspection and/or copying:

1. Any public record exempt from disclosure by federal or state law or federal regulations to the extent specifically provided for by such law or regulation;
2. All personnel records of a current or former public official other than the public official's public service or employment history, classification, pay grade and step, longevity, gross salary and salary history, status, workplace and employing agency. All other personnel information relating to a public employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;

3. Retired employees' and retired public officials' home addresses, home telephone numbers and other financial and non-financial membership records;
4. Records of a current or former employee other than the employee's duration of employment with the association, position held and location of employment. This exemption from disclosure does not include the contracts of employment or any remuneration, including reimbursement of expenses, of the executive director, executive officers or commissioners of the association. All other personnel information relating to an association employee or applicant including, but not limited to, information regarding sex, race, marital status, birth date, home address and telephone number, applications, testing and scoring materials, grievances, correspondence, retirement plan information and performance evaluations, shall not be disclosed to the public without the employee's or applicant's written consent;
5. Records relating to the appraisal of real property, timber or mineral rights prior to its acquisition, sale or lease by The Network Schools;
6. Any estimate prepared by The Network Schools that details the cost of a public project until such time as disclosed or bids are opened, or upon award of the contract for construction of the public project;
7. Examination, operating or condition reports and all documents relating thereto, prepared by or supplied to The Network Schools;
8. Records of any risk retention or self-insurance program prepared in anticipation of litigation or for analysis of or settlement of potential or actual money damage claims against The Network Schools and/or its employees except as otherwise discoverable under the Idaho or federal rules of civil procedure. These records shall include, but are not limited to, claims evaluations, investigatory records, computerized reports of losses, case reserves, internal documents and correspondence relating thereto. At the time any claim is concluded, only statistical data and actual amounts paid in settlement shall be deemed a public record unless otherwise ordered to be sealed by a court of competent jurisdiction. Provided however, nothing in this subsection is intended to limit the attorney client privilege or attorney work product privilege otherwise available to any public agency or independent public body corporate and politic;
9. Computer programs developed or purchased by or for The Network Schools for its own use. As used in this subsection, "computer program" means a series of instructions or statements which permit the functioning of a computer system in a manner designed to provide storage, retrieval and manipulation of data from the computer system, and any associated documentation and source material that explain how to operate the computer program. Computer program does not include:
 - a. The original data including, but not limited to, numbers, text, voice, graphics and images;
 - b. Analysis, compilation and other manipulated forms of the original data produced by use of the program; or
 - c. The mathematical or statistical formulas that would be used if the manipulated forms of the original data were to be produced manually.
10. Personal information from any file maintained for students. Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974 and adopted The Network Schools policy;
11. Test questions, scoring keys, or other examination data used to administer academic tests;

12. Preliminary drafts, notes, recommendations and intra-school memoranda in which opinions are expressed or policies formulated or recommended, except that a specific record shall not be exempt when publicly cited by The Network Schools in connection with any The Network Schools action;
13. Records that are relevant to a controversy to which The Network Schools is a party but which records would not be available to another party under the rules of pre-trial discovery for cases pending resolution; and
14. Records of buildings, facilities, infrastructures and systems when the disclosure of such information would jeopardize the safety of persons or the public safety. Such records may include emergency evacuation, escape or other emergency response plans, vulnerability assessments, operation and security manuals, plans, blueprints or security codes.

Record Request Response Process and Timelines

The Network Schools shall either grant or deny a person's request to examine or copy public records within three (3) working days of the date of the receipt of the request for examination or copying. If it is determined by The Network Schools that a longer period of time is needed to locate or retrieve the public records, The Network Schools shall so notify in writing the person requesting to examine or copy the records and shall provide the public records to the person no later than ten (10) working days following the person's request. If The Network Schools fails to respond, the request shall be deemed to be denied within ten (10) working days following the request.

Denial or Partial Denial of a Records Request

If The Network Schools denies the person's request for examination or copying the public records or denies in part and grants in part the person's request for examination and copying of the public records, the person legally responsible for administering The Network Schools or The Network Schools' designee shall notify the person in writing of the denial or partial denial of the request for the public record. The notice of denial or partial denial shall state that the attorney for The Network Schools has reviewed the request or shall state that The Network Schools has had an opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. The notice of denial or partial denial also shall indicate the statutory authority for the denial and indicate clearly the person's right to appeal the denial or partial denial and the time periods for doing so. If a record is requested in electronic format and the record cannot be converted to another electronic format within ten (10) working days, The Network Schools shall notify the person requesting the records of the same and provide the records to such person at a time mutually agreed upon giving consideration to any limitations that may exist regarding electronic conversion.

Redaction of Exempt Information

If the record requested for inspection and/or copying contains both information exempted from disclosure and non-exempt information, The Network Schools shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.

Injunction to Prevent Disclosure – Prevent Irreparable Damage

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

Fee Collection

Unless a person requesting the public record can demonstrate an inability to pay or that the public's interest or understanding of the operation or activities of the school district or its records would suffer by the assessment or collection of any fee, The Network Schools will charge 10¢ per copy. The custodian may require advance payment of the cost of copying. Further The Network Schools reserves the right to establish fees to recover the actual labor cost associated with the locating and copying of documents or records if the request is for more than one hundred (100) pages of paper records; or the request includes records from which nonpublic information must be deleted; or the actual labor associated with locating and copying documents for a request exceeds two (2) person hours.

If a record is requested electronically, a copy of a computer disc or similar record system the fee shall not exceed:

1. The Network Schools' cost of copying the information in that form;
2. The Network Schools' cost of conversion, or the cost of conversion charged by a third party, if the electronic record must be converted to another electronic form.

In the event an individual requests a record be provided in electronic format, The Network Schools shall provide the record in electronic format if the record is available in that format. A request for public records may be conducted by electronic mail.

Cross Reference: Community Relations Policy 4200 Records Available to Public

Legal Reference: Title 9, Chapter 3 Public Records

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4210F The Network Schools Record Request Form

To Be Completed By Requester:

Requester's Name

Date of Request

Requester's Mailing Address

City, State, Zip Code

Requester's Telephone Number

Record(s) Requested: _____

To Be Completed By School Personnel:

Date Request Received in The Network Schools Office: _____

10-Day Extension Requested. Document(s)/Item(s) Due: _____

Record Requested Granted. Date Mailed to Requester: _____

Record Request Partially Denied. Date Letter Mailed to Requester: _____

Record Request Denied. Date Letter Mailed to Patron: _____

School Personnel Comments/Notes:

Cross Reference: Community Relations Policy 4200 Records Available to Public

Legal References: Title 9, Chapter 3 Public Records
I.C. 9-339 Response to Request for Examination of Public Records

Policy History:

Adopted: 5/16/2011 Reviewed: 2/25/2019 Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4220 Public Access to The Network Schools Website

In order to comply with various state laws and to ensure that the public is provided with web accessible information, The Network Schools shall develop and maintain a publicly available internet based website for the posting of The Network Schools information.

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

The Network Schools shall also make available to the public on its website the Board's Continuous Improvement Plan. The plan must be reviewed, updated annually, and posted no later than October 1 each year.

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

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

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

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

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

1. The name and location or address of the entity receiving moneys;
2. The amount of expended moneys;
3. The date of the expenditure;
4. A description of the purpose of the expenditure, unless the expenditure is self-describing;
5. Supporting contracts and performance reports upon which the expenditure is related when these documents already exist; and
6. To the extent possible, a unique identifier for each expenditure.

The Network Schools shall update the expenditure data contained on the website at least every thirty (30) days and archive all expenditures so that they remain accessible for three (3) years

after the fiscal year in which they were made consistent with The Network Schools' records retention policy.

Cross References: Community Relations Policy 4200 Records Available to Public
Non-Instruction Policy 8605 Retention of Charter School Records

Legal References: Title 9, Chapter 3 Public Records
I.C. § 9-339 Response to Request for Examination of Public
Records
I.C. § 33-133 Idaho Student Data Accessibility, Transparency,
and Accountability Act
I.C. § 33-320 Continuous Improvement Planning and Training
I.C. § 33-357 Creation of Internet Based Expenditure Website
I.C. § 33-1273A Negotiations in Open Session

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4230 Website Accessibility and Nondiscrimination

Website Accessibility and Nondiscrimination

The Network Schools is committed to ensuring that people with disabilities have an opportunity equal to that of their nondisabled peers to participate in The Network Schools' programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration.

Benchmarks for Measuring Accessibility

In order to assure that people with disabilities have an opportunity equal to that of their nondisabled peers to access information delivered through electronic and information technology, all pages on The Network Schools' website will conform to the W3C Web Accessibility Initiative's (WAI) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 techniques for web content, or updated equivalents of these guidelines, except where doing so would impose an undue burden or create a fundamental alteration.

Website Accessibility

With regard to The Network Schools' website and any official charter school web presence which is developed by, maintained by or offered through third party vendors and open sources, The Network Schools is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504 and Title II so that students, parents and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, which substantially equivalent ease of use; and that they are not excluded from participation in, denied benefits or, or otherwise subjected to discrimination in any charter school programs, services, and activities delivered online.

All existing web content produced by The Network Schools, and new, updated, and existing web content provided by third party developers, will conform to the WCAG 1.0 Level AA and the WAI-ARIA 1.0 techniques for web content or updated equivalents. This policy applies to all new, updated, and existing web pages, as well as all web content produced or updated by The Network Schools or provided by third-party developers.

Website Accessibility Concerns, Complaints, and Grievances

A student, parent, or member of the public who wishes to submit a complaint or grievance regarding a violation of the ADA, Section 504 or Title II related to the accessibility of any official charter school web presence that is developed by, maintained by, or offered through The Network Schools, third party vendors and/or open sources may complain directly to a school administrator. The initial complaint or grievance should be made using The Network Schools' Uniform Grievance Form, upon request at The Network Schools office, however, a verbal complaint or grievance may be made. When a school administrator receives the information, they shall immediately inform The Network Schools' IT Director.

The Complainant need not wait for the investigation of any grievance or complaint in order to receive the information requested.

Whether or not a formal complaint or grievance is made, once The Network Schools has been notified of inaccessible content, effective communication shall be provided as soon as possible to the reporting party to provide access to the information.

Testing and Accountability

The Network Schools will ensure website accessibility training to all appropriate personnel, including employees who are responsible for developing, loading, maintaining, or auditing web content functionality. The IT Director will be responsible for reviewing and evaluating new material that is published by and uploaded to the website for accessibility on a periodic basis. The IT Director will be responsible for reviewing all areas of The Network Schools' website and evaluating its accessibility on a periodic basis, and at least once per quarter. Any non-conforming webpages will be corrected in a timely manner.

Cross References: Community Relations Policy 4120 Complaints and Grievances
Community Relations Policy 4420F Complaints and Grievances Form

Policy History:

Adopted: 5/16/2011	Reviewed: 10/16/2017	Revised: 10/16/2017
	Reviewed: 2/25/2019	Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4240 School Operated Social Media

The Network Schools recognized the value in using social media tools to reach students, parents, and community members in an effective and efficient manner. This policy establishes guidelines for the use of The Network Schools-operated social media sites. The policy does not apply to private student or parent organizations.

The best, most appropriate use of social medial tools fall generally into three categories:

1. As a means of disseminating time-sensitive information as quickly as possible (example: school closure due to weather conditions);
2. To promote upcoming school events, such as athletic competitions and other curricular and extracurricular events; and
3. To recognize outstanding achievement on the part of students and teachers.

The Network Schools shall designate a staff member “Content Manager” who shall be responsible for the content and maintenance of the social media site(s). This person shall be identified as the responsible Content Manager in social media and The Network Schools website and contact information shall be provided.

Social media sites shall be in compliance with all relevant The Network Schools policies and state and federal rules and regulations, including without limitation, the Idaho Code of Ethics for Professional Educators, student and personnel acceptable Internet use policies, records retention policies, and applicable privacy and confidentiality policies adopted by The Network Schools or as provided by State or federal law. No confidential or proprietary information of The Network Schools shall be posted. No student records shall be posted.

Directory information regarding students may be posted on social media, which may include photos, student names, grade level, academic awards and information in relation to school-sponsored activities, organizations, and athletics. Any parent/student who has not opted out of providing directory information pursuant to The Network Schools Policies 3570 and 3575 consents to the publishing of student directory information on social media, and such content shall not be a violation of applicable The Network Schools policy or State or federal law.

Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between The Network Schools and students, parents, and members of the community.

The Content Manager may remove any material that would:

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

6. Promote, foster or perpetuate discrimination on the basis of race, ethnicity, age, religion, gender, national origin, physical or mental disability or sexual orientation;
7. Include sexual content or links to sexual content;
8. Encourage illegal activity;
9. Constitute hazing, harassment, intimidation, bullying, or cyberbullying;

These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date, and identity of the poster when available.

The Network Schools or Content Manager reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.

Cross References: Students Policy 3570-3570P Student Records
Students Policy 3575 Student Data Privacy and Security
Community Relations 4200 Records Available to Public
Community Relations 4220 Public Access to School Website
Personnel Policy 5280 Professional Standards-Code of Ethics
Personnel Policy 5325-5325P Employee Use of Social Media Sites
Non-Instruction Policy 8605 Retention of Charter School Records

Legal References: 20 U.S.C. § 1232g Family Education Rights and Privacy Act
34 C.F.R. 99 Family Education Rights and Privacy Act
Title 74 Chapter 1 Public Records Act
I.C. § 33-133 Idaho Student Data Accessibility, Transparency,
and Accountability Act
I.D.A.P.A. 08.02.02.076 Code of Ethics for Idaho Professional Educators
I.D.A.P.A. 08.02.02.077 Definitions for Use with the Code of Ethics for
Idaho Professional Educators

Policy History:

Adopted: 10/16/2017 Reviewed: 2/25/2019 Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4260 School Support Organizations

School Support Organizations

The Board recognizes that parent, teacher and student organizations are an invaluable resource to The Network Schools and support their formation and vitality. While parent, teacher and student organizations have no administrative authority and cannot determine The Network Schools policy, their suggestions and assistance are always welcome. Membership to such organizations must be open and unrestricted.

Booster Organizations - General

Booster clubs and/or special interest organizations may be formed to support and strengthen specific activities conducted within The Network Schools. All such groups must receive the approval of the Administrative Staff and the Board in order to be recognized as a booster organization. These organizations must keep on file in the Central Office a record of officers, bylaws, mailing addresses and other pertinent information as may be required by the Administrative Staff. Staff participation, cooperation and support are encouraged in such recognized organizations.

Approving Activities of Booster Organizations

Booster-proposed plans, projects or activities must be evaluated and promoted in light of their stated contribution to the curricular as well as the extracurricular programs of The Network Schools. Careful consideration must be given to the total value of all students, rather than to specific elements such as team participants.

Annually, booster organizations must submit to the Administrative Staff or designee their tentative goals and objectives along with their fundraising plans for the next school year for review by the Board. Should the goals and objectives or fundraising plans change during the school year, the Administrative Staff or designee is to be advised before any final revisions are made.

Booster organizations must abide by all The Network Schools policies as well as the following:

1. Booster organizations may not use The Network Schools' tax ID number.
2. Booster organizations may not accept checks made out to The Network Schools. The Network Schools may not accept checks made out to the booster organization.
3. The Network Schools officials should not have a leadership role in booster organizations.
4. Fundraising activities should not occur on school premises or during school hours unless permission has been given by the Principal or designee.
5. Booster organizations must submit to the Principal for review and approval of annual reports on income, expenses and balance sheets.

Fund-Raising by School Support Groups

Fund-raising by school support groups is considered a usual and desirable part of the function of such groups. All fund-raising activities must be approved in advance by the Administrative Staff.

The Administrative Staff must be consulted prior to any expenditure of such funds. All such funds raised by school adjunct groups are to be used for the direct or indirect support of school programs. Equipment purchased by support groups and donated to the schools becomes the property of The Network Schools and may be used or disposed of in accordance with The Network Schools policy and state law.

Announcements of booster organization events and activities should clearly indicate that it is sponsored by a group and not the school. Groups should warrant that the activities will be adequately supervised.

Financial Records – Booster Organizations

Booster organizations shall handle their own accounting and bookkeeping procedures and maintain their own separate accounts for income and expenditures. However, each organization shall be required to submit an annual financial report to the Administrative Staff giving a full accounting of their financial dealings for the year including money raised and expended. The organization shall also submit to the Administrative Staff backup documentation. Adequate, auditable financial records shall be maintained at all times.

Booster organizations shall use a fiscal reporting period that begins July 1 and ends June 30. Only elected officers of the booster organization may be authorized to sign checks drawn on the bank account of the organization. Two signatures are required on all organization checks. Persons authorized to sign may not be related nor live in the same house. An employee of the school may not be authorized to sign checks drawn on the bank account of a booster organization operating at that school.

No member or officer of any school associated organization shall draw a salary or receive wages of any kind in connection with their work with any school associated organization with the exception that members or officers may be reimbursed for personal expenditures made on behalf of the organization to a maximum of \$1,000.00 per year as verified by actual receipts. Any school associated organization failing to submit an annual financial statement as required by this policy shall be subject to having the Board approval withdrawn and will no longer be allowed to raise funds on behalf of the school or use the name of the school in any way, or imply or infer that they are a school associated organization.

Audit – Booster Organizations

Any booster organization shall be required to conduct annual audits of their financial records. The Network Schools does not require booster organizations to hire an audit committee or qualified accountant to conduct the organization's audit.

Liability and Insurance – Booster Organizations

The Network Schools requires any booster organization or like organization to obtain and keep current liability insurance in the amount of \$1,000,000 general liability, \$25,000 property and \$10,000 commercial crime and naming The Network Schools as an additional insured.

Parameters for Use of The Network Schools' Name, Logo or Mascot – Booster Organizations

The use of The Network Schools name, logo or mascot by booster organizations must be

authorized by the Administrative Staff or designee. The Administrative Staff or designee may revoke the authorization to use The Network Schools' name, logo or mascot if the Administrative Staff or designee determines that the booster organization has failed to comply with the terms of this policy or any other The Network Schools policy. The Administrative Staff or designee will notify the booster organization in writing of the reason for the revocation. The booster organization may appeal the revocation to the Board whose decision will be final. The appeal must be filed in writing and submitted to the Board Clerk no later than five business days from the date of the Administrative Staff's or designee's letter.

In the event a booster organizations authorization to use The Network Schools' name, logo or mascot is revoked, the booster organization will within three business days of the final decision provide to The Network Schools Treasurer for deposit all of the funds in its possession.

Donations

Any item that a booster organization proposes to contribute to the school must meet all legal requirements, including safety codes. Before accepting any such donation, the Administrative Staff or designee must ensure that funding is available to install and maintain all donated equipment, such as playground equipment, in compliance with all safety requirements. All items donated become the property of The Network Schools. While the intent of the donation will be considered, The Network Schools reserves the right to modify the use if the needs of the students or The Network Schools change.

Discrimination

The Network Schools and booster organizations may not create a vast difference in benefits or services to female and male athletes and/or students. The Network Schools and booster organization must ensure that any contribution by the booster organization does not create a disparity in participation opportunities, equipment, facilities, etc. between males and females.

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

Other Reference: Idaho High School Activities Association, 2006-2007 Rules
and Regulations Manual

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4270 Community Use of School Facilities

School facilities are available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest, when such use does not interfere with the school program or school-sponsored activities. Such facilities may also be used for the operation of a senior citizen center. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by The Network Schools' conduct rules at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of the facility shall pay fees and costs. The Executive Director or designee shall develop procedures to manage community use of school facilities, which shall be reviewed and approved by the Board. Use of school facilities requires the Executive Director or designee's approval and is subject to the procedures.

Authorization for use of school facilities shall not be considered an endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

The Executive Director or designee shall approve and schedule the various uses of the school facilities. A master calendar will be kept in the office for scheduling dates to avoid conflicts during the school year. Requests for use of the school facilities must be submitted in advance of the event to the Executive Director or designee's office.

Proper protection, safety and care of school property shall be primary considerations in the use of school facilities. All facility use shall comply with state and local fire, health, safety and police regulations. All individuals using school facilities shall comply with the policies of this Board.

Legal Reference: I.C. Section 33-5204 Nonprofit Corporation – Liability - Insurance
I.C. Section 74-604 Public Funds Prohibited
Lamb's Chapel v. Center Moriches Union Free School Dist., 508 U.S. 384 (1993).

Policy History:

Adopted: 5/16/2011	Reviewed: 5/21/2018	Revised: 5/21/2018
	Reviewed: 2/25/2019	Revised: 2/25/2019
	Reviewed: 3/21/2022	Revised: 3/21/2022

The Network Schools

COMMUNITY RELATIONS

4270P Community Use of School Facilities

Facility Use Applications:

Applications requesting use of the school facility must be presented to the Executive Director or designee at least thirty (30) days in advance of the time desired and must be signed by a qualified representative of the organization desiring to use the building.

When considering facility use applications, the following should be taken into consideration:

- a. The activity should not interfere with the schedule of normal activities of The Network Schools.
- b. The content of the activity should be reasonably appropriate in a school setting.
- c. The event is not in conflict with the health and safety of The Network Schools or community and does not violate any federal, state, or local ordinance.
- d. The event may not be held in support of or opposition to any candidate or ballot measure.
- e. The user agrees to follow all health and safety protocols outlined by The Network Schools.

The renting of school facilities will ordinarily be on a first-come-first-serve basis for eligible organizations, except that school-related activities shall have priority.

Right to Decline Use

The use of the school premises will be denied when, in the opinion of the Executive Director or the Board, such use may be construed to be solely for commercial purposes, there is probability of damage or injury to school property, or the activity is deemed to be improper to hold in school buildings, or if it conflicts with any federal, state, or local public health ordinance or The Network Schools health policy or procedure.

Fees

The Executive Director or designee, shall establish a schedule of fees and make additional adjustments in the fees as necessary for the use of any school facility or school grounds. Fees/rental charges shall cover costs of wages of school personnel involved, utilities and custodial. The Board will review this fee schedule annually. Fees may be waived by the Executive Director or designee in consideration of services rendered by public institutions or nonprofit organizations in direct support of public school students or staff.

At the time of rental, a reservation deposit of 25% of the total cost will be required by the applicant to guarantee the reservation. The remaining rental fee will be due two weeks prior to the scheduled event.

Cancellation/Deposit Refund

The Network Schools will refund the applicant's reservation deposit if the Executive Director or designee receives written notification of cancellation two weeks prior to the scheduled event. If an applicant cancels a reservation within two weeks of the scheduled event, The Network Schools will retain the reservation deposit.

The sponsoring organization whose name appears on the application shall be held responsible for any and all damages to school property and equipment.

Insurance Coverage

The Board may require facility users to carry a general liability insurance policy with a minimum limit per occurrence of \$500,000. A Certificate of Insurance for the policy, naming The Network Schools as an additional insured, may also be required along with the facility use request. The Board reserves the right to require increased insurance coverage on any event.

School Equipment

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator. No Network Schools equipment shall be removed from the premises for use by non-school personnel unless otherwise provided for in policy. All equipment used must be thoroughly cleaned and disinfected by the user.

Supervision

At least one Network Schools employee must be on hand, paid for by the organization, when in the opinion of the Administrative Staff or designee it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteer helpers.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law.

No access to other rooms or equipment in the building shall be permitted unless designated by agreement.

Outdoor Facility Usage

The following applies to all The Network Schools outdoor facility rentals:

1. The rental group shall be responsible for the full replacement cost of any facility or equipment damage;
2. Arrangements for keys for any rented facility must be made prior to the event by contacting the Executive Director or designee;
3. *The procedure for cancellation of outdoor events due to threatening weather and/ or field conditions is as follows:*
 - a. If field conditions are such that play is not recommended, the athletic director shall notify the rental group as far in advance as possible that contests must be cancelled. Practice field rental will be substituted, if possible.

- b. If there is rain the day of the scheduled contests, the game field rental is considered cancelled and game fields are not to be used. Questions can be answered by calling the Executive Director or designee;
- 4. All equipment items the rental group desires must be listed on the rental agreement; and
- 5. Requests for night rentals will be reviewed on a case-by-case basis.

Procedure History:

Adopted: 5/16/2011	Reviewed: 5/21/2018	Revised: 5/21/2018
	Reviewed: 2/25/2019	Revised: 2/25/2019
	Reviewed: 8/17/2020	Revised: 8/17/2020
	Reviewed: 3/21/2022	Revised: 3/21/2022

The Network Schools

COMMUNITY RELATIONS

4270F Community Use of School Facilities Application and Agreement

FACILITIES USE APPLICATION AND AGREEMENT

Organization or Individual Requesting Facility Use: _____

Facility and Room(s) Requested: _____

Date and Hours of Requested Use: _____

Purpose of Use: _____

Equipment/Services Needed: _____

Use Charge for Services/Facilities Listed: _____

FOR NETWORK USE:

Deposit Amount: _____

Date Paid: _____

Remaining Rental Amount: _____

Date Paid : _____

Proof of Insurance and/or Other Special Requirements for Use: _____

Head of School's Approval: _____ Date: _____

Director of Finance and Executive Director's Approval: _____ Date: _____

Premises and Conditions

Use of The Network Schools facilities is conditioned upon the following covenants:

1. That no alcoholic beverages, tobacco or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members;
2. No illegal games of chance or lotteries will be permitted;
3. No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law;

4. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of The Network Schools;
5. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of The Network Schools facilities;
6. That the requesting organization shall only access the area(s) that is agreed upon;
7. No food or beverages in carpeted areas;
8. In acceptable areas for food and beverages, only clear drinks will be allowed; no red or purple beverages;
9. For special requests, such as lighting, the requesting organization will be directed to the proper Network Schools school employee. Access to electronic panels will not be allowed.
10. That the organizers and participants shall comply with Policy 4270, Procedure 4270P, and all other Network of School policies and procedures.
11. That all other federal, state, local, and Network Schools health measures in effect, such as requirements to wear a mask or to practice physical distancing, be observed.

Rent and Deposit

The requesting organization or individual agrees to pay The Network Schools, as rent for the premises and as payment for special services (if any) provided by The Network Schools, as determined by the Executive Director or designee. The requesting organization or individual shall be responsible for all actual damages, including costs, disbursements, and expenses, resulting while it has use of the premises.

At the time of rental, a reservation deposit of 25% of the total cost will be required by the applicant to guarantee the reservation. The remaining rental fee will be due two weeks prior to the scheduled event, unless a payment schedule has been created by the Executive Director or designee with the requesting organization or individual

Cancellation

Written notification of cancellation will be made to the Executive Director or designee, two weeks prior to the scheduled event and the reservation deposit will be refunded.

If the applicant fails to notify the Executive Director or designee of a cancellation within the two-week deadline, The Network Schools will retain the reservation deposit.

The school facility and/or grounds will be returned to the condition it was found prior to the requesting organization renting the school facility and/or grounds. The Network Schools has the right to refuse continued rental of school facility if the requesting organization does not comply with The Network Schools' policy and conditions.

Insurance and Indemnification

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend and hold harmless The Network Schools and any of its employees or agents from any liability, expenses, costs (including attorney's fees) damages and/or losses arising out injuries or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of The Network Schools facility which are not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law. The requesting organization or individual shall provide The Network Schools with a certificate of insurance prior to the use of the facility. The certificate shall show coverage

for general liability insurance in an amount not less than \$500,000 for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility.

Non-Discrimination

The requesting organization or individual agrees to abide non-discrimination clauses as contained in the Idaho Human Rights laws and federal anti-discrimination laws.

The Network Schools: DATED this ___day of _____, 20___

Requesting Organization/Individual:

By: _____

Title: _____

Date: _____

The Network Schools Policy 4270, 4270P, 4270F

Form History:

Adopted: 5/16/2011	Reviewed: 5/16/2016	Revised: 5/16/2016
	Reviewed: 2/25/2019	Revised: 2/25/2019
	Reviewed: 8/17/2020	Revised: 8/17/2020
	Reviewed: 3/21/2022	Revised: 3/21/2022

The Network Schools

COMMUNITY RELATIONS

4280 Use of School Property for Posting Notices

Non-school related organizations may ask the Administrative Staff permission:

1. To display posters in the area reserved for community posters; or
2. To have flyers distributed to students.

Posters and/or flyers subject to a request must be student oriented and have the sponsoring organization's name prominently displayed. The Administrative Staff will deny permission denied to post or distribute any material that would:

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

In addition to the above list identifying when permission will be denied, the Administrative Staff and/or Board reserve the right to utilize their discretion, considering the best interest of The Network Schools, when determining whether to allow or deny a request to post a notice.

No commercial publication shall be posted or distributed unless the purpose is to further a school activity, such as graduation, class pictures or class rings. No information from any candidates for non-student elective offices shall be posted in the school, except on election day, or distributed to the students.

If the Administrative Staff approves a request to distribute materials, the requesting organization must arrange to have copies delivered to the school. Distribution of the material will be arranged by the administration.

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4290 Distribution of Fund Drive Literature Through Students

It is the policy of The Network Schools to refrain from having students, as student body members, involved in the collection or dissemination of fund-drive literature.

Exceptions to this policy will be considered when recognized or student or school-affiliated organizations of The Network Schools request permission to participate in such activity.

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4300 Conduct on School Property – Students, Staff and Visitors

Visitors are welcome on school property provided their presence will not be disruptive. All visitors must initially report to the front desk, sign in and receive a visitor's badge. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

The Network Schools expects mutual respect, civility and orderly conduct among all individuals on school property or at a school event. In addition to prohibitions stated in other Network Schools policies, no person on school property or at a school event shall:

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

Enforcement

The Network Schools Staff may request identification from any person on school property. Staff Members shall seek the immediate removal of any person who refuses to provide requested identification.

As circumstances warrant, The Network Schools' Administrators shall take appropriate action to enforce this policy. Violations will be handled as follows:

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

Definitions:

School property means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. As circumstances warrant, appropriate action will be taken by the School's administrators.

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

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

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

Cross References: Student Policy 3295 Hazing, Harassment, Intimidation, and Bullying
Student Policy 3330 Student Discipline
Community Relations Policy 4320 Disruption of School Operations

Legal References: 20 U.S.C. Section 6081 Pro-Children Act of 1994
I.C. Section 18-3302I Threatening Violence on School Grounds
I.C. Section 33-205 Denial of school attendance
I.C. Section 33-512 Maintenance of schools
I.C. Section 39-5503 Prohibitions – Exceptions

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4310 Contact with Students

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

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4320 Disruption of School Operations

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

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

Cross Reference: Community Relations Policy 4130 Visitors to the Schools

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

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4330 Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event may be ejected by the Administrative Staff or designee from the event the person is attending and/or denied admission to school events for up to a year, after a Board hearing. Examples of unsportsmanlike conduct include, but are not limited to:

1. using vulgar or obscene language or gestures;
2. possessing or being under the influence of any alcoholic beverage or illegal substance; possessing a weapon;
3. fighting or otherwise striking or threatening another person;
4. failing to obey the instructions of a security officer or school employee; or
5. engaging in any activity which is illegal or disruptive of the educational process.

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

1. The date, time, and place of a Board hearing;
2. A description of the unsportsmanlike conduct;
3. The proposed time period that admission to school events will be denied.

Legal References: I.C. Section 33-205 Denial of school attendance
I.C. Section 33-512 Governance of Schools
I.C. Section 33-1222 Freedom of Abuse
I.C. Section 18-916 Abuse of School Teachers
I.C. Section 18-6409 Disturbing the Peace

Policy History

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4400 Relations with the Law Enforcement and Child Protective Agencies

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

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

Cross Reference: Community Relations Policy 4320 Disruption of School Operations

Legal Reference: I.C. Section 33-205 Denial of School Attendance

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4410 Interviews, Investigations and Arrests by Law Enforcement

It is the desire of the Board that all contact between The Network Schools and law enforcement on matters involving students shall be made through the Administrative Staff or Administrative Staff's designee. In general, law enforcement personnel have ample opportunity to contact students away from the school, either before or after school hours – and The Network Schools encourages law enforcement to conduct activities with students during these non-school hours to the maximum extent practical.

Interviews and Interrogations by Law Enforcement Personnel

- A. Persons seeking interviews or interrogations with The Network Schools students must contact the Administrative Staff/designee and submit a written interview request using the Student Interview Form (4410F). Upon receiving a written interview request and prior to any interview, the Principal/Designee shall:
 - 1. Require the Law Enforcement Personnel to show proper identification evidencing affiliation with an identified law enforcement agency;
 - 2. Request that law enforcement personnel observe all procedural safeguards prescribed by law. The Network Schools is not responsible for law enforcement personnel's compliance with the law; and
 - 3. Make a reasonable effort to notify the student's parents/guardian or legal custodian in advance of the interview/interrogation and provide to the parent/guardian the information provided on the Student Interview Form (Except when there are allegations of child abuse by a parent or guardian – See Below).
- B. The Administrative Staff/Designee will make the student available upon receiving parental approval and in accordance with any conditions requested by the parent or guardian, as follows:
 - 1. If parents are successfully notified, the parents should be provided the opportunity to come to the school prior to the interview/interrogation and should be allowed to be present at the interview;
 - 2. The Administrative Staff or Designee will request that law enforcement personnel remain in the Administrative Staff's office while school personnel seek out the student;
 - 3. If possible, the educational program of the student should not be disrupted to allow for the interview/interrogation; and
 - 4. All interviews/interrogations should be conducted in a private room or area where confidentiality can be maintained.
- C. If a parent refuses to consent to a student interview/interrogation, it is the responsibility of

the Law Enforcement personnel to respond appropriately to such refusal.

- D. The Administrative Staff should be present at all student interviews/interrogations. The Administrative Staff should not take part in any questioning and should remain a neutral observer.
- E. In the event an Agency of the State of Idaho empowered by law to supersede the Administrative Staff's authority as a constitutional office makes a request on the appropriate form that a student be interviewed/interrogated without advance notice to parents, the Administrative Staff/Designee will accede to such a request.

Investigation of Alleged or Reported Child Abuse

- A. In cases involving investigation or alleged or reported child abuse where the alleged perpetrator is a member of the student's family, parent/guardian notification by the Administrative Staff/Designee is not warranted or required prior to a student interview by law enforcement personnel. It is the responsibility of the Idaho Department of Health and Welfare to determine when it is appropriate to contact the student's parents or guardian.
- B. It is in the sole discretion of Idaho Department of Health and Welfare or Law Enforcement Personnel to determine who should be present during the course of any interview involving alleged child abuse. Such personnel may, in their discretion, exclude all school personnel from any interviews.
- C. In cases of alleged child abuse, the Administrative Staff /Designee shall:
 - 1. Require the Law Enforcement Personnel to show proper identification evidencing affiliation with an identified law enforcement agency;
 - 2. Request that law enforcement personnel remain in the Administrative Staff's office while school personnel seek out the student;
 - 3. Discuss with Law Enforcement Personnel whether the Administrative Staff /Designee should be present during the interview. If it is determined the Administrative Staff/Designee will be present during the interview, the Administrative Staff /Designee should not take part in any questioning and should remain a neutral observer.
 - 4. Work to minimize any disruptions to the educational program of the student;
 - 5. Make available for the law enforcement personnel a private room or area where confidentiality can be maintained throughout the interview process.

Arrest of Student

- A. If law enforcement personnel have a warrant for the student's arrest, they must be permitted to arrest the student. In such instances, the Administrative Staff/Designee shall:
 - 1. Require the Law Enforcement Personnel to show proper identification evidencing affiliation with an identified law enforcement agency;
 - 2. Request that Law Enforcement Personnel observe all procedural safeguards prescribed by law when interrogating or arresting students;

3. Require the Law Enforcement Personnel to sign a release form in whereby they assume full responsibility for the student prior to removing the student from The Network Schools;
 4. Request that law enforcement personnel remain in the Administrative Staff's Office while school personnel seek out the student.
- B. A law enforcement officer may take a student into custody if the student has been placed under arrest or if the student's parent/guardian or legal custodian student consent to such release.
- C. When a Law Enforcement Personnel determine an emergency situation exists, and a student is taken into custody or arrested on The Network Schools premises without prior notification to the Administrative Staff/Designee, the Law Enforcement Personnel should notify the Administrative Staff/Designee of the situation as soon as possible.
- D. When a student is removed from school by law enforcement officers for any reason, The Network Schools will make every reasonable effort to notify the student's parent/guardian or legal custodian.
- E. If The Network Schools has reason to believe that a student was removed from The Network Schools by Law Enforcement Personnel without making a valid arrest or without the consent of the parent/guardian or legal custodian, the Administrative Staff /Designee will attempt to immediately contact the appropriate Law Enforcement Agency and the Board.

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4420 Visitors to the Network Schools Property, Including Sex Offenders

The Network Schools recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or at school-related activities, The Network Schools is implementing this policy.

Visitors to and Conduct on School Property

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

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

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

1. Injure, threaten, harass or intimidate a staff member, a school board member, sports official or coach, or any other person;
2. Damage or threaten to damage another’s property;
3. Damage or deface The Network Schools property;
4. Violate any Idaho law, or town or county ordinance;
5. Smoke or use tobacco products, including vaping or ecigarette materials;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt or otherwise interfere with any The Network Schools activity or function, including using cellular phones in a disruptive manner;
8. Enter upon any portion of The Network Schools premises at any time for purposes other than those that are lawful and authorized by the Board of Directors;
9. Operate a motor vehicle in a risky manner or in violation of an authorized The Network Schools employee’s directive; or
10. Violate other The Network Schools policies or regulations, or an authorized Network Schools employee’s directive.

Convicted Sex Offender

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

1. Be on or remain on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present and are involved in a school activity or when children are present within thirty (30) minutes before or after a school activity;
2. Loiter on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present;
3. Be in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle; or
4. Reside within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offenders' dwelling unit to the school's property line, unless the person's residence was established prior to July 1, 2006.

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

Sample posted notice:

This property is used by or as a school. Pursuant to I.C. § 18-8329, registered sex offenders only have limited rights to enter upon or be near school property. Please contact the school at _____ (telephone number) or your probation or parole officer for more information.

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

1. Is a student in attendance at the school; or
2. Is attending an academic conference with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the conference; or
3. Is attending a scheduled extracurricular school event with school officials as a parent or legal guardian of a child who is enrolled in the school and is participating in the school event; or
4. Resides at a state licensed or certified facility for incarceration, health care or convalescent care; or
5. Is picking up a child or children or dropping off a child or children and the person is the child or children's parent or legal guardian; or
6. Is temporarily on school grounds, during school hours, for the purposes of making a delivery involving mail, food or other necessary delivery.
7. Is exercising his or her right to vote in public elections;
8. Is taking delivery of his mail through an official post office located on schools grounds;
9. Has written permission from the Administrative Staff, or the equivalent, to be on the school grounds or upon other property posted with a notice that the property is used by a school; or
10. Stays at a homeless shelter or resides at a recovery facility if such shelter or facility has been approved for sex offenders by the county sheriff or municipal police chief.

Sex Offender Registry Notification

The Administrative Staff or designee shall request notification of registered sex offenders in the same or contiguous zip codes as The Network Schools. The request can be made of the Idaho State Police, the local Sheriff's Department, or the Idaho State Superintendent of Public

Instruction. Such request and notification shall be made in accordance with Idaho Codes 18-8323 and 18-8324. The information in the sex offender registries is for purposes of protecting the public. It is not to be used for the purpose of harassing or intimidating anyone. See Idaho Code 18-8326.

Staff Notification

At a quarterly meeting, the Administrative Staff shall disseminate sex offender registry information received. The Administrative Staff shall inform staff of the roles and responsibilities of staff in dealing with instances of convicted sex offenders on school property, including, but not limited to, sex offenders on school property without approval, and/or if a staff member is the school official assigned to escort the sex offender.

When sex offender registry information is disseminated by the Administrative Staff, it shall include a notice that such information should not be shared with others and may only be used for the purposes discussed in this policy and in accordance with Idaho Code Section 18-8326. Employees who share registry information with others may be disciplined.

Staff Request for Visitor Identification

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

Enforcement

If a sex offender violates this policy, The Network Schools shall immediately contact law enforcement.

Legal References: I.C. Section 18-8323 Public Access to Sexual Offender Registry Information
I.C. Section 18-8324 Dissemination of Registry Information
I.C. Section 18-8326 Penalties for Vigilantism or Other Misuse of Information
I.C. Section 18-916 Abuse of School Teachers
I.C. Section 33-512(11) Governance of Schools

Policy History:

Adopted: 5/16/2011	Reviewed: 2/25/2019	Revised: 2/25/2019
	Reviewed: 8/16/2021	Revised: 8/16/2021

The Network Schools

COMMUNITY RELATIONS

4420F1 Sex Offenders

LETTER TO PARENTS REGARDING VISITS TO SCHOOL BY CONVICTED SEX OFFENDERS

Dear Parents/Guardians:

The purpose of this letter is to help the school comply with State law placing restrictions on sex offenders' access to school children and school property.

If you would like to obtain information regarding convicted sex offenders in your area, you can contact the Idaho State Police or your local Sheriff's Department. The Idaho State Police has a website available to provide this information. Currently, that website is: http://www.isp.state.id.us/identification/sex_offender/index.html

State law prohibits a sex offender from:

1. Being on or remaining on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present and involved in a school activity or when children are present with thirty (30) minutes before or after a school activity.
2. Loitering on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Being in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Residing within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school property line, unless the person's residence was established prior to July 1, 2006.

Parent/Guardian Convicted Sex Offender:

You need to immediately return this letter with the blanks completed to Administrative Staff. If you have children attending more than one school, you must complete this form for each school. The Network Schools will crosscheck responses with the list The Network Schools receives from law enforcement identifying sex offenders living within its jurisdiction.

When you visit your child at school or a school event that you have not already described on the form below, you must inform the Administrative Staff that you need to make an entry on your record of school visits. The Network Schools will keep this record on file in the Administrative Staff's office where your child is enrolled.

The following must be completed by a convicted sex offender who is a parent or guardian of a student enrolled in The Network Schools:

TO BE COMPLETED ONLY IF YOU ARE A PARENT/GUARDIAN AND A CONVICTED SEX OFFENDER

Student's Name (please print)	School
Name of Parent/Guardian (please print)	Date
Signature	Date

- You do not need advance permission for you to visit school property.
- You must provide the information requested below for the times you anticipate visiting the school, such as, after school to pick-up your child, during specific sporting events, and during parent-teacher conferences.
- For all other visits, you must go immediately and directly to Administrative Staff's office and provide the information on your record of visits.
- You must remain under the direct supervision of the assigned school official.
- When you are to leave, you must go immediately and directly to the Administrative Staff's office and provide the time that you are leaving. You must then immediately leave the school grounds.

Record of Visits

Date	Location & Purpose	School Official Assigned	Time In	Time Out

Knowledge of a Non-Parent Sex Offender Visiting School Property – Notify Administrative Staff

If you know a convicted sex offender who is not a parent/guardian of a student enrolled in the school, but who would like to visit school property, please refer them to the Administrative Staff's office to request permission.

Non-Parent Sex Offender Visiting School Property

A sex offender who is not a parent/guardian of a student enrolled in the school must complete the following form in order to be granted permission to visit school property. This form must be completed for each visit to school property.

If permission is granted, the Administrative Staff or designee shall provide the details of the sex offender's upcoming visit to the Administrative Staff. The Administrative Staff, or designee, who is a certified employee, will supervise the sex offender whenever the sex offender is in a student's vicinity.

TO BE COMPLETED IF YOU ARE A (NON-PARENT) CONVICTED SEX OFFENDER AND ARE REQUESTING PERMISSION TO VISIT SCHOOL PROPERTY

A convicted sex offender who is not a parent/guardian of a student enrolled at The Network Schools must complete this form in order to seek permission to visit school property whenever students are present. After a decision is made whether to grant or deny permission to visit, a copy will be returned to you. This information will be kept at the Central Office as well as in the Administrative Staff's office where you are seeking permission to visit. Please be specific in completing this form.

Name (please print)	Residence Address
Signature	Residence City, State, Zip Code
Date	

Visit Request

Date and Time Requested	Location of Visit	Purpose of Visit

The following is to be completed by The Network Schools personnel only:

- Permission Granted
 Permission Denied

Signature (Administrator or Board Chair) <u>Visit Supervision:</u>	Date
Time In: _____	Time Out: _____
Signature of Supervisor (Administrator or other certified employee)	Date

Policy History:

Adopted: 5/16/2011 Reviewed: 2/25/2019 Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4420F2 Sex Offenders

Sex Offenders – Workers (Contractors, Employees, Employers, Etc.) Visiting School Property

LETTER TO EMPLOYERS & CONTRACTORS REGARDING ACCESS TO SCHOOL PROPERTY BY SEX OFFENDERS

Dear Employer/Contractor:

The purpose of this letter is to help the school comply with State law placing restrictions on sex offenders access to school children and school property. State law prohibits a sex offender from:

1. Being on or remaining on the premises of a school building or school grounds when the person believes children under the age of eighteen (18) years are present and are involved in a school activity or when children are present within thirty (30) minutes before or after a school activity.
2. Loitering on a public way within five hundred (500) feet of the property line of school grounds or a school building when children under the age of eighteen (18) years are present.
3. Being in any vehicle owned, leased or contracted by a school to transport students to or from school or school-related activities when children under the age of eighteen (18) years are present in the vehicle.
4. Residing within five hundred (500) feet of a school, measured from the nearest point of the exterior wall of the offender's dwelling unit to the school's property line, unless the person's residence was established prior to July 1, 2006.

Convicted Sex Offenders – Contractor, Employee(s), Subcontractor(s), Delivery personnel, etc.

You need to immediately return this letter with the blanks completed to the Administrative Staff's office where you, your employee(s), subcontractor(s), delivery personnel, etc. may be providing any form of work or visitation onto any school grounds.

It is your responsibility to inform your employee(s), subcontractor(s), delivery personnel, etc. of this requirement. Anyone who is a convicted sex offender must complete this form and return it to the Administrative Staff prior to accessing school grounds.

When you and/or your employee(s), subcontractor(s), delivery personnel, etc. access school grounds that you have not already described on the form below, you must inform the Administrative Staff that you need to make an entry on your record of school visits. This record will be kept on file in the Administrative Staff's office where you are performing work or accessing school grounds.

The following must be completed by a convicted sex offender who is accessing school grounds for the purposes of maintenance, deliveries, contract work, etc.:

Name of School that the Convicted Sex Offender Will Be Accessing

Name of Convicted Sex Offender

Date

Signature

Date

- You do not need advance permission for you to visit school property, however, the work that you are to perform, reason for visit, or deliveries that you will complete must be known and approved of by the Administrative Staff prior to you accessing school grounds.
- You must provide the information requested below for the times you anticipate visiting the school, such as, when work will be performed, when deliveries will be made, etc.
- For all other visits, you must go immediately and directly to the Administrative Staff's office and provide the information on your record of visits.
- You must remain under the direct supervision of the assigned school official.
- When you are to leave, you must go immediately and directly to the Administrative Staff's office and provide the time that you are leaving. You must then immediately leave the school grounds.

Record of Visits

Date	Location & Purpose	School Official Assigned	Time In	Time Out

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4500 Public Gifts/Donations to The Network Schools

The Board assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies, and services that may be required in the interest of education in the school units under its jurisdiction. Gifts, donations, grants, or bequests will be accepted and the action recorded, provided the conditions of acceptance do not remove any degree of control of The Network Schools from the Board and will not cause inequitable treatment of any student(s) or student group(s).

Gifts from organizations, community groups, and/or individuals that will benefit The Network Schools shall be encouraged by The Network Schools administration. Individuals or groups contemplating presenting a gift to a school or The Network Schools shall be encouraged to discuss, in advance, with the Administrative Staff what gifts are appropriate and needed.

Gifts Should be Defined as Money, Real Property or Personal Property

A gift shall be defined as money, real or personal property and personal services provided without consideration.

Equipment

Community groups or individuals may donate equipment to The Network Schools. Such equipment shall be added to The Network Schools' inventory, provided it is operative at the time of donation and meets an educational purpose of The Network Schools. Acceptance of donated equipment or materials may depend upon the compliance with the board's policy of standardizing materials and equipment in The Network Schools which could restrict gifts purchased by the parent-teacher organizations to individual schools.

Accepting or Declining Gifts

The Network Schools reserves the right to accept or decline any proposed gifts. In determining whether a gift will be accepted, consideration shall be given to The Network Schools policies, goals, and objective (with particular emphasis on the goal of providing equip educational opportunities to all students) and adherence to the basic principles outlined in board-approved regulations. See Policy Section 4500R for further guidance on accepting or declining gifts. Propositions giving funds, equipment, or materials to the school with a "matching agreement" or restriction are generally not acceptable.

Any person or organization desiring to give a gift or make a donation, grant, or bequest to the board should contact the Administrative Staff who may accept the gift, thank the donors, and inform the board, except that only the Board may accept gifts of real property. Also, where the appropriateness of a gift is in doubt, the Administrative Staff will refer the matter to the Board for its acceptance or rejection. For example, single gifts of considerable value exhibiting the donor's name or business shall be considered on an individual basis by the Board. The Board must approve any and all conditional gifts.

Any gift or grant accepted by the Board or the Administrative Staff as its executive officer shall

become the property of The Network Schools and will comply with all state and federal laws.

Legal Reference: Title IX, Education Amendment of 1972, 20 U.S.C Section 1681, et seq.
34 C.F.R. Part 106 Nondiscrimination on the Basis of Sex in Education
Programs or Activities Receiving Federal Financial
Assistance (Implementing Title IX)
I.C. § 18-1351, et seq. Bribery and Corruption

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

Reviewed: 4/27/2020

Revised: 4/27/2020

The Network Schools

COMMUNITY RELATIONS

4500P Public Gifts/Donations to The Network Schools

The following basic principles shall apply to all gifts accepted by The Network Schools:

1. Gifts to employ “regular” full- or part-time personnel shall be discouraged.
2. Gifts that involve significant costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be discouraged.
3. Gifts to individual members of the staff by students, parents, or organizations shall be discouraged.
4. Gifts on a matching basis requiring money, property, or services by The Network Schools shall be discouraged.
5. Gifts to The Network Schools become the property of The Network Schools and are subject to the same controls and regulations that govern the use of all The Network Schools-owned property.
6. Any purchase to be funded by a cash donation must be processed in accordance with The Network Schools policy.
7. Gifts that meet the definition of a fixed asset as outlined in The Network Schools policy on inventories must be added to the school’s fixed assets inventory.
8. Gifts with a value of \$1,000 or less will be accepted by the authority of the appropriate Administrative Staff, or program manager. Gifts with a value in excess of \$1,000 but less than \$10,000 will be accepted by the authority of the Administrative Staff or designee. Contributions with a value in excess of \$10,000 will be presented to and acted upon by the Board.
9. At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in The Network Schools. It is the responsibility of the appropriate Administrative Staff, or program manager to approve and accept the gift, process the appropriate forms to update inventory, and to send an acknowledgement letter to the donor.

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4510R Public Gifts to The Network Schools

Donations of Material/Equipment Affecting Building Structure or Maintenance (Regulations)

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

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

The following procedures shall apply to filing a project request:

1. The organization desiring to make the donation must ensure the proposed project will not cause inequitable treatment of any student(s) or student group(s);
2. The organization will discuss the proposed project with the Administrative Staff prior to filing a request;
3. After discussion with the Administrative Staff, the organization will submit a written request to the Facilities Director (or the Administrative Staff if there is not a designated Facilities Director) specifying the type of item to be donated, the technical specifications of the item, and information regarding installation, maintenance, and replacement of the item;
4. The request will be evaluated by a Committee appointed by the Administrative Staff or by a standing Board Committee (i.e. Development, Finance or Community Relations Committee), as determined by the Administrative Staff. The Committee will use the following criteria in evaluating the proposed project:
 - a. Educational value to the student body;
 - b. Cost factors in relation to the board of education's approved budget:
 - i. Immediate costs such as installation or remodeling,
 - ii. Long-range costs such as operation and maintenance,
 - iii. Replacement costs when the item is no longer operable.
 - c. Technical quality of the proposed donated item;
 - d. Commitment of the donating organization to continuance of the project.
5. Based upon the Committee's evaluation and recommendations, the Administrative Staff will approve or disapprove the request. If the request is disapproved, the committee will make recommendations to the requesting organization as to requirements necessary to approve the request.
6. If a project is disapproved by the committee and the Administrative Staff, the requesting organization may appeal the decision to the Board of Directors.

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4520 Soliciting and Accepting Grants or Public Donations

Prior to seeking any grant or donation on behalf of The Network Schools, an applicant must obtain prior approval from The Network Schools. Any staff, administrators, school-related groups, or members of the public seeking grants or donations on behalf of the school or for the benefit of the school and/or its students should first discuss such request with the Executive Director.

Prior to finalization of any grant or donation associated with The Network Schools and/or its students, all requests for grants or donations must be approved by the Executive Director. When the appropriateness of a request is in doubt or if the grant/donation obligates the school to engage in specific actions, obligations or involves the addition of The Network Schools funding, the Executive Director shall refer the request to the Board for final acceptance or rejection.

Grants for projects that will affect the physical structure of a building may be referred by the Executive Director to a committee in the same manner as requests to make donations that will affect a building's physical structure, as described in Policy 4510.

Approval of a grant or donation requests shall depend on factors including but not limited to availability of existing The Network Schools resources and the following principles:

1. Conformance with The Network Schools' policies, goals, and objectives;
2. The Network Schools' instructional priorities, strategies, and standards;
3. Equity in funding;
4. Conformance to The Network Schools governance and decision-making procedures of the Board and administrative staff;
5. Provision of value or benefit that is greater than the obligation under the grant award;
6. Lack of conditions that would divert efforts away from The Network Schools' primary mission;
7. Conditions that obligate The Network Schools to engage in specific actions or obligations;
8. Any financial impact upon The Network Schools associated with required additions of The Network Schools funds to the grant activity; and
9. The Network Schools criteria for accepting gifts.

The Board reserves the right to deny approval of solicitation of any funding or grant application or to refuse acceptance of any funds awarded or donated.

Cross Reference: Community Relations Policy 4500, 4500R Public Gifts/Donations
Community Relations Policy 4510R Donations of Material/Equipment

Policy History:

Adopted: 5/16/2011

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Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4600 Volunteer Assistance

The Network Schools recognizes the valuable contribution made through the volunteer assistance of parents and other citizens. In working with volunteers, school staff shall clearly explain the volunteer's responsibility in school, on the playground and on field trips. On field trips both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

Definition of Volunteer

Volunteers are persons who assist in school or school programs. Volunteers are encouraged to use their time and effort to support school and school programs.

A volunteer shall be an individual who:

- Has not entered into an express or implied compensation agreement with The Network Schools;
- Is excluded from the definition of "employee" under appropriate state and federal statutes;
- May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
- Is not employed by The Network Schools in the same or similar capacity for which he/she is volunteering.

Volunteers who have unsupervised access to children are subject to The Network Schools' policy mandating background checks.

The Administrative Staff or designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The procedures will facilitate effective communication with persons who volunteer. The selection and use of volunteers will be consistent with the procedures outlined in 4600P.

The final decision to accept or reject a volunteer applicant rests exclusively with the Administrative Staff and/or volunteer coordinator.

Cross Reference	3085 3085P	Sexual Harassment, Discrimination and Retaliation Policy Title IX Sexual Harassment Grievance Procedure, Requirements and Definitions
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Policy History:

Adopted: 5/16/2011	Reviewed: 2/25/2019 10/26/2020	Revised: 2/25/2019 10/26/2020
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The Network Schools

COMMUNITY RELATIONS

4600F Volunteer Confidentiality

Volunteers may see student records whether they are doing data entry or not. To make sure volunteers know the importance of keeping records confidential, The Network Schools requires all volunteers to sign this Volunteer Code of Confidentiality.

Volunteer Code of Confidentiality

1. All student records should be considered confidential.
2. Records should be not be left in a place where they can be viewed by others.
3. Copies of records can only be shared with administrative approval.
4. Volunteers should not discuss or repeat information overheard while in the staff lounge or offices by teachers or administrators.
5. Volunteers should not discuss information obtained while in a classroom, such as a student's grade or behavior, with anyone other than the student's teacher.
6. Directory information, including student's and staff's name, address, telephone number, date and place of birth, student's photograph, participation in officially recognized activities and sports, weight and height of student members of athletic teams, dates of attendance and awards received, and previous educational agencies or institutions attended can only be shared with administrative approval.
7. Concerns or questions regarding student records of issues of confidentiality should be brought to the attention of the staff member that supervises the volunteer and the school administrator.
8. Any knowledge of a violation of this Code of Confidentiality should be immediately reported to the school administrator and the staff member who supervises the volunteer.

By signing, I acknowledge that I have read, understand, and will comply with the Volunteer Code of Confidentiality.

Date

Signature

Policy History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4600P Volunteer Assistance Procedures

The Network Schools supports and encourages volunteers in our schools. Volunteers work in cooperation with The Network Schools to help in meeting the needs of children and the school staff. The final decision to accept or reject a volunteer applicant rests exclusively with the Administrative Staff and/or volunteer coordinator. The following procedural guidelines are being set with regard to volunteers.

Qualifications and Requirements

The qualifications and requirements of a volunteer include:

1. Be community member of good standing and possess an aptitude/interest for working with students and teachers.
2. Be dependable and of appropriate character to work with students and teachers.
3. A Criminal History Records Check must be completed, at volunteer's expense, on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. Any volunteer applicant who does not disclose his/her criminal background will not be eligible for service.
4. Read The Network Schools' policy and procedure regarding volunteers.

Fair Labor Standards Act, Section 3(e) of the Fair Labor Standards Act, 29 U.S.C. § 203(e)(4)(A), provides that individuals performing volunteer services for units of state and local governments will not be regarded as "employees" under the statute if several criteria are met:

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

Additional Requirements

1. Any volunteer who falsifies information on his/her application will not be eligible for service.
2. Volunteers will work with students in areas designated by school staff.
3. Volunteers will treat all students equally regardless of gender, gender identity and expression, sexual orientation, race, religion, or culture and refrain from making any comments that can be construed as racist, sexist, homophobic, transphobic, or bigoted;

Volunteers must refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial products.

4. Volunteers must refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial products
5. Disciplinary issues should be referred to the student's teacher.
6. Volunteers may not be in possession of or under the influence of alcohol or illegal substances.
7. Smoking, the use of tobacco products, or e-cigarettes is not permitted on school grounds or supervised trips.

If a volunteer is unwilling to agree to the requirements of The Network Schools' policy and procedure regarding volunteers, the Administrative Staff will inform the applicant that he/she may not perform volunteer services in The Network Schools.

Background Check

The Network Schools shall conduct, at volunteer's expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips. No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Administrative Staff or designee and the volunteer has undergone the required records check.

If the background check reveals evidence of convictions as identified in the list below or other concerns regarding past behavior, the candidate will not be recommended.

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

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

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

Selection and Placement of Volunteers

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

Supervision

All volunteers shall provide assistance only under the direct supervision of a member of the professional administrative and teaching staff. Volunteers who provide assistance at The Network Schools on a scheduled and/or continuing basis shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

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

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

Relationship Between Schools and Volunteers

When arriving at The Network Schools during regular school hours, volunteers will sign in at the front desk and be issued a badge.

The Network Schools staff will be courteous to volunteers and show respect for their contributions. Likewise, volunteers will be expected to extend courtesy and respect to The Network Schools' staff. Any issues that may arise will be referred to the volunteer coordinator or Administrative Staff as appropriate.

All volunteers working at The Network Schools will be under the direct supervision of an accountable member of The Network Schools' staff. Periodic assessments should be made to ensure volunteers are working productively with students.

Orientation and Training

The Administrative Staff or designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures. Volunteers shall be provided appropriate training consistent with their tasks and existing The Network Schools standards. This training shall be developed under the leadership of the Administrative Staff.

Duties and Responsibilities

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

Additional specific areas in which a volunteer may be used are as follows:

1. Reading stories to students;
2. Assisting in supervising the loading and unloading of buses;
3. Helping in learning centers, computer labs, libraries, cafeterias, offices, etc.;

4. Lecturing on special topics;
5. Assisting with technology;
6. Helping set up science experiments;
7. Acting as host for school functions;
8. Providing exhibits;
9. Arranging and assisting on field trips;
10. Assisting in supervising playgrounds;
11. Tutoring;
12. Contacting groups of parents by telephone;
13. Organizing parents for special projects;
14. Mentoring; and
15. Participating in business and community partnerships.

Volunteers will supplement and enrich programs and services at The Network Schools but will not substitute for employee activities and functions.

Orientation

The Network Schools should thoroughly orient volunteers to the duties they will perform. Volunteers also should be acquainted with the overall operation of The Network Schools, including what is expected of all employees and volunteers. They should be cautioned to discuss The Network Schools matters outside of The Network Schools only in a responsible manner.

1. Training should not be held simultaneously with The Network Schools-sponsored functions. Volunteers should not have to choose between attending a The Network Schools function or a volunteer training. However, it is appropriate to hold trainings prior to or immediately following a The Network Schools-sponsored event;
2. Each volunteer coordinator will provide all volunteers with a handout of expectations, guidelines, and procedures;
3. All volunteers will be oriented on the following:
 - A. Volunteer guidelines, policies, and procedures;
 - B. Expectations for creating positive school climate;
 - C. Safety and security issues;
 - D. Confidentiality: All communications are to be kept strictly confidential. Information about a student may be shared only with the teacher, Administrative Staff, or guidance counselor at The Network Schools;
 - E. Transportation;
 - F. Dress code;
 - G. Sexual harassment; and
 - H. Blood borne pathogens
4. Volunteer training dates will be posted at The Network Schools' office or on The Network Schools' website; and
5. Beginning in October, The Network Schools' volunteer coordinator will hold one training session each month.

Termination.

Although The Network Schools is not limited to the reasons below, a volunteer can be terminated for the following:

1. Breach of confidentiality concerning student or other privileged information.
2. Unlawful conduct or breach of The Network Schools rules and regulations.
3. Physical or emotional stress which incapacitates the volunteer.
4. Inability to cooperate and work effectively with site staff and students.
5. Activities that threaten the order or security of the site or the safety of the volunteer.
6. Erratic or unreliable attendance or behavior.
7. Unsatisfactory service.
8. Sexual misconduct.
9. Providing falsified information on the application.
10. Establishing inappropriate relationships with youth served.
11. Criminal charges or conviction of a crime.

The Network Schools may ask a volunteer to terminate his/her services when circumstances which in the judgment of the Administrative Staff necessitate termination.

Procedure History:

Adopted: 5/16/2011

Reviewed: 2/25/2019

Revised: 2/25/2019

The Network Schools

COMMUNITY RELATIONS

4605 Student Teachers

The Executive Director or his or her designee is authorized to accept students from university-approved teacher-training programs for student teaching assignments in the Network Schools. The Executive Director or designee shall coordinate with each student teacher's higher education institution and shall ensure a fingerprint-based criminal history records as described in Policy 5110 is conducted.

Student teachers may be accepted on a limited basis and placed according to the availability of suitable supervising teachers. In accepting and placing student teachers, the Executive Director shall consider the School's needs including qualifications and interests of available supervising teachers.

The process of considering a student teacher for acceptance may include the following steps:

1. Submission of a teacher application including copies of transcripts and references.
2. An interview by the head of school or designee.
3. Recommendation by the head of school or designee to the Executive Director to accept or reject the student teacher's assignment to a named cooperating teacher.
4. The Executive Director may interview prospective student teachers and may make the final decision on acceptance of each student teacher.

The Executive Director shall report on assignment of student teachers to the Board of Directors twice per year.

Assignment

The Executive Director or designee shall be responsible for coordinating placements of all student teachers within the School. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the School and the students' respective colleges or universities.

Teachers who cooperate in training student teachers must have a demonstrated record as a successful teacher and be willing to participate on a voluntary basis. Normally no more than one student teacher will be assigned to a cooperating teacher in any given school year.

The supervising teacher must hold a meeting with the student teacher at least twice each week to check lessons, plans, grades, etc. While the supervising teacher must observe the student teacher, the student teacher should be left in sole supervision of the class for periods of time. The supervising teacher shall evaluate the student teacher, checking their progress and offering feedback.

Cross References: 5110

Criminal History/Background Checks

Legal References: I.C. § 33-130 Criminal History Checks for School District Employees or Applicants for Certificates

IDAPA 08.02.02.011.c.15 Student Teaching

Policy History:

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