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SCHOOL-COMMUNITY RELATIONS GOALS

The Board, in an effort to enhance the possibilities for excellence in public education, endorses the statement below on school and community relations because of its conviction that (a) the public schools belong to the people who created them by consent and who support them by taxation; (b) the schools are only as strong as the intelligent and informed support of the people of the community; and (c) the support of the people must be based upon their understanding of and their participation in the aims and efforts of the schools.

The Board therefore declares its intent:

- to keep citizens regularly and thoroughly informed of the policies, programs, and planning of the school district, and to carry out this policy through its own efforts, those of the superintendent, and such information officers as may be appointed.

- to encourage the participation of the people through advisory committees selected from the community and appointed to consider problems which affect the future of our children.

Adopted: 3/8/2011

PUBLIC'S RIGHT TO KNOW

The meetings and records of the Board are a matter of public information. Educational matters shall be discussed and decisions made at public meetings of the Board, except for such matters as are properly and legally discussed in executive session.

The official minutes of the Board, its written policies, and its financial records are all public records within the definitions of Wyoming Public Records Act and shall be open for inspection at the office of the superintendent. Any citizen desiring to examine them may request to do so during hours when the administration offices are open. However, no records pertaining to individual students or staff members shall be released for inspection by the public or any unauthorized persons, either by the superintendent or other persons responsible for the custody of confidential files. Inspection of confidential records shall be in conformance with applicable provisions of the Public Records Act and Board policy.

The Board supports the right of the people to know about the programs and services of their schools and shall make every effort to disseminate information.

Adopted: 3/8/3011

PUBLIC ACCESS TO RECORDS
(Wyoming Public Records Act)

Section 16-4-201 Classification and Definitions

(a) The term “public records” when not otherwise specified shall include any paper, correspondence, form, book, photograph, photostat, film, microfilm, sound recording, map drawing, or other document, regardless of physical form or characteristics, and including all copies thereof, that have been made by the State of Wyoming and any counties, municipalities, and political subdivisions thereof and by any agencies of the State of Wyoming, counties, municipalities, and political subdivisions thereof, or received by them in connection with the transaction of public business, except those privileged or confidential by law.

(b) Public records shall be classified as follows:

(1) The term “official public records” shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the State of Wyoming or any agency or subdivision thereof; all records or documents required by law to be filed with or kept by any agency of the State of Wyoming; and all other documents or records determined by the records committee to be official public records.

(2) The term “office files and memoranda” shall include all records, correspondence, exhibits, books, booklets, drawings, maps, blank forms, or documents not above defined and classified as official public records; all duplicate copies of official public records filed with any agency of the State of Wyoming or subdivision thereof; all documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and all other documents or records, determined by the records committee to be office files and memoranda.

(c) The term “writings” means and includes all books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials, regardless of physical form or characteristics.

(d) The term “political subdivision” means and includes every county, city, and county, city, incorporated and unincorporated town, school district and special district within the state.

(e) The term “official custodian” means and includes any officer or employee of the state or any agency, institution, or political subdivision thereof, who is responsible for the maintenance, care, and keeping of public records, regardless of whether such records are in his actual personal custody and control.

(f) The term “custodian” means and includes the official custodian or any authorized person having personal custody and control of the public records in question.

(g) The term “person” means and includes any natural person, corporation, partnership, firm, or association.

(h) The term “person in interest” means and includes the person who is the subject of a record or any representative designated by said person, except that if the subject of the record is under legal disability, the term “person in interest” shall mean and include the parent or duly appointed legal representative. (Laws 1969, ch. 145, Section 1.)

Section 16-4-202 Inspection --Generally

(a) All public records shall be open for inspection by any person at reasonable times, except as provided in this act (Sections 9-692.1 to 9-692.5) or as otherwise provided by law, but the official custodian of any public records may make such rules and regulations with reference to the inspection of such records as shall be reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the custodian or his office.

(b) If the public records requested are not in the custody or control of the person to whom application is made, such persons shall forthwith notify the applicant of this fact.

(c) If the public records requested are in the custody and control of the person to whom application is made but are in active use or in storage, and therefore not available at the time an applicant asks to examine them, the custodian shall forthwith notify the applicant of this fact. (Laws 1969, ch. 145, Section 2.)

Section 16-4-203 Same--Grounds for Denying Right of Inspection; Statement of Grounds for Denying to show Cause; Order to Restrict Disclosure; Hearing.

(a) The custodian of any public records shall allow any person the right of inspection of such records or any portion thereof except on one or more of the following grounds or as provided in subsection (b) or (d) of this section.

(i) Such inspection would be contrary to any state statute;

(ii) Such inspection would be contrary to any federal statute or regulation by the order of any court of record.

(b) The custodian may deny the right of inspection of the following records, unless otherwise provided by law, on the ground that disclosure to the applicant would be contrary to the public interest:

(i) Records of investigations conducted by, or of intelligence information or secure procedures of, any sheriff, county attorney, city attorney, the attorney

general, police department, or any investigatory files compiled for any other law enforcement or prosecution purposes;

(ii) Test questions, scoring keys and other examination data pertaining to administration of a licensing examination, examination for employment or academic examination, except that written promotional examinations and the scores or results thereof shall be available for inspection, but not copying or reproduction, by the person in interest after the conducting and grading of any such examination;

(iii) The specific details of bona fide research projects being conducted by a state institution;

(iv) The contents of real estate appraisals made for the state or a political subdivision thereof, relative to the acquisition of property or any interest in property for public use until such time as title of the property or property interest has passed to the state or political subdivision, except that the contents of such appraisal shall be available to the owner of the property at any time, and except as provided by Wyoming Statutes.

(v) Interagency or intraagency memorandums or letters which would not be available by law to a private party in litigation with the agency.

(c) If the right of inspection of any record falling within any of the classifications listed in this subsection is allowed to any officer or employee of any newspaper, radio station, television station, or other person or agency in the business of public dissemination of news or current events, it may be allowed to all such news media.

(d) The custodian shall deny the right of inspection of the following records, unless otherwise provided by law:

(i) Medical, psychological, and sociological data on individual persons, exclusive of coroners' autopsy reports;

(ii) Adoption records or welfare records on individual persons;

(iii) Personnel files except that such files shall be available to the duly elected and appointed officials who supervise the work of the person in interest. Applications, performance ratings and scholastic achievement data shall be available only to the person in interest and to the duly elected and appointed officials who supervise his work;

(iv) Letters of reference;

(v) Trade secrets, privileged information, and confidential commercial, financial, geological, or geophysical data furnished by or obtained from any person;

(vi) Library, archives, and museum material contributed by private persons, to the extent of any limitations placed thereon as conditions of such contributions;

(vii) Hospital records relating to medical administration, medical staff, personnel, medical care, and other medical information, whether on individual persons or groups, or whether of a general or specific classification;

(viii) School district records containing information relating to the biography, family, physiology, religion, academic achievement, and physical or mental ability of any student except to the person in interest or to the officials duly elected and appointed to supervise him.

(e) If the custodian denies access to any public record, the applicant may request a written statement of the grounds for the denial, which statement shall cite the law or regulation under which access is denied, and it shall be furnished forthwith to the applicant.

(f) Any person denied the right to inspect any record covered by this act (Sections 16-4-201 to 16-4-205) may apply to the district court of the district wherein the record is found for any order directing the custodian of such record to show cause why he should not permit the inspection of such record.

(g) If, in the opinion of the official custodian of any public record, disclosure of the contents of said record would do substantial injury to the public interest, notwithstanding the fact that said record might otherwise be available to public inspection, he may apply to the district court of the district in which such record is located for an order permitting him to restrict such disclosure. After hearing, the court may issue such an order upon a finding that disclosure would cause substantial injury to the public interest. The person seeking permission to examine the record shall have notice of said hearing served upon him in the manner provided for service of process by the Wyoming Rules of Civil Procedure and shall have the right to appear and be heard. (Laws 1969, ch. 145, Section 3.)

Section 16-4-204 Copies, Printouts, or Photographs; Fees

(a) In all cases in which a person has the right to inspect any public records he may request that he be furnished copies, printouts, or photographs for a reasonable fee to be set by the official custodian. Where fees for certified copies or other copies, printouts, or photographs of such record are specifically prescribed by law, such specific fees shall apply.

(b) If the custodian does not have the facilities for making copies, printouts, or photographs of records which the applicant has the right to inspect, then the applicant shall be granted access to the records for the purpose of making copies, printouts, or photographs. The copies, printouts, or photographs shall be made while the records are in the possession, custody and control of the custodian thereof and shall be subject to the

supervision of such custodian. When practical, they shall be made in the place where the records are kept, but if it is impractical to do so, the custodian may allow arrangements to be made for this purpose. If other facilities are necessary the cost of providing them shall be paid by the person desiring a copy, printout, or photograph of the records. The official custodian may establish a reasonable schedule of times for making copies, printouts, or

photographs and may charge a reasonable fee for the services rendered by him or his deputy in supervising the copying, print outing, or photographing as he may charge for furnishing copies under this section. (Laws 1969, ch. 145, Section 4.)

Section 16-4-205 Penalty

Any person who willfully and knowingly violates the provisions of this act (Sections 16-4-201 to 16-4-205) shall be guilty of a misdemeanor and upon conviction thereof, shall be punished by a fine not to exceed seven hundred and fifty dollars (\$750.00). (Laws 1969, ch. 145, Section 5.)

Adopted: 3/8/2011

NEWS MEDIA RELATIONS/NEWS RELEASES

Every effort shall be made to assist the press to obtain complete and accurate coverage of the programs, problems, planning, and activities of the school district.

All representatives of the media shall be given equal access to information about the school district. Releases of interest to the communities of the district shall be made available to all the media simultaneously. There shall be no exclusive releases except as media representatives request information about particular topics.

In order that school district publicity be given wide coverage and be coordinated into a common effort and purpose, the following procedures shall be followed in giving official information to the news media:

1. The Board chairman shall be the official spokesman for the Board, except as this duty is delegated to the superintendent.
2. News releases of a sensitive nature or releases which pertain to established Board policy are the responsibility of the superintendent or a member of the staff whom he may designate.
3. The Superintendent may delegate to the principal the responsibility for release of news about the high school and its programs. The principal may, in turn, permit staff members to speak officially for the high school on matters about which they are particularly knowledgeable. However, statements made to the press are to be cleared by staff members with the principal.

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

Adopted: 3/8/11

COMMUNITY INVOLVEMENT IN DECISION MAKING

The Board endorses the concept that community participation in the affairs of the schools is essential if the school system and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It therefore intends to exert every effort to identify the desires of the community and to be responsive, through its actions, to those desires.

All citizens will be encouraged to express ideas, concerns and judgments about the schools to the staff, the school administration, any appointed advisory body, and to the Board.

Residents who are specially qualified because of interest, training, experience, or personal characteristics, may be encouraged to assume an active role in school affairs either through an advisory capacity or by serving on citizens advisory committees.

The Board may, if it deems it appropriate, appoint a citizens advisory committee for purpose of studying matters and making reports and/or recommendations to the Board.

Adopted: 3/8/2011

COMMUNITY USE OF SCHOOL FACILITIES

The Board believes that the primary use of school facilities, buildings, and equipment must be for the educational program; however, the Board is cognizant of the large investment of the community in school buildings, grounds, and equipment. The community shall be encouraged to make use of the district's facilities.

School facilities may be used by responsible individuals and organizations within the community in accordance with the following provisions:

1. No facility may be utilized by an individual or organization at a time which will interfere with school activities.
2. The Board may require individuals and organizations to assume all liability for injury or damage to individuals or property and to indemnify and hold harmless the Board, the employees of the school district, and the school district from any loss or damage. In the case of large groups for which admission will be charged, the Board may further request proof of liability insurance. The person, group or organization requesting use of the school facilities shall observe all fire and safety regulations. In addition, groups or persons utilizing school facilities shall comply with all school district policies, specifically including, but not limited to, school district policies preventing use or possession of alcohol, drugs or tobacco while on school premises.
3. Permission for use of district facilities does not constitute a district endorsement of any organization, the beliefs of an organization or group, nor the expression of any opinion regarding the nomination, retention, election or defeat of any candidate or the expression of any opinion as to the passage or defeat of any issue.
4. No facility may be utilized without a school custodian or other duly authorized school employee being physically present for the opening, closing, and inventory of the facility for possible damage. Exceptions to this may be made by the superintendent.
5. Individuals or organizations using facilities will be held responsible for damage to the buildings and equipment. A deposit may be required by the superintendent to guarantee that facilities are left in good condition. Individuals and/or organizations using school facilities are responsible to clean up and leave the facility in the same condition that it was prior to use. Principals or their designee will evaluate the condition of the facility both before and after its use. Failure to clean up after use may result in denial of further use.
6. Individuals or organizations may be assessed appropriate fees to use a facility and also pay the full hourly rate of any school district employee required to be in attendance or to clean up after any group utilizing the facilities.

Rental charges for school facilities are:

Buff Gym, high school auditorium - \$100.00

Middle school gym, swimming pool, kitchens, and other areas - \$50.00

7. Facilities may be used without charge for any program dealing with community improvements if the building would normally be open at that time and if custodians are on duty.
8. Whenever food is prepared in the kitchen and served at the school, a cook who regularly works in that kitchen must be present. The cook will be paid by the individual or the organization at the same hourly rate by the district. The cook need not be present if food is carried in and served.
9. The superintendent or his designee, which may be the building administrator, shall be responsible for approving or disapproving requests for public use of facilities under their supervision. A "Request for Use of Facilities" form must be filled out by the authorized representative of the organization or by an individual requesting use of the building and approved by the superintendent or his/her designee as part of each request. Requests may be referred to the Board at the superintendent's discretion.
10. The Board of Trustees reserves the right to refuse approval or to cancel any and all permits issued for the use of school buildings or its facilities when it is deemed that such action is necessary for the best interests of the district.

Adopted: 12/14/10

TOBACCO/ALCOHOL ON SCHOOL PREMISES AT PUBLIC FUNCTIONS

For the best health of all our citizens, the Greybull Schools shall maintain a tobacco-free and drug-free environment. Use of alcohol is not permitted at any function held on school property, premises, or vehicles nor is it to be in possession at any of these locations or activities. Tobacco products are not to be used by students or district employees at any time while attending or working at school, while on school property, or riding in school-owned vehicles. Patrons may not use tobacco products while on school property.

Adopted: 8/9/94

Revised: 6/12/07

**GYMNASIUM USE APPLICATION AND AGREEMENT
Individual**

ACCESS PROCEDURES FOR DISTRICT GYMNASIUMS

- 1. An Individual must initially request access to the District's gymnasiums by contacting the District's Activity Director and completing a Facilities Use Form.**
- 2. All activities within the District's gymnasiums must be under the direct supervision of an adult at all times.**
- 3. An individual making a request for access to the District's gymnasiums must have a signed Waiver and Release of Liability document on file with the Activity Director's office. Additionally, any individual who will be under the direct supervision of the person requesting access to the District's Gymnasiums must have a signed Waiver and Release of Liability document on file with the Activity Director's office.**
- 4. A key to the District's gymnasiums is issued solely to the individual listed as the "Person in Charge" on the Facilities Use Form. At no time is this key to be given out to any other individual for any reason. Violation of this condition will result in the revocation of the key. Electronic locks AND VIDEO SURVEILLANCE are used to monitor access to the District's gymnasiums.**

GYMNASIUM GUIDELINES

1. Your use of the gymnasium and its equipment is strictly voluntary.
2. You assume all risks of physical injury and loss of possessions incurred during your use of the facility.
3. Abusive or foul language will not be tolerated.
4. Smoking, tobacco products, and alcoholic beverages are prohibited.
5. All food and drinks are to be kept in designated areas.
6. Appropriate shoes must be worn. Sandals are not considered appropriate footwear.
7. Shoes that mark the floor in the gyms are not allowed.
8. Any sports equipment brought into the gymnasium must be clean.
9. Equipment that could be damaging to the gymnasium is not allowed.
10. Bicycles are not allowed in the gymnasium.
11. Animals are not allowed in the gymnasium.
12. No spitting on the floor, in the drinking fountains, or in trash cans is allowed.
13. Weight room use guidelines:
 - **Use of spotters is required when lifting weights. Violation of this condition will result in the loss of the key.**
 - Belts are recommended with exercises involving the lumbar spine.
 - Clothing with belts, zippers, or other sharp metals is not to be worn when using seats/benches.
 - Check collars and tighten before using.
 - Check clearance to others and equipment.
 - Towels are recommended for use as covers on seats and benches.
 - Weights must be placed on weight racks when not being used.

Big Horn County School District #3
Greybull, Wyoming

WAIVER AND RELEASE OF LIABILITY
Use of District's Gymnasiums

In consideration of the school district allowing _____
to participate in the following activity: Use of District's Gymnasiums, I hereby forever
waive and release any and all claims of any kind whatsoever, **INCLUDING BUT NOT**
LIMITED TO CLAIMS OF NEGLIGENCE, against Big Horn County School District
Number Three (the School District), its officers, employees, agents, board members and
representatives, arising out of my or my child's participation in the above activity. **THIS**
WAIVER AND RELEASE INCLUDES, BUT IS NOT LIMITED TO CLAIMS OF
NEGLIGENCE AGAINST THE SCHOOL DISTRICT. By signing below, I hereby
waive and release any and all claims arising out of any kind of harm which may occur to me
or to my child during the above described activity, including but not limited to claims
involving personal injury or death.

I understand that participation in this event is strictly voluntary, and I freely choose to
participate or to allow my child to participate.

I understand that Big Horn County School District does not provide medical coverage for me
or for my child. I verify that I will be responsible for any medical costs that I incur as a
result of my or my child's participation.

I am aware of the risks of participation, including but not limited to severe injury and/or
death.

Signature Date

State of Wyoming

ss

County of Big Horn

The foregoing instrument was acknowledged before me by _____, on the
_____ day of _____, 20_____.

Witness my hand and official seal.

Notary Public

My commission expires: _____

Adopted: 12/14/10

GYMNASIUM USE AGREEMENT Organizations

LIABILITY INSURANCE

An organization that uses the District's gymnasiums must have comprehensive general liability insurance in the specific and aggregate amount of not less than \$500,000 and shall name Big Horn County School District #3 as ADDITIONAL INSURED. Organizations agree to carry general liability insurance with a company acceptable to Big Horn County School District #3. **A Certificate of Insurance must be attached to the Facility Use Form.**

ACCESS PROCEDURES FOR DISTRICT GYMNASIUMS

1. **An organization must initially request access to the District's gymnasiums by contacting the District's Activity Director and completing a Facilities Use Form.**
2. **All activities must be under the direct supervision of an adult at all times.**
3. **A key to the District's gymnasiums is issued solely to the individual listed as the "Person in Charge" on the Facilities Use Form. At no time is this key to be given out to any other individual for any reason. Violation of this condition will result in the revocation of the key. Electronic locks AND VIDEO SURVEILLANCE are used to monitor access to the District's gymnasiums.**

GYMNASIUM GUIDELINES

1. Your use of the gymnasium and its equipment is strictly voluntary.
2. You assume all risks of physical injury and loss of possessions incurred during your use of the facility.
3. Abusive or foul language will not be tolerated.
4. Smoking, tobacco products, and alcoholic beverages are prohibited.
5. All food and drinks are to be kept in designated areas.
6. Appropriate shoes must be worn. Sandals are not considered appropriate footwear.
7. Shoes that mark the floor in the gyms are not allowed.
8. Any sports equipment brought into the gymnasium must be clean.
9. Equipment that could be damaging to the gymnasium is not allowed.
10. Bicycles are not allowed in the gymnasium.
11. Animals are not allowed in the gymnasium.
12. No spitting on the floor, in the drinking fountains, or in trash cans is allowed.
13. Weight room use guidelines:
 - **Use of spotters is required when lifting weights. Violation of this condition will result in the loss of the key.**
 - Belts are recommended with exercises involving the lumbar spine.
 - Clothing with belts, zippers, or other sharp metals is not to be worn when using seats/benches.
 - Check collars and tighten before using.

PUBLIC GIFTS TO THE SCHOOLS

Any person or organization wishing to make a gift greater than or equal to \$300 to a school or to the district shall be asked to submit to the Board written information relative to the nature of the gift and its proposed use. The Board reserves the right to accept or decline the proposed gift. If the gift is accepted by the Board it shall be with a definite understanding concerning the use of the gift, including whether it is intended for the use of one school or for all schools in the district. Proposed gifts less than \$300 may be received by the appropriate building administrator if given to a school or by the superintendent if given to the district. When a gift has been accepted by the Board or its administration in the case of a smaller gift, it shall become the property of the district.

Adopted: 7/13/76

Revised: 8/8/2000



Greybull Public Schools
Donations

KH-R

Date: _____

Address and name of donator: _____

Donation made to: _____

Amount of/and item donated: _____

District obligation for the donation: _____

Signature of School District _____ Date _____

Signature of Donator _____ Date _____

Board Approval Date _____

VISITORS TO SCHOOLS

It is the policy of the Board to encourage parents and other citizens of the district to visit classrooms occasionally to observe the work of schools. The Board believes there is no better way for the public to learn what the schools are actually doing.

In order to assure that no unauthorized person enter the buildings with wrongful intent, all visitors to the schools will report to the school office to receive assistance from the staff to make their visit elsewhere in the building more efficient and profitable. This practice will not apply when parents have been invited to a classroom or assembly program.

Parents or citizens who wish to observe a classroom while school is in session are urged to arrange such sessions in advance with the teacher so that class disruption may be kept to a minimum. Teachers are expected not to take class time to discuss individual matters with visitors.

Principals are authorized to refuse entry onto school grounds and into school facilities to persons who do not have legitimate business at the school and to request any unauthorized person or persons engaging in unacceptable conduct or any conduct which will or could interfere with the educational program to leave the school grounds.

The superintendent or his designee is authorized to request assistance of law enforcement officers in cases of emergency or difficulty in getting persons to comply with this policy and the superintendent or his designee is authorized to seek prosecution to the full extent of the law when persons violate the provisions of the district policy regarding visitation, damage to school property, loitering, or disruptive activity.

Adopted: 3/8/2011

SEX OFFENDERS ON SCHOOL PROPERTY

Pursuant to Wyoming Statute §6-2-320, effective July 1, 2010, registered sex offenders requesting permission to be on school property under conditions not already specified under this law, are required to have written permission.

In compliance with this law, registered sex offenders seeking written permission to be on school property, or to attend a school event located elsewhere, are required to submit the form (KIB-E) to the appropriate principal no later than three (3) school days in advance of the date he/she is requesting.

A reply to this written request will be given prior to the requested date. Only the Superintendent may grant permission for this request after consulting with the appropriate principal.

Adopted: 10/14/2014

ACCESS TO SCHOOL PROPERTY BY SEX OFFENDERS

This form is to be completed each time access is requested and is limited to that specific occurrence unless otherwise noted below, and must be submitted three (3) school days in advance to the applicable building Principal or Superintendent.

Name _____ Date of Request _____
Date of Birth (Month/Day/Year) _____ Gender (circle one) Male Female
Home Address _____
Phone Numbers _____
Home Cell Work
E-mail address _____
Date(s) Requesting to be on School Property _____
Time of Day Requesting to be on School Property _____
Name of School/Building or Location on School Campus _____

Access shall be limited to the building and/or location noted herein, the parking lot and sidewalk/public access to the building or location designated herein.

State the specific reason/nature of the request to come upon school property _____

* * * * *

If request is related to your employment, provide the following information:

Current Employer _____
Years Employed _____ Name of Immediate Supervisor _____
Supervisor's Phone Numbers _____
Work Cell

Applicant may NOT come on school property until applicant has received this form indicating approved by the Superintendent and access shall be limited as indicated below.

Signature below indicates the information provided herein is true and accurate and requesting party is in full compliance with all Wyoming statutes regarding registered sex offenders.

Signature _____ Date _____

SCHOOL USE ONLY

Form Submitted to:
Principal/Superintendent Name _____ Building _____
Date Form Received _____
Limitations/Expectations for Access _____

This request is ___ Approved ___ Denied

Superintendent Signature _____ Date _____

Adopted: 10/14/2014

RELATIONS WITH COMMUNITY ORGANIZATIONS

We believe that the public schools have the primary responsibility for the formal education of the children and youth of the community. However, the Board recognizes that many governmental agencies and community organizations, while not primarily concerned with education, play a definite role in education. Therefore, it will be the desire of the Board to establish positive working relationships with all other public and private organizations that contribute to the education process and to the general welfare of the citizens of the community. The Board shall support and assist within its responsible ability and legal prerogatives, local profession, civic, labor, or business organizations whose efforts will result in improved educational opportunities for the students of the district.

The Board of Trustees encourages district personnel to participate in community affairs and to contribute constructive ideas relating to various aspects of the total educational program to local organizations.

Adopted: 3/8/2011

PUBLIC COMPLAINTS

It shall be the policy of the Board to provide an orderly framework for handling complaints toward the ends that problems affecting students, public and/or staff be resolved and that access to the Board be maintained.

Complaints about the curriculum, library, or instructional materials shall be handled as directed in the Board's policy on such complaints (see reference below). Other complaints concerning school operations shall be directed initially to the principal, who shall investigate and resolve them if possible. The principal shall refer complaints to the superintendent if the situation warrants.

Complaints of a district wide or particularly serious nature may be directed in writing to the Board through the Superintendent. Individual Board members shall not handle complaints for the Board.

No one shall be deprived of the right to a hearing before the Board, should a complaint fail to be resolved at a lower level.

Adopted: 7/13/76
Revised: 3/8/2011

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

The following procedure will be used for handling complaints about the curriculum, instructional materials, or library materials:

1. Any complaints will be directed to the staff member involved through the principal. The complaint must be formally stated in writing on a standard complaint form.
2. If a conference between the staff member, the principal, and the complaining party fails to reach resolution for all parties, then any or all parties may appeal to the superintendent for a review of the materials.
3. If resolution for all concerned at this level is not reached, an audience with the board may be requested for review of the problem.
4. If any party believes proper resolution has not occurred after board review, a formal hearing may be requested.
5. Any hearing held shall conform with the Wyoming Administrative Procedures Act. It is recommended that the hearing be attended by the staff member, the members of the department involved, the principal, a quorum of the Board, and the persons making the complaint.
6. Time shall be allowed prior to the hearing for all members of the hearing committee (as listed in item 5) to read and study the material in question as well as any written statements for and/or against the material which may be submitted.

Adopted: 7/13/76

Revised: 12/08/92

REQUEST FOR ADDITIONAL REVIEW

I am concerned about the materials: _____,

and I know the decision of the building review committee to be:

_____.

I am appealing the decision of the school committee to the Superintendent of Schools and to the district Board of Trustees, if necessary.

Signature: _____

Form Adopted: 12/08/92

RELATIONS WITH PARENT ORGANIZATIONS

The Board of Trustees believes that parents and parent organizations can be an essential element in the development of the close partnership that must exist between schools and the community if our young people are to be given the best possible opportunities for learning.

The Board shall offer its full cooperation to those organizations which it officially recognizes. Such recognition shall be granted in accordance with the following:

1. The organization must have as its main objective the educational welfare of the students, families, and teachers of the district. It must not seek to control district policies and regulations nor to direct their administration.
2. Parent organizations must be formed and governed in accordance with democratic procedures, including the election of officers.
3. Any parent organization wishing official recognition by the Board, must submit their organizational plan and rules of operation to the Board, through the superintendent, for approval. Once approved by the Board, the organization shall be expected to follow the plan and rules approved by the Board.
4. Each organization must also place on file with the superintendent a list of names and addresses of their officers.
5. When a parent organization wishes to organize at the school level, the Board shall grant official recognition to only one such organization for each school. Similarly, if parents wish to form a district wide organization, only one district wide organization may be granted official recognition by the Board.

Adopted: 3/8/2011

RELATIONS WITH PARENT ORGANIZATIONS

FUND RAISING GUIDELINES

for

Community Groups Recognized by the School District

1. Donations to school programs. The donation of equipment and building and grounds accessories which benefit all programs is encouraged and appreciated. These donations are subject to school board approval as per district policy. The equity of programs should be considered with all donations. Community groups should work with building administrators to determine the appropriate needs of our student activities.
2. Encouraged activities for community groups. Program or room snacks for special occasions, special spirit items, decorations for rooms or programs on special occasions, supplies for holiday celebrations or for school sport recognition nights are appreciated and encouraged. Community-sponsored recognition events or after-season appreciation banquets are also encouraged. While the various organizations have more autonomy in their non-campus events, organizing groups are asked and expected to keep the affected principal(s) informed of planned program-wide events. Community groups are encouraged to schedule program, school, and district-wide events with the building administrator so that a minimum of conflict with other school events will occur.
3. Use of district facilities. Use of district facilities for the purpose of fund raising by community groups must be approved by the building administrator who will apply the Community Use of School Facilities Policy. School and student programs will be given priority in the opportunity to raise funds at school activities. Building principals will set a priority for fund raising at school events.

Adopted: 8/08/2000

Revised: 3/8/11

RELATIONS WITH CHURCHES/COMMUNITY ORGANIZATIONS

Due to the involvement of some students in numerous school activities and to the desire of other community groups to provide programs for school age children, school personnel will not schedule school programs or practices after 6 p.m. on Wednesday evenings. Any exception to this rule must be reviewed by the building administrator involved.

Adopted: 2/11/86

Revised: 12/12/00