

CODE**POLICY TITLE****K**

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GENERAL PUBLIC RELATIONS

The Glen Ullin School Board, in an effort to ensure and enhance the possibilities for excellence in the education of children in a free society, presents and endorses this statement of policy on school-community relations because of its conviction that (a) the public schools belong in every sense to the people who created them by consent, and support them by taxation; (b) the schools are only as strong as the intelligent and informed support of the people of the community, and never any stronger; and (c) the support of the people must be based upon their knowledge of, their understanding about, and their participation in the aims and efforts of the school system.

The Board therefore affirms its commitment:

1. To use all available channels of communication in informing district citizens about the policies, programs, problems, and planning of the school system.
2. To recognize the right of the news media to inquire, research, and report to the public, information about the school system; and to assist the media in so doing.
3. To conduct all of its business in public sessions except for those matter to be discussed in executive session in accordance with North Dakota law, the Family Educational Rights and Privacy Act, and attorney-client privilege in pending litigation.
4. To invite and encourage the advice and counsel of district citizens at all times and to facilitate this by scheduling public hearings when required and by the establishment of community advisory committees.

As part of its ongoing effort to keep staff and public fully informed concerning its affairs and actions, the Board instructs the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information. Releases to the press and brief summaries of Board meeting actions and interesting school events prepared for distribution to staff members and parents are recommended.

Feature stories about the schools and public appearances by the Superintendent are encouraged.

Cross Ref: Policy BEB/KADA, Citizens' Advisory Committees

Legal Ref: NDCC Ch. 15.1-14, Administrators

NDCC Ch. 15.1-15, Contracts of Teachers and Administrators

NDCC 44-04-19.1, Open records and meetings - Exemptions for attorney work product, attorney consultation, and negotiations preparation

20 U.S.C. 1232g(B)(4)(A), Family Educational Rights and Privacy Act

End of Policy BIA.....Amended: 10/21/2009

SCHOOL-COMMUNITY RELATIONS GOALS AND OBJECTIVES

The ultimate goal of school public relations is to improve the quality of education for all children in a democratic society. In order to achieve this goal, and to evaluate progress toward it, the Board sets the following objectives to:

1. Develop public understanding of all aspects of school operation; to ascertain public attitudes toward issues in education; and to discover the public's aspirations for the education of their children.
2. Secure adequate financial support for a sound educational program.
3. Help citizens feel a more direct responsibility for the quality of education provided by their schools.
4. Earn the good will, respect, and confidence of the public with regard to the schools' staff and services.
5. Foster public understanding of the need for constructive change, and solicit public advice on how to achieve educational goals.
6. Involve citizens in the work of the school and the solving of educational problems.
7. Promote a genuine spirit of cooperation between the school and the community, and to set up channels for sharing the leadership in improving community life.

Through its school-community relations programs, the Board will aim toward leading the community to:

1. Show a high interest in the schools and participate in their activities. If schools are to attain their goals, the community must contribute time, effort, and talent to engage in cooperative planning for school operations and program improvements, to review goals of education in its schools, to observe educational processes, and to gather evaluative data so that it can make informed judgments.
2. Place a high priority on education and make available the funds needed for superior schools. If schools are to attain their goals, the community must provide enough financial support to make it possible for the school system to offer its students those educational services that will make up the deficits of the economically poor and the otherwise educationally disadvantaged; the community must provide the funds needed for experimentation and discovery, for creative development of promising practices, and for successful program implementation to achieve full education for everyone.

3. Make available education in the community that supports what is done in the schools.
If schools are to attain their goals, the community must engage in extensive school-industry cooperative education, employ youth and provide on-the-job training and retraining after school is over, and involve all its interactive agencies in offering educational opportunities that will continue throughout life.

End of Policy BI.....Adopted: 10/20/09

SCHOOL-COMMUNITY RELATIONS, RESPONSIBILITIES OF THE SCHOOL BOARD

The school board has been elected by the citizens of the school district to provide and maintain a system of public education. The primary responsibility of the School Board is the transformation of the educational ideals, values, and goals of the community into an active educational program. Effective two-way communication between the board and the public at large is essential if the public is to maintain an interest in school problems and if a degree of confidence is to be maintained in the school program and its administration. Members of the Board must assume responsibility for making personal contact with various organized public and professional groups.

The School Board shares with the superintendent of schools a responsibility for establishing and maintaining effective relations with the public. An important role of the Superintendent and staff in this joint enterprise is in the compilation and presentation of accurate information about the problems, plans, and conduct of the schools, and in disseminating appropriate reports through various communications media.

The Glen Ullin School Board looks upon the entire educational enterprise within the community as a cooperative one involving men and women of varying backgrounds and of differing views working at the highly complex task of operating an educational system. It is expected that these men and women shall maintain an open-minded, self-critical, enthusiastic commitment to continual improvement and that this commitment will result in an enthusiasm for effective education that will operate for the betterment of the entire school system and thus the community.

An invitation is extended to citizens' groups, representatives of the press, radio and television, and individual citizens to attend the meetings of the Board. At every formal meeting of the Board, time is set aside for reading of the communications from the public and for the personal presentation of individual or group comments, points of view, or petitions.

Citizens, either individually or in groups, should feel free to discuss non-personnel related school concerns frankly and openly with individual members of the School Board. In the course of such discussions, the board member should make it clear that he/she speaks only as an individual, and not for the other members of the Board or for the school administration. The board member may assume the responsibility for calling the attention of the entire board to a specific action or condition, but the member is obligated to explain that this is the limit of an individual member's authority.

Complaints that fall within the realm of definite established policies should be referred to the Superintendent. Complaints which raise questions as to the desirability or wisdom of the given policy are appropriate matters for board consideration. If a complaint merits consideration on policy grounds, the complainant should be invited to address a communication to the School Board.

SCHOOL-COMMUNITY RELATIONS, RESPONSIBILITIES OF THE SUPERINTENDENT

As executive officer for the Board and chief administrator for the public school system, the Superintendent is responsible for implementing the Board's public relations policies and assuming leadership in the school-community relations program. All employees of the school system, instructional and noninstructional, should be involved in the total public relations effort, and include leaders of the social, political, and civic segments of the community in active support of the schools.

The Superintendent is responsible for interpreting Board policies to the staff and to the public. The Superintendent shall initiate an active and comprehensive informational program to be conducted for the promotion of widespread understanding of the educational program.

The School Board shares with the superintendent of schools a responsibility for establishing and maintaining effective relations with the public. An important role of the Superintendent and staff in this joint enterprise is in the compilation and presentation of accurate information about the problems, plans, and conduct of the schools, and in disseminating appropriate reports through various communications media.

The Superintendent will take precautions necessary to avoid exploitation of schools, school personnel, or school children in the interest of commercial, ideological or other non-school organizations under the guise of creating good relationships.

CITIZENS' ADVISORY COMMITTEES

The School Board recognizes that the public has vast resources of training and experience useful to schools. The strength of the local school district is in large measure determined by the degree to which these resources are tapped in an advisory way and to the degree that these resources are involved in supporting the improvement of the local educational program.

Residents of the district who are especially qualified because of training, experience, or personal characteristics shall be encouraged to take an active part in school affairs. Such persons shall be invited to serve on advisory committees as the need for such committees arises. In general, individual members of such committees shall not be requested to perform specific services for the Board. Unique talents of members can best be utilized on a consultative basis. Advisory committees shall not be used to avoid paying for professional advice.

The School Board will enlist citizen groups to assist and counsel them, making certain that the following three principles are followed:

1. Citizen groups should be broadly representative.
2. Recommendations should be based on research and facts.
3. Recommendations should be submitted to the School Board which alone has the authority and responsibility to act upon them.

Advisory committees should be appointed only when there is a definite function to be performed, and this function should be indicated to the committee in writing when it is appointed. Committees may be short-term for a specific task or may be on-going to serve a particular need of the district.

Advisory committees should not be appointed to advise on matters requiring decision by the Board unless adequate time is available for a thorough study by the committee.

The Board and the staff shall give substantial weight to the advice which they receive from individuals and community groups interested in the schools, especially those individuals and groups which they have invited or created to advise them regarding selected problems, but the ultimate responsibility for the decision rests with the Board. Therefore, the Board shall use its own best judgment in arriving at decisions.

End of Policy BEB.....Amended: 10/20/09

Descriptor Code: KADAB

SCHOOL UNIT COMMITTEES

It is the Board's belief that the individual school should be a basic unit around which community participation in decision-making should be encouraged. For that reason it authorizes the establishment of advisory committees for individual schools and sets up guidelines for the type of counsel they are asked to give the administration and Board. This authorization will not prohibit the Board from establishing a district wide committee that may or may not draw from the membership of individual school committees should the need arise.

End of Policy KADAB.....Amended: 10/20/09

BOARD MEMBER VISITS TO SCHOOLS

School board members are encouraged to visit schools. Such visits should be scheduled with the principal/Superintendent. The supervisor, principal, or another staff member will accompany the board member on the visit if the member so desires. Such visits are for the purpose of becoming acquainted with school programs, personnel, operation, and facilities. Board members will not give directions, or make suggestions to personnel during their visit. If a school visit leaves a board member with a concern, this concern should be discussed with the Superintendent.

Board members also have children in the schools and therefore have parental opportunities to converse with their child's teacher, counselor, or administrator. In those instances, the board member should make it clear that he or she is visiting as a parent and not as a member of the School Board.

End of Policy KAFA.....Amended: 10/20/09

TOBACCO USE IN THE SCHOOLS

Smoking and use of tobacco product is prohibited on all school property and in school-owned vehicles 24 hours per day, 365 days per year. The use of tobacco and/or tobacco products by students, all school personnel, patrons and visitors is strictly prohibited at all times. This also includes other organizations that use the school property for events/activities.

Students: Smoking or possession of tobacco products by students, regardless of age, is prohibited on school property and at all school functions. The principals/Superintendent are responsible for administering appropriate discipline that may include suspension and/or recommendation for expulsion from school.

All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report this violation to a supervisor, principal, or Superintendent.

The principals/Superintendent shall develop regulations for the enforcement and implementation of this policy including educational and informational programs to assist students, school personnel, and the public to understand, accept, and cooperate with this policy.

Tobacco Policy–Definitions:

For purposes of this policy, “tobacco” is defined to include any lit or unlit cigarette, cigar, pipe, blunt, bidi, clove cigarette, and any other tobacco product, and spit tobacco, also known as smokeless tobacco, dip, chew, and snuff, in any form.

For purposes of this policy, “tobacco use” includes smoking, which means carrying or having in one’s possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke, and chewing spit tobacco, also known as smokeless tobacco, dip, chew, and snuff in any form.

The term use means the chewing, lighting, smoking and any other usage of any tobacco product.

Legal Ref: 20 U.S.C. 6081 et seq., Pro-Children Act of 1994

PL 103-227, Goals 2000: Educate America Act (Pro-Children Act of 1994)

NDCC 12.1-31-03, Sale of tobacco to minors and use by minors prohibited

NDCC 23-12-09, Smoking in places of public assembly - Definitions

NDCC 23-12-10, Designation of smoking areas

NDCC 23-12-10.1, Responsibility of proprietors

NDCC 23-12-10.2, Complaints and enforcement

NDCC 23-12-11, Penalty

CRITERIA FOR GRANTING PARENT OFFENDERS PRIVILEGES TO ENTER SCHOOL PROPERTY

The Superintendent may consider the following criteria and/or relevant information when determining if a parent offender shall be granted privileges to enter school property for any purpose beyond those rights afforded by state and federal law:

1. The risk level assigned to the parent offender by the Bureau of Criminal Investigation. High risk and lifetime offenders will generally not be granted privileges to enter school property in excess of those provided by law. When the Superintendent deems it necessary to grant a high risk or lifetime offender privileges, the privileges will be limited in scope.
2. When available, the circumstances surrounding the offense.
3. The age of the offender's victim. Parent offenders who have committed a crime/offense against a minor will generally not be granted privileges in excess of those provided in law. When the Superintendent deems it appropriate to grant these offenders privileges, the privileges may be limited in scope.
4. The age at which the offender committed the crime/offense.
5. The duration of time that has passed since the parent offender committed the crime/offense.
6. The nature of the activity, event, or purpose for which the parent offender has requested entry on school property. The Superintendent shall take into account the level of supervision provided to district students and the level of supervision that district will be able to provide, if any, to the parent offender during the time the offender has requested to be on school property.

The Superintendent may solicit the input of law enforcement officials when determining if a parent offender shall be granted privileges to enter school property beyond those right afforded in law. These privileges will be granted in accordance with the District's sexual offender policy and may contain restrictions and prohibitions. The Superintendent may at any time, with cause, revoke these privileges.

End of Glen Ullin Regulation FBBH.....Approved: 10/20/09

PUBLIC PARTICIPATION AT BOARD MEETINGS

Meetings of the School Board are conducted for the purpose of carrying on the business of the school, and therefore are not public meetings, but meetings held in public. Although there is no legal requirement that the public be given an opportunity to speak at board meetings, it will be the policy of this Board to afford that opportunity in accordance with the following procedures:

Items of Discussion

Only items on the published board agenda will be discussed at any meeting of the Board, unless the Superintendent or a board member requests an addition and two-thirds of the board members present approve. Members of the public who wish to make formal presentations before the Board should make arrangements in advance with the Superintendent or Board President so that such presentations may be scheduled on the agenda. Topics of urgency that are not on the agenda may be discussed if prior arrangements are made with the Superintendent and the Board President.

To Speak to an Item on the Agenda

1. The speaker should stand during the hearing period and be recognized by the presiding officer.
2. Name and address should be stated.
3. Subject and item number which the speaker will address should be stated.

Time Limit for Speakers

No person should speak for more than five minutes, unless the time limit is waived by the Chairman. When there is a large number of speakers to be heard or if pressure of business or other circumstances dictate, the Board Chairman may decide to shorten the length of time allowed.

Conduct and Remarks Out of Order

Undue interruption or other interference with the orderly conduct of board business cannot be allowed. 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, he/she persists in improper conduct or remarks.

Charges, Complaints, or Challenges

At a public board meeting no person may orally initiate charges or complaints against individual district employees or challenge instructional materials used in

the district. All complaints or challenges to instructional materials should be presented to the district administrator or the Board in writing, signed by the complainant. All such complaints or challenges, if presented to the Board directly, will be referred to the district administrator for referral to the proper committee under Policy BIBB/KAGAA. Charges or complaints against individual district employees will be dealt with according to Policy BIBA/KAGAB

Discussion of Motion

When a motion is before the Board, discussion will be limited to board members and the Superintendent except as information is requested by the Chairman.

These procedures are intended to:

- 1) Allow everyone who wishes it, a fair and adequate hearing on non-personnel related matters.
- 2) Allow the superintendent of schools to take direct action or to recommend action to the Board when policies have already been established by the Board.
- 3) Minimize the possibility of the Board's making ill-advised, illegal or improper rulings due to hasty action in the absence of adequate information and study, especially when a policy does not exist, a change in policy is proposed or an exception to policy is specifically requested.
- 4) See that the time so devoted does not interfere with the scheduled business of the Board.

Cross Ref: Policy BDC, Board Meeting Agenda

Policy BDD, Board Meeting Procedures

Policy BIB/KAGA, Patron Complaints

Policy BIBA/KAGAB, Complaints about Personnel

Policy BIBB/KAGAA, Complaints about Instructional Material

Legal Ref: NDCC Ch. 15.1-14, Administrators

NDCC Ch. 15.1-17, Contracts of Teachers and Administrators

NDCC 44-04-19, Open governmental meetings

NDCC 44-04-20, Notice of public meetings required -Exceptions - Schedule set by statute, ordinance, or resolution

NDCC 44-04-21, Open voting at public meetings required - Results recorded in minutes

End of Policy BDF.....Amended: 10/20/09

PATRON COMPLAINTS

Constructive criticism of the schools is welcomed by the Glen Ullin School Board whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has however, confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution.

Since individual board members have no authority to resolve complaints, other than by formal board action, administrators are expected to follow up on all complaint referrals and to advise the board members of the nature of the complaint and the action(s) taken. The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. This follow-up should generally take the form of a brief written memorandum to the board members.

Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel and complaints about instructional materials. (See BIBB/KAGAA and BIBA/KAGAB) Complaints should be resolved at the lowest possible level of authority. If resolution of the problem seems unlikely at the building level either party is encouraged to refer the matter to the Superintendent for his review.

If all other remedies have been exhausted, and a non-personnel related complaint has not been satisfactorily resolved, the complainant may request that the matter be placed on the agenda of the next regular meeting of the Board. The complaint shall be presented in writing and included in the agenda materials provided to the Board prior to the meeting. Generally all parties involved, including the administrator(s), shall be asked to attend such a meeting for purposes of presenting additional facts, making further explanations, and clarifying the issues.

The Board will not consider or act upon complaints that have not been explored at the appropriate administrative level or complaints for which specific resolution procedures have been established that do not include board review. If the Board decides to hear the complaint, the Board shall make a decision which shall be sent to all interested parties. If the decision alters policy, the procedures for suspending, amending or adopting policy shall be followed. Complaints concerning personnel will be heard only in accordance with applicable statutes.

Cross Ref: Policy BIBB/KAGAA, Complaints about Curriculum or Instructional Material

Policy BIBA/KAGAB, Complaints about Personnel

Legal Ref: NDCC Ch. 15.1-14, Administrators

NDCC Ch. 15.1-15. Contracts of Teachers and Administrators

NDCC Ch. 15.1-17, Teacher Personnel Files

PATRON COMPLAINTS, COMPLAINTS ABOUT PERSONNEL

The Board recognizes that complaints from concerned patrons are inevitable. In order to provide an effective procedure for responding to complaints in a manner which is in the best interests of promoting better educational opportunities for children, the following policy is adopted.

Complaints about personnel shall first be directed to the related employee and if not able to be resolved then should be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall:

- 1) Investigate the complaint and contact the employee about said complaint.
- 2) Promptly notify the employee if the complaint is to be placed in the employee's personnel file.
- 3) Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate.
- 4) Provide a response to the complainant within fifteen (15) days of receipt of the complaint.

If either party is not satisfied with the handling of the complaint, the matter can be appealed to the Superintendent for final resolution.

Complaints about the Superintendent shall be directed to the Board President who shall follow the same procedure.

This procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

Cross Ref: Policy IBCAB/KAF, Visitors in the Schools

Legal Ref: NDCC Ch. 15.1-14, Administrators

NDCC Ch. 15.1-15, Contracts of Teachers and Administrators

NDCC Ch.15.1-17, Teacher Personnel Files

End of Policy BIBA.....Amended: 10/20/09

COMMUNITY USE OF SCHOOL FACILITIES

It is the desire of this Board to contribute to the welfare of the community by making tax-supported facilities available to non-student groups for educational, recreational, and civic and cultural activities on a limited basis so long as these activities do not interfere with the regular school program and are conducted in accordance with the board's rules and regulations. Charges may be made for the use of facilities to cover the cost of heat, lights, custodial service and other incidentals.

Equal rights and privileges shall be accorded to all religious denominations and to all political parties.

The Superintendent shall establish regulations for the community use of school facilities which shall include responsibility for supervision and a procedure for assuring that appropriate insurance coverages are in place prior to outside use of school facilities. These regulations shall be brought to the Board for approval.

Cross Ref: Policy HGC/IBE, Rental and Lease of School Property

Legal Ref: NDCC 15.1-06-14, Use of school for purpose other than education

End of Policy IBEA.....Adopted: 10/20/09

AUTOMOBILE USE

Each school will provide adequate parking for staff and visitors. Driving on school roads and parking school property is a courtesy offered to students and others by the Board. All motorized vehicles such as cars, trucks, and the like, when on school property shall only use such streets or parking areas as shall have been provided for such purposes. Students will be restricted to parking in designated student parking lots.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking, including regulating driving and parking. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Motorcycles, motor bikes, motor scooters, and similar vehicles when used as actual necessary transportation to school or to school events shall use only such streets and parking areas as shall have been provided for vehicular use. Any use other than actual necessary transportation is prohibited on all school property. Should the use of such vehicles on school property create a safety hazard or disturbance by misuses of excessive noise, the school administration may limit or prohibit any or all such use on school property. The use of snowmobiles on school property is prohibited. The use of vehicles commonly purchased for recreational use (including without limitation, all terrain vehicles; Barbie® cars; toy jeeps, monster trucks, tractors, and backhoes), regardless of size, shall not be permitted on school property. The Board strictly prohibits the use of rollerblades, skateboards, or other similar objects anywhere on district property, whether indoors or outside. The administration shall cause appropriate signs to be posted.

It is understood that all vehicles used on school property shall observe all requirements relative to safety and noise control as may have been set by law or by school regulations. The administration shall establish rules and regulations to assure traffic safety. The District shall not assume any responsibility for damage to cars or for theft.

Horses will not be permitted on playfields since they create ruts in the ground and can cause injuries to students using play areas.

This policy is based upon considerations for safety, noise control, and possible school district liability.

The Board will work with the Sheriff's Department and other appropriate city and/or county agencies in an effort to provide the best possible safety coverage for students leaving and entering school grounds.

Legal Ref: State v. D.T.W., 425 So. 2d, 383 (Fla. App. 1983)
Horton v. Goose Creek, 690 F 2d 470

SCHOOL DIRECTORY

The district will distribute a directory of schools within the district, including address, telephone number and principal of each school; central office information with names and telephone numbers of administrators; and names, addresses, and telephone numbers of school board members. The Superintendent shall formulate a distribution method that will include every family with children in school, governmental agencies that may have business with the schools and civic and service clubs. Other information about the schools may be included.

The school directory shall be separate and distinct from the personnel directory and the student class lists.

DISTRIBUTION OF PERSONNEL DIRECTORY

The Personnel Directory of the district shall include each employee's name, school assignment, and school telephone number. It shall be distributed to all employees of the district, the members of the School Board and to each school and district office.

It may be made available, at the discretion of the Superintendent, to colleges and universities desiring to send literature to faculty members concerning summer sessions, evening school courses and such other information as may be of value to staff members.

The directory is public information and a copy will always be available in the Superintendent's office for review by interested persons. Requests for copies will be handled in the same manner as requests for copies of any other district records.

DISTRIBUTION OF CLASS LISTS

The school district shall not distribute information about the religion, race, gender, color, or national origin of students except as specifically required to do so by the federal government.

The school district may distribute student class lists, limited to name, address and grade, if requested.

Names, addresses, and telephone numbers of secondary students will be given to the military recruiters if requested. Parents and students of legal age will be notified of their right to refuse.

Principals will keep a record of those agencies to which student class lists have been sent.

The schools will cooperate with agencies in the distribution of materials within the schools if the material is of substantial benefit to the students and their parents and is appropriate to the mission of the schools. Military recruiters will have the same access to distribution as colleges and universities. The materials may be placed in counseling offices or other suitable areas or may be distributed in classes, subject to the approval of the school principal. A sample of each piece of material distributed in the school shall be sent to the Superintendent for his information.

Policy LAC, Relations with Colleges and Universities
Policy LEB, Relations with Armed Forces Recruiting Units
Legal Ref: 20 USC 1232g(b)(4)(A), Family Educational Rights and Privacy Act
P.L. 107-107 §544, National Defense Authorization Act for Fiscal Year 2002
P.L. 107-110, No Child Left Behind Act of 2001
NDCC 44-04-18.1, Public employee personal, medical, and employee assistance records -
Confidentiality
NDCC 44-04-18.11, Lists of children

End of Policy KAIA.....Adopted: 10/20/09

GIFTS AND BEQUESTS

The Board may accept on behalf of and for the school district any bequest or gift of money or property for a purpose deemed by the Board to be suitable, and to utilize such money or property so designated. The Board reserves the right to refuse any gift that in the opinion of the Board is not in the best interests of the district or unnecessarily restricts the actions or decisions of the Board. Unless otherwise provided, no part of such property nor the income from the property shall be diverted or used for any other purpose.

All gifts shall be given to the school district as a whole and not to a particular school. At the discretion of the Superintendent, the gift may be used in a particular school.

To be acceptable, a gift must satisfy the following criteria:

1. Has a purpose consistent with those of the school.
2. Is offered by a donor acceptable to the Board.
3. Will not add to staff load.
4. Will not begin a program which the Board would be unwilling to take over when gift or grant funds are exhausted.
5. Will not bring undesirable or hidden costs to the school district.
6. Will place no restrictions on the school program.
7. Will not be inappropriate or harmful to the best education of students.
8. Will not imply endorsement of any business or product.
9. Will not be in conflict with any provision of the school code or public law.
10. Shall become school district property.

The Superintendent shall set up criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the district.

The Board encourages the Superintendent to explore private sources of financial aid for special projects or programs which will enhance the educational offerings of the district and for which no public funds are available. All such projects or programs are to meet the following criteria:

1. They will be based on a specific set of internal objectives that relate to the established goals and objectives of the district.
2. They will provide measures for evaluating whether or not project objectives are being or have been achieved.

3. The execution of all projects is to conform to state and federal laws and to the policies of the Board.

All grant proposals and private source funding are to be approved by the Board before being submitted to the funding agency. The Superintendent shall establish administrative guidelines for the processing of proposal ideas to the Board for its approval.

Funds will not be solicited from corporations or other business enterprises with which the school system does business.

Any gifts presented to the school district must be accompanied by a letter from the donor for official action and recognition by the Board.

No bequests, endowments, or other gifts will be accepted by the Board if the conditions of gift remove any portion of the public schools from control of the Board.

A letter of appreciation signed by the president of the Board and by the Superintendent shall be sent to each donor.

Legal Ref: NDCC 1-08-04, Authorizing state and counties, cities, and other municipality to accept devises, bequests, legacies, and gifts

End of Policy HCE.....Amended: 10/20/09