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9100 PARENTS

9110—PARENTAL INVOLVEMENT IN SCHOOLS

The Grand Island Public Schools believes that parental involvement is a major factor in children's education. As such, the district will support and facilitate parental information and involvement in educational practices affecting their children.

A. It shall be the policy of the Grand Island Public Schools to provide full access at reasonable times to parents/guardians of School District of Grand Island students to review curricular materials, student records and surveys as appropriate and lawful:

1. Textbooks, tests, and other curricular materials are available for review by parents of students of the Grand Island Public Schools upon request.
2. Upon prior approval from the appropriate teacher, counselor, or administrator, parents/guardians will be permitted to attend and monitor courses, assemblies, counseling sessions and other instructional activities as long as conduct or presence does not interfere with the educational process or otherwise conflict with school purposes.
3. Students will be excused from testing, instructional activities and other school experiences upon written parental request unless the test or activity is required for local, state, or national accountability or reporting purposes. A student may be excused from an activity which contributes to a grade for the course, only when an alternative activity can be reasonably provided. Requests must be received by the appropriate teacher or administrator within a reasonable time prior to the activity in question.
4. Parents/guardians will have access to student records as appropriate (Family Educational Rights & Privacy Act, 20 U.S.C. 1232 G, 79-4,157 R.R.S. and School District of Grand Island Policy: 8710—Student Personnel Files And Records).
5. Student testing will be utilized to assist in assessment of educational progress and as required by Title 92, NAC, Chapter 10.
6. Students may be asked to participate in surveys from time to time as deemed appropriate by district staff. Parents/guardians may remove their students from such surveys with prior written request, citing specific activity, reason for the request, and any applicable regulations.

B. Schools shall make provisions to include parents in program planning, information dissemination, and school improvement plan development, implementation, and evaluation.

Reference: 79-530 to 79-533
ESEA, Part A, Sec. 1118
Family Educational Rights & Privacy Act, 20 U.S.C. 1232 G, 79-4,157 R.R.S.
Title 92, NAC, Chapter 10

Policy Adopted: 8-14-95
Policy Revised 5-12-05
Policy Revised 6-14-07

9110.1 Administrative Procedures for Title I, Part A Parental Involvement

1. All schools providing school-wide Title I activities shall make provisions to involve parents in school improvement plan development, implementation, and evaluation.
2. Each Title I school shall insure effective parental involvement to include (from ESAA, Part A, Sec 1118)–
 - (1) ...assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;
 - (2) ...materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
 - (3) ...[education of] teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
 - (4) ...to the extent feasible and appropriate, [coordination and integration of] parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and [conducting] other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;
 - (5) ...[ensuring] that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;
 - (6) ...[involving] parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
 - (7) ...[providing] necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;
 - (8) ...[paying] reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
 - (9) ...[training] parents to enhance the involvement of other parents;
 - (10) ...[arranging] school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
 - (11) ...[adopting and implementing] model approaches to improving parental involvement;

(12) ...[(possibly) establishing] a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;

(13) ...[(possibly) developing] appropriate roles for community-based organizations and businesses in parent involvement activities; and

(14) ...[providing] such other reasonable support for parental involvement activities under this section as parents may request.

3. Each school's method of parental involvement will be described in the school improvement plan.
4. The district shall reserve an amount equal to 1 percent of the district's allocation of Title I, Part A funds to support parental involvement activities. The total amount shall be allocated equally to each of the district's school-wide facilities.

Grand Island Public Schools

Request for Exception/Exclusion from Activities or Curriculum

Student _____

School _____

What do you object to regarding instruction, materials, testing, curriculum, textbooks, surveys or other school experiences and activities? Please be specific.

Why do you find this objectionable?

What suggestions do you have to resolve the issue that might be satisfactory to you and the school district?

Parent/Guardian Signature

Date

9200 PUBLIC INFORMATION
9210–PUBLIC INFORMATION PROGRAM

The Board recognizes that cooperation between the staff, students, parents, and community is essential if the educational program is to meet the expectations of the student and community.

The Board believes that an effective communication program is vital to the constructive participation of staff, students, parents, and community in this process. Staff, students, parents, and community are entitled to complete and accurate information about school policies, regulations, programs, operations, finances, achievements, goals, problems, and needs.

All forms of communication, including personal, print, and electronic, will be used to supply this information.

Responsibility: Responsibility to make this commitment effective is delegated by the Board to the superintendent.

The principals are the chief school-community relations officers of the system. Operating under the executive leadership of the superintendent, *any written communication coming from the school is the responsibility of the principal.* The principal should understand how negative action on his/her part might lower the worth of a valuable program of school-community relations.

The principal will approve any letters and other written material sent to parents and school patrons through the school. Copies of letters and written materials shall be filed and maintained for future reference.

Policy Adopted: 11-11-91

9220–REPORTS TO THE PUBLIC

In accordance with the *Nebraska Department of Education Rule 10–Regulations and Procedures for the Accreditation of Schools*, the district will prepare and present to the Board and general public written reports which describe the district and performance of the students served.

As prescribed by Rule 10, such reports will include:

1. Student academics (annually);
2. School system demographics (annually);
3. Financial information (annually);
4. Learning climate assessments (biannually); and
5. Graduate follow-up studies (tri-annually).

Any evaluation reports shall include information on students with disabilities as required by the *Individuals with Disabilities Education Act*. Individual scores shall remain confidential.

References: *Title 92, Nebraska Administrative Code, Chapter 10, §004.01A4 and 004.06
Individuals with Disabilities Education Act–IDEA 34 CFR Part 300, Section
300.139*

Policy Adopted: 5-3-99

9230—ACCESS TO DISTRICT RECORDS

The School District of Grand Island shall allow persons to have access to district records in accordance with this policy and State and Federal regulations.

The Superintendent shall be the official custodian of district records. Such records will be open for inspection at the office of the Superintendent during normal business hours. No records will be released for inspection by the public or any unauthorized person if such disclosure would be contrary to the public interest as described in state and federal laws.

Individuals desiring access to records will submit a specific written request, on forms provided, to the office of the Superintendent. Upon receipt of the request, the Superintendent or designee shall do the following:

- 1) Determine whether the record request is sufficient to reasonably describe the requested record;
- 2) Determine whether the requested record exists;
- 3) Determine whether the requested record is accessible to the requester;
- 4) Provide to the requester as soon as is practicable and without delay, but not more than four business days after actual receipt of the request, either (a) access to or, if copying equipment is reasonably available, copies of the public record, (b) if there is a legal basis for denial of access or copies, a written denial of the request together with the information specified in section 84-712.04, or (c) if the entire request cannot with reasonable good faith efforts be fulfilled within four business days after actual receipt of the request due to significant difficulty or the extensiveness of the request, a written explanation, including the earliest practicable date for fulfilling the request, an estimate of the expected cost of any copies, and an opportunity for the requester to modify or prioritize the items within the request;

Copies made by the requester using his or her own copying or photocopying equipment shall be made on the premises of the School District or at a location mutually agreed to by the requester and the School District.

If the district provides the photocopies, it reserves the right to charge a fee not to exceed five dollars plus ten cents per page photocopy cost and the actual cost for personnel time. If media other than photocopies are requested, such cost will be actual media cost plus personnel time.

This policy shall not pertain to student records or conflict in any way with Grand Island Board of Education Policy: *8710—Student Personnel Files and Records*.

References: *Nebraska Revised Statutes: 84-712 through 84-712.07*
34 CFR Part 99 (Family Rights and Privacy Act)

Policy Adopted: 9-13-99

Policy Revised 2-1-01

School District of Grand Island
9230.1 Request for Records/Information

Name: _____ **Date:** _____

Address: _____

What information or record(s) are you requesting? (Please be specific.)

Signature of Individual Making Request

Office Use Only

Date request received: _____



Request approved

Date request completed: _____



Request denied

Reason for denial (as per Neb. Rev. Stat. 84-712.04):

Records Custodian

Date

9330.2 Specific State Statutes Addressing Denial of Information Access

84-712.04. Public Records Which May Be Withheld From The Public; Emumerated.

(1) Any person denied any rights granted by sections 84-712 to 84-712.03 shall receive in written form from the public body which denied the request for records at least the following information:

- (a) A description of the contents of the records withheld and a statement of the specific reasons for the denial, correlating specific portions of the records to specific reasons for the denial, including citations to the particular statute and subsection thereof expressly providing the exception under section 84-712.05 relied on as authority for the denial;
- (b) The name of the public official or employee responsible for the decision to deny the request; and
- (c) Notification to the requester of any administrative or judicial right of review under section 84-712.08.

(2) Each public body shall maintain a file of all letters of denial of requests for records. This file shall be made available to any person on request. (Laws 1979; 1983.)

84-712.05. RECORDS WHICH MAY BE WITHHELD FROM THE PUBLIC; ENUMERATED.

The following records, unless publicly disclosed in an open court, open administrative proceeding, or open meeting or disclosed by a public entity pursuant to its duties, may be withheld from the public by the lawful custodian of the records:

- (1) Personal information in records regarding a student, prospective student, or former student of any tax-supported educational institution maintaining the records, other than routine directory information;
- (2) Medical records, other than records of births and deaths and except as provided in subdivision (5) of this section, in any form concerning any person, and also records of elections filed under section 44-2821;
- (3) Trade secrets, academic and scientific research work which is in progress and unpublished, and other proprietary or commercial information which if released would give advantage to business competitors and serve no public purpose;
- (4) Records which represent the work product of an attorney and the public body involved which are related to preparation for litigation, labor negotiations, or claims made by or against the public body or which are confidential communications as defined in section 27-503;
- (5) Records developed or received by law enforcement agencies and other public bodies charged with duties of investigation or examination of persons, institutions, or businesses, when the records constitute a part of the examination, investigation, intelligence information, citizen complaints or inquiries, informant identification, or strategic or tactical information used in law enforcement training, except that this subdivision shall not apply to records so developed or received relating to the presence of and amount or concentration of alcohol or drugs in any body fluid of any person;
- (6) Appraisals or appraisal information and negotiation records concerning the purchase or sale, by a public body, of any interest in real or personal property, prior to completion of the purchase or sale;
- (7) Personal information in records regarding personnel of public bodies other than salaries and routine directory information;
- (8) Information solely pertaining to protection of the physical security of public property such as guard schedules; lock combinations; or the security standards, procedures, policies, plans, specifications, diagrams, access lists, and other security-related records of the Lottery Division of the Department of Revenue and those persons or entities with which the division has entered into contractual relationships. Nothing in this subdivision shall allow the division to withhold from the public any information relating to amounts paid persons or entities with which the division has entered into contractual relationships, amounts of prizes paid, the name of the prize winner, and the city, village, or county where the prize winner resides; *[Continues—not relevant]*

84-712.08. Records; Federal Government; Exception.

If it is determined by any federal department or agency or other federal source of funds, services, or essential information, that provision of this act would cause the denial of any funds, services, or essential information from the United States government which would otherwise definitely be available to an agency of this state, such provision shall be suspended as to such agency, but only to the extent necessary to prevent denial of such funds, services, or essential information. (Laws 1979.)

9300 FUND-RAISING/DONATIONS

9310–FUND-RAISING ACTIVITIES

The Board recognizes that individuals and organizations may wish to express support for a particular school or the school system by conducting fund-raising drives. While the Board respects such expressions of concern and support, it must require that fund-raising projects be conducted in such a manner that they do not interfere with the educational objectives or community standards.

- Fund-raising projects involving the sale of products must be submitted by the principal and approved by the superintendent before the activity is initiated;
- Efforts will be made to insure that a maximum number of students will be impacted by the results of the fund-raising activity;
- School are encouraged to sponsor no more than one major fund-raiser per year;
- Schools within the same attendance area should coordinate activities so that patrons are not confronted with several fund-raisers at the same time;
- Elementary attendance centers are encouraged to confine fund-raising to within building activities;
- Realizing that booster organizations, PTAs, and other support groups are autonomous organizations, principals should encourage groups to coordinate activities with each other and with school sponsored activities;
- Activities will conform with district approved bookkeeping and money management practices;
- Activities will not commit the district to additional or future financial liability.

Any activity involving students–

1. will not interfere with instruction;
2. will have clear educational, social, or recreational value;
3. will not exploit students for sectarian, partisan, political, or commercial purposes;
4. will be voluntary on the part of the student.

See also *8810–Student Gifts and Solicitations*.

Policy Adopted 11-3-97

9320–GIFTS FROM THE PUBLIC

The superintendent is authorized to accept gifts to the district, and others whom the superintendent may designate will be authorized to accept gifts for particular schools or programs. The donor will be officially thanked in the Board's name and all major gifts will be reported to the Board and officially announced.

In instances where the superintendent or a designee doubts the appropriateness or usefulness of an offered gift, the gift may be declined or the matter may be referred to the Board.

Some guidelines for use in determining the appropriateness of a gift may include:

1. The objective of the gift should have purpose consistent with that of the school system.
2. The gift should contain provisions to take care of overhead, indirect costs, and/or necessary capital outlay, in addition to direct operating costs where such costs are generated by the gift.
3. The acceptance of the gift should not add to staff responsibility.
4. The gift should not begin a program or incur liabilities that the Board may be unwilling to take over at the termination of the assets of the gift or grant. In the case of added responsibility, acceptance should be dependent upon a vote of the Board.
5. Acceptance of a gift is not to be construed as a testimonial or endorsement by the school system of a product or a business enterprise.
6. Whenever possible and applicable, cooperative selection of the type of gift is encouraged.

All gifts given to the schools will become the property of the district.

Nothing in this policy shall be construed as interfering with the functioning of the Grand Island Foundation/Educational Fund (refer to Policy 4620).

Policy Adopted: 11-11-91

9400 ADVERTISING

9410—ADVERTISING IN THE SCHOOLS

The School District of Grand Island is a public institution supported by taxes, and it is the duty of the Board of Education and administration to protect students from exploitation by private interests.

The Board recognizes that business, cultural organizations, and other private entities provide service, information, and materials which are of great value in advancing student education.

The Board recognizes that modern production, packaging, and distribution methods make it inevitable that some instructional and ancillary materials will carry advertising or promotional slogans.

Where advertising or promotions are presented to students as part of a school program or are presented in any instructional or informational material, the benefits of the program or material must clearly outweigh the adverse effects of exposure to such advertising or promotion.

It will be the responsibility of the building or program-level administrator to insure adherence to this policy. Any advertising or promotional situations that have district-wide impact will be the responsibility of the superintendent or designee. Any questionable situation, as determined by the superintendent or designee, will be brought to the attention of the Board of Education.

Policy Adopted: 1/13/92

9420–DISTRIBUTION OF MATERIALS BY NON-SCHOOL GROUPS

Introduction

All requests from non-school groups seeking to distribute information to or through students or staff on Grand Island Public Schools' ("GIPS") property shall be submitted to the Superintendent's office for review and shall be governed by this policy.

Definitions

The following definitions shall apply to this policy:

Non-school groups – those organizations or groups that are not part of the school program, school-sponsored activities, or organized pursuant to School Board policy.

Non-school information – any printed or written materials prepared by non-school groups for posting or general distribution that are not prepared as a part of the curriculum or approved extracurricular programs of GIPS.

Curricular – pertaining to district approved and provided scholastic activities generally occurring during normal school hours.

Extra-curricular – pertaining to district approved, non-scholastic, voluntary activities. Such activities may be athletic, social, or philanthropic as opposed to the more scholastic curricular offerings.

Scope

Non-school groups may be allowed to distribute information to students on school property in the manner discussed below, if the information materially and substantially enhances and supports the district's curriculum and extra-curricular programs.

Methods for distributing information from non-school groups

The building Principal may establish time, place and manner restrictions for distribution that in his or her opinion preserves the employees' ability to perform their duties, avoids disruption of the educational process, and preserves the school's supervisory authority. Approved methods of distribution are noted in the administrative section.

Limitations on distribution

There shall be no distribution of information that:

1. Will likely cause the commission of unlawful acts, or a material and substantial disruption of the proper and orderly operation of the school or school activities.
2. Is obscene, profane, indecent, lewd or libelous.
3. Promotes, favors or opposes a candidate for elected office or a ballot measure.

Students shall not be required to take home or read any non-school information, and distribution of non-school information by electronic means is prohibited.

Any group wishing to distribute non-school information should submit the information to the Superintendent a minimum of two weeks before the planned distribution. GIPS will not prepare, assemble, or duplicate the non-school information for distribution.

Related Policies: *9150–Advertising in the Schools*

Policy Adopted: 1-4-99
Policy Revised: 8-9-07

9420.1 Administrative Procedure for Information Distribution

1. All flyers, handouts, etc. must be approved for content by the Superintendent's office at least two weeks prior to distribution. Items/materials must conform to Policy 9420.
2. At the elementary level all flyers, handouts, etc must be sorted out and counted by school, grade, and room. For example, if Mrs. Smith has 25 students in her 5th grade class at XYZ School, we would expect to receive a bundle of 25 (plus 5 extra for 30 total) labeled XYZ School – 5th grade – Mrs. Smith. The school secretaries and teachers are not to count out materials that arrive in bulk. The number of students in each class at each school can be obtained by calling the Superintendent's Office or through the district web page (www.gips.org: District Information/ District Data). The district may require translated copies if appropriate.
3. At the Middle School and High School level all flyers are placed in the commons area to be picked up by those students who might be interested. Permission is still required before distributing. Posters are frequently used for the upper grade levels. Again, permission from the Superintendent's Office is still required.
4. All flyers, handouts, etc. are to be distributed via our school mail system. Schools know that materials received through the internal system have been pre-approved. Items left directly at the school will not be distributed.
5. Materials will be distributed to students at the schools ONLY on the 2nd and 4th Friday of each month. To ensure that items reach the schools on time, all materials must be bundled and delivered to the Administration Building by the Wednesday prior to the distribution Friday.

Request for Distribution of Materials By Non-School Groups

- Name of Individual or organization) _____
- Date of Requested Distribution (See Policy 9420): _____
- Schools and/or Grade levels:

• Description of Material to be distributed:

• How does the information or material “enhance and support the curriculum and extra-curricular programs” of the Grand Island Public Schools (Policy 9420)?

Approved
Not Approved Reason:

Superintendent or Designee

Date

