

9000 RELATIONS

- 9011 School Publicity
- 9012 Staff Information Program
- 9020 Public Relations
- 9030 Board Rules for Conduct of Public Addresses
- 9041 Chapter 1 Parents' Council
- 9051 Public Complaints and Grievances
- 9052 Public Complaints Concerning Instructional Material
- 9060 Visitors to Schools
- 9071 Attendance at Middle School Athletic Events
- 9080 Parental Communication
- 9100 News Media Relations
- 9110 Relations with Educational Institutions
- 9120 Fund Raising Drives
- 9131 Advertisements of Community Organizations in School
- 9132 Contests for Students
- 9133 Parent Associations
- 9134 Regulations for Conducting 50/50 Raffles by Parent/Teacher Groups
- 9135 Regulations Governing High School Band Parent Organizations
- 9200 Cablecasting Student Activities
- 9300 School Volunteers
- 9410 Surrogate Parents
- 9520 Cooperation with Fire Departments/First Aid Squads

#9011 SCHOOL PUBLICITY

The purpose of publicity is to give the public an overview of education in the district schools. Material released to local papers should be of current interest, have news value and be consistent with the district's educational philosophy.

- A. When telling about a specific project, for instance, the district is concerned with presenting the educational values involved rather than describing the details of the project itself.
- B. Educational jargon should not be used. Terms employed should be those which can be understood by all people.
- C. The district should strive to maintain balance in its publicity. Representation from all grade levels and from all subject matter fields should be inclined in our publicity.
- D. The district is trying to interpret all phases of education and, therefore, often it will be better to run a series of articles rather than just one article.
- E. News releases shall be planned in a systematic manner. A hodgepodge of items released on one given day often tends to produce results that are undesirable.
- F. Material for release to papers should have the approval of the Superintendent. This does not include releases from P.T.A. groups.
- G. In order to maintain a progressive and coordinated program of public relations for the district, it is essential that:
 - 1. Staff members, acting in their capacity as district employees, not give the school information requested by representatives of the news media without prior approval of the Superintendent;
 - 2. Students will not be permitted to give school information or interviews requested by representatives of the news media, while on school property, without prior approval of the Superintendent.

Reference: Policy #901

#9012 STAFF INFORMATION PROGRAM

The District is cognizant of the value of a well-informed staff. Therefore, the administration will, within resources available, take into consideration the following needs to staff:

- A. To be informed about the nature and functions of the district, including the public it serves and its unique setting in the educational milieu.
- B. To be informed about actions of the Board of Education, policies and regulations of the district, and events that the Superintendent deems significant.
- C. To have in-depth knowledge, in the case of certain staff members, of the kinds of services offered and the expertise available within the district.
- D. To be kept informed regarding district sponsored workshops, conferences, courses and other inservice activities.

The District recognizes the complexity involved in the execution of portions of this policy including obvious areas where judgments of importance and/or judgments of resources available may vary. Except in those instances where the Board has reserved judgment for itself, the sole judgment as to the implementation of any portion of this regulation shall be that of the Superintendent. Nothing herein shall imply a right of any staff member to participate in any activity without approval of the appropriate supervisor.

Reference: Policy #901

#9020 PUBLIC RELATIONS

In support of the Board's policy to utilize appropriate media through which the purposes, values and needs of the schools may be communicated and to assist representatives of such media in presenting a true picture of the school system, as indicated in Regulation 9011.

All releases sent out concerning a school must be reviewed and approved by the appropriate administrator before publication and distribution.

Reference: Policy #902

#9030 BOARD RULES FOR CONDUCT OF PUBLIC ADDRESSES

A period of public participation is provided at the conclusion of the full agenda at each public meeting of the Board. Any matter of proper concern to the Board may be addressed at that time. It shall be the duty of the appropriate administrators to notify the public of the following rules.

A. Notice of Board Meetings

The Board Secretary shall notify representatives of the news media and municipal clerk of the date, time and place of each public meeting of the Board. A public notice of such meeting shall also be posted in the Board office and, when time permits, advertised in the official Board newspaper.

A copy of the agenda shall be distributed to all attendees. Additional information may be available to the public in the Board Secretary's office. A copy of the Board's rules for public participation shall also be available to all attendees.

B. Eligibility of Speakers

The Board Secretary shall make the public aware that the Board will hear any resident or any person who has a legitimate concern for the affairs of the school district.

C. Prohibited Materials

The Board Secretary shall put the public on notice that no placards, signs, or banners are permitted in the meeting room.

D. Hearing of Public

Any eligible person attending a Board meeting is invited to express his/her views during the portion of the meeting which has been designated for this purpose in accordance with the following procedures:

1. Public participation will be permitted only as indicated on the order of business in the by-laws of the Board.
2. Public participants must be residents of this district or have a legitimate interest in the action of the Board; when the issue addressed by the participant is subject to remediation under policies and procedures of the Board, the participant will not be heard.
3. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address and group affiliation if appropriate.
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.

5. Each person properly recognized and identified may address the chairperson on matters properly before the Board, and shall do so as briefly as the subject allows.
6. Each speaker may be limited to 5 minutes.
7. A speaker's right to be heard may be immediately terminated when remarks being made become too personal, vitriolic, abusive, profane or obscene.
8. Any attendee may be requested to leave the meeting when that person does not observe reasonable decorum. A person refusing such request may be deemed disorderly and ordered removed by the police.
9. No person shall be heard a second time until each person wishing to address the chair on the subject at hand has been heard once.
10. The chairperson may select representatives to speak on each side of an issue.
11. The Board will hear only one speaker representing a delegation.
12. Members of the Board and the Superintendent enjoy the privilege of asking questions of any person addressing the Board during the period of open public participation.

All persons wishing to meet with the Board shall register their intent with the Board Secretary 30 days in advance of the meeting and include: name, and address of the participant(s), group affiliation, if appropriate, and topic to be addressed. The Board will provide citizens' nights for unscheduled meetings.

Reference: Policy #903

#9041 CHAPTER I PARENTS' COUNCIL

A. Responsibilities of the Board

The Board of Education is the legally responsible body for all Title I activities of the District and for those of the private schools approved by the state for association with this District in any Chapter I project. The application for funds, the contract for their use, the assurance of compliance with the plan of expenditure and with all state and federal regulations, and the evaluation of the completed program are all primary areas of Board responsibility. In order to fully discharge these duties, the following guidelines will be observed in reviewing each application for Chapter I funds submitted by the Superintendent to the Board:

1. How were parents involved in the preparation of the application?
2. What role did the Chapter I Parent Council play in the preparation of the application?
3. Has every eligible private school in the District been given a full opportunity to participate in the proposed program?
4. What criteria will be used to select children and what action has been taken to insure uniform application of that criteria among all participating schools?
5. What safeguards will be used to insure that employees whose salary in whole or part is paid by Chapter I funds will be used in Chapter I activities only, to the extent of such payment?
6. Do the proposed programs in each school supplement existing Board-supported programs (or programs which would exist if services for some children in the District were provided equally to all children) as opposed to supplanting programs now supported by the Board?
7. How has the proposed program been coordinated with other community agencies to insure the best use of Chapter I funds?
8. What safeguards have been established to insure the identification and inventory of equipment purchased from Chapter I funds?
9. Have all program objectives and the measures to be used in evaluating progress toward those objectives been clearly specified?

B. Responsibilities of Chapter I Parent Councils

The Board of Education is cognizant of and supports the laws and regulations which provide for active participation of Chapter I Parent Councils in an advisory role in the planning, operation and evaluation of Chapter I programs. It is the desire of the Board that each participating school in this District (public and private) form a Parent Council which complies with all applicable laws and regulations and that said local councils organize a Central Council of Chapter I Parent Councils.

It shall be the duty of the Central Council to:

1. Review and comment upon the projection application;

2. Present complaints and/or grievances made through a local council to the Board when resolution cannot be reached with appropriate school administrators;
3. Participant in the annual evaluation of the Chapter I project;
4. Report periodically to the Board concerning their role and activities;
5. Conduct such other functions as may be permitted under law and regulations, and which have been mutually agreed with the Superintendent or designee.

C. Responsibilities of the Superintendent

It is the responsibility of the Superintendent:

1. To designate a responsible person for all Chapter I activities in each eligible school;
2. To prepare directions for starting local Parent Councils in each participating school;
3. To approve the job description for each Chapter I job title for which instructional or administrative funds are requested;
4. To assume or delegate overall administration of the district-wide Chapter I program;
5. To prepare a procedure for handling parent and Parent Council recommendations, complaints and grievances;
6. To prepare a procedure for insuring that Parent Council members are adequately instructed and informed.

Reference: Policy #904

#9051 PUBLIC COMPLAINTS AND GRIEVANCES

The District invites constructive criticism by all parents and patrons of the District. It is also the policy of this District that the Board of Education places trust in the employees of the District, and, therefore wishes to go on record as supporting the actions of its employees so as to protect them from unwarranted and unnecessary attack. Therefore, to insure all complaints are fairly treated and the interests of district employees guarded, the following procedures shall be followed:

- A. District officials and administrators will not normally entertain or consider communications or complaints from teachers, parents, or other citizens, but shall refer all such communications to the appropriate principal or supervisor.
- B. Normally, complaints should be moderated by the principal of the appropriate school; but in the event the complaint is not satisfied in a conference with school representatives (principals, teachers or counselors), the problem should be referred to the appropriate director, and then, if not solved, to the Superintendent.
- C. The Superintendent will arrange for a hearing. If the complaint concerns a teacher or a principal, the Superintendent will be available if his/her presence is desired; otherwise, an appropriate administrator will represent him/her.
- D. If no solution satisfactory to the parents is forthcoming, the parents may seek a hearing before the Board. The complaint shall state:
 - 1. the nature of the problem;
 - 2. the facts about the case;
 - 3. the persons involved;
 - 4. the recommended solution.
- E. A written statement must be submitted six (6) calendar days before the next Board meeting, in order to be included on the agenda.
- F. The Board has reserved the right to wait until the next regular meeting after the complaint is placed on the agenda, before acting on the same.
- G. All persons are cautioned that any person who upbraids, insults or abuses a certified employee, in the presence or hearing of a pupil, is liable to prosecution through legal action.

Reference: Policy #905

**#9052 PUBLIC COMPLAINTS CONCERNING
INSTRUCTIONAL MATERIAL**

In the event of a complaint about any instructional material, the matter shall be recognized and processed according to the following procedures:

- A. If the complainant telephones, listen courteously and invite him/her to file a complaint in writing but make no commitments, admissions of guilt, or promises.
- B. If he/she writes, acknowledge the letter promptly and politely.
- C. In either case, send the complainant the approved questionnaire so that he/she may submit a formal statement to the school authority.
- D. If the questionnaire is returned:
 - 1. Criticism of the material should first be submitted to the principal and then to the Superintendent.
 - 2. The allegations shall be reviewed by a committee and or group consisting of:
 - a. A teacher in the subject matter of the field challenged.
 - b. A library staff member.
 - c. A board member, if desired.
 - d. An administrator.
- E. The committee shall be chaired by the principal or someone appointed to be his/her representative.
- F. The committee shall consider criticism in relation to material as a whole, general tone of work and value of work to the educational program.
- G. The decision of said committee shall be sent to the originator of the allegations, and a copy filed with the Board.
- H. Appeals from this decision may be made through the Superintendent to the Board for final decision.

Reference: Policy #905

#9060 VISITORS TO SCHOOLS

- A. The building principal has the authority to evaluate all requests to visit the school. If for some reason a request to visit a school is not considered advisable, an explanation will be given by the school principal.
- B. As a general rule, arrangements to visit a school class should be made at least three (3) days in advance of the intended visit.
- C. All visitors must report to the principal's office upon entering the school. Parents who have appointments with staff personnel in the guidance office, or other administrative office, may report there directly.
- D. Visitors who will be required to walk through the school may be given a visitor's badge and will be given instructions.
- E. Parent-Teacher conferences will be arranged through the guidance office or through the principal's office.
- F. Visits to classrooms by educators and future teachers are arranged through the office of the principal with the cooperation and consent of teachers.
- G. Teachers may invite guest speakers or observers with the approval of the principal.
- H. At no time shall a staff member transact business with a person in the school who has not been duly registered at the school office and received authorization to be present for the purpose of conducting business.
- I. Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee must be present during the meeting.
- J. A student is not permitted to leave the school with anyone who has not been clearly identified as his/her parent in custody or guardian or a person authorized to act on the behalf of a parent or guardian. The visitor must sign the child out.
- K. Any visitor to the school whose presence or conduct is disruptive, or whose behavior, past or present, suggests that he/she intends or is likely to become disruptive, may be requested to leave the school premises. If the visitor so addressed does not withdraw, the principal may summon assistance from the local law enforcement agency.
- L. Each school shall post, in areas accessible to the public and the students, regulations and statutes related to disruptive behavior and disturbances in the school.

Reference: Policy #906

#9071 ATTENDANCE AT MIDDLE SCHOOL ATHLETIC EVENTS

Attendance at middle school athletic events shall be limited to attending students and their parents and relatives. Other persons may be admitted upon the approval of the principal.

Reference: Policy #907

#9080 PARENTAL COMMUNICATION

A. Conferences

Conferences are scheduled with parents who have children in grades Kindergarten through 6. These conferences will be held twice a year. The dates must be approved by the Board of Education upon recommendation of the Superintendent at least one month before they occur.

B. Communication from Home

If it should be necessary for a parent or other relative to leave a message for a child during the school day, the parent will contact the office and the information will later be relayed to the child. Unauthorized class interruptions are not permitted. Only messages of an emergency nature will be handled.

C. Communication to Home

Notices from the school to the home will be kept to a minimum and will reflect only the vital needs of the school. All such notices should be returned promptly when information or a signature is required by the school.

D. Parental Assistance

Parents can be helpful to their children and the school by:

1. Supporting the schools in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on the part of their children;
2. Sending students to school with proper attention to health, personal cleanliness and dress;
3. Maintaining an active interest in the students daily work, and making it possible for them to complete assigned homework by providing a quiet place and suitable conditions for study;
4. Complying with the school's requests. This includes reading carefully all communications and signing and returning them as required;
5. Cooperating with the school in attending conferences set up for exchanging information on the student's progress in school.

Reference: Policy #908

#9100 NEWS MEDIA RELATIONS

In order to maintain a progressive and coordinated program of public relations for the district, it is essential that:

- A. The submission of photographs to news media or permission for representatives of news media to photograph district subjects, personnel, or students shall be authorized by the appropriate administrator.
- B. Any photograph of a controversial nature or questionable with regard to individual right of privacy shall not be sanctioned. In cases where there is doubt with regard to taste or privacy, but where it is felt that the publishing of the photograph serves a purpose which is in the best interests of the district, the appropriate administrators will not authorize the use of the photograph without first obtaining a release from the individual(s) concerned or their parent or guardian.

Reference: Policy #910

#9110 RELATIONS WITH EDUCATIONAL INSTITUTIONS

In order to maintain cordial and constructive relationships with other educational institutions, the District shall:

A. With Parochial and Private Schools:

1. Maintain liaison with the administrators of all private and parochial schools, which enroll significant numbers of pupils resident in this district, in order to be aware of any program changes that may be planned which could affect this district;
2. Determine how this district can advance the education of resident pupils attending parochial or private schools by the provision in these schools of special programs;
3. Cooperate fully in the implementation of all state and federal programs administered by this district which benefit in whole or in part, eligible pupils attending private or parochial school.

B. With Institutions of Higher Education:

1. Welcome representatives of higher education institutes who wish to speak to our students interested in attending their college upon completion of secondary education;
2. Cooperate with state institutions in the placement and evaluation of practice teachers in accordance with Board policy on student teachers;
3. Encourage local colleges to offer for credit college level courses in the schools of this district to adult or continuing education participants;
4. Encourage local colleges to provide graduate level courses for the benefit of district staff members in the schools of this district.

Reference: Policy #911

#9120 FUND RAISING DRIVES

The Board of Education is opposed to the exploitation of our student body, organizations, staff, and facilities for purposes of outside business interests or organizations. The following prohibitions apply to all fund raising drives not approved by the Superintendent.

- A. The District does not participate in drives or campaigns for the collection of food, clothing, of articles of any kind.
- B. The District does not issue lists of names or addresses of school pupils and staff to any business, agency, or individual.

Three of the following nine agencies will be given permission annually to place canisters in the schools for fund raising purposes:

Kidney Foundation
Heart
Cancer

Tuberculosis & Chest Diseases
March of Dimes
Multiple Sclerosis Society

Society for Crippled Children
Muscular Dystrophy
Cerebral Palsy

Each of these charitable organizations will be permitted to collect every third year on a rotating basis, as shown above.

Reference: Policy #912

**#9131 ADVERTISEMENTS OF COMMUNITY
ORGANIZATIONS IN SCHOOL**

Only advertisements of community organizations specifically approved by the Board of Education are permitted in the schools. Approval for community organizations to use the schools for displaying advertisements must come from the Director of Administrative Services on the district approved form.

- A. Community organizations may put posters in the girls' and boys' locker rooms and only there, provided the principal feels such an announcement is beneficial and/or worthwhile for the students or the community. Public address system in the school may not be used to announce community organization activities.
- B. The students may solicit and accept patrons and advertisements to help defray the cost of authorized school publication.
- C. Principals shall prohibit any material from use and circulation in the schools which is deemed to be primarily advertising material.
- D. Teachers may use materials carrying the name of a commercial sponsor provided its content is educational and approved by the principal.

Reference: Policy #913

#9132 CONTESTS FOR STUDENTS

The District receives numerous requests for contests to be conducted in the schools. The Board of Education recognizes the merits of some of these requests and appreciates the interest in school evidenced by local, state and national organizations. At the same time, the Board recognizes its responsibility for maintaining a planned, balanced educational program.

The District believes that contests conducted in the school should be educational in nature, voluntary for the student, and not cause disruption to the ongoing instructional program. Therefore, the Board will neither approve nor condone contest activities which are unrelated to, or tend to disrupt the program of instruction.

Requests for permission to conduct contests must be made to the Director of Administrative Services six weeks prior to the date of the contest and be conducted in accordance with the regulations of the district. Contests not approved by the Director of Administrative Services shall not be conducted in any school.

The following criteria shall be used by the Director of Administrative Services when considering requests to conduct contests in the schools:

- A. Participation by schools and students in any contest shall be voluntary.
- B. Each contest shall be conducted in a manner that will insure there will be no disruption to the instructional program.
- C. The subject matter for any contest shall be appropriate to the age level of the participants.
- D. The school's responsibility shall be limited to announcing the contest and providing related information to students.
- E. Sponsoring organizations shall designate one of their members to be a contact person for each school that participates and shall specify the time this individual will collect all student materials at the building
- F. All poster entries submitted by students shall be accepted by the sponsoring organization and shall be returned within a reasonable time following announcement of the winners.
- G. Judging of the results shall be the responsibility of the organization conducting the contest. School personnel shall not be required to serve as judges.
- H. A list of contest winners shall be sent to participating schools.

#9133 PARENT ASSOCIATIONS

School organizations and student groups approved by the Board may be sponsored by an association of parents concerned with promoting the objectives of that organization or group. This association may raise funds provided it is made clear that such solicitation is being made under the parent association and not through the school. Only student groups sponsored by an active parents organization may solicit funds outside the grounds. Gambling or games-of-chance are not considered acceptable fund raising techniques under the above policy.

Reference: Policy #913

**#9134 REGULATIONS FOR CONDUCTING 50/50 RAFFLES
BY PARENT/TEACHER GROUPS**

Recognizing the request from parent/teacher groups for permission to conduct 50/50 raffles during meetings, approval is granted within the following guidelines:

- A. A written request shall be filed by the group with the Superintendent of Schools. The request should include a statement of the purpose(s) for raising money.
- B. Any and all permits required by appropriate governmental agencies shall be secured by the group and a copy of such permit(s) must be submitted to the Board of Education office.
- C. Such raffles may be conducted only at meetings where students are not involved in the program.
- D. No students shall be actively involved in the sale or purchase of the tickets.
- E. By June 30 of each school year, a report shall be filed by the group with the office of the Board of Education. The report shall include the amount of money raised and the purpose(s) for which the money was expended.

Reference: Policy # 913

10/80

#9135 REGULATIONS GOVERNING HIGH SCHOOL BAND PARENT ORGANIZATIONS

The Board recognizes the importance of utilizing the community and its human resources as partners in the process of education. Consistent with this recognition, the Board encourages the support of band parent groups as service organizations for the district's high schools.

In order to facilitate an effective and harmonious relationship between band parent organizations and the high schools, the following regulations are set forth regarding how these groups are to function at each of the high schools in the district:

- A. Band parents groups shall function only as service organizations of the high schools.
- B. All activities of the band parents groups are subject to the approval of the building principal.
- C. The building principals are to be considered bona fide members of the band parents' executive committees and as such they or their designees shall attend all meetings of the groups which are conducted.
- D. All fund-raising activities of band parents groups are subject to the final approval of the building principal and shall be conducted in accordance with Board policies and regulations dealing with the fund raising activities.
- E. Financial reports of all fund raising activities and/or other sources of revenue shall be filed with the building principal immediately following the completion of each activity which is designated to raise or collect money. In addition, an annual financial report is to be filed with the building principal not later than June 30 of each school year.
- F. No officer or member of any band parent group may bind the band, high school, school district or Board to any contract without written approval of the building principal and the Board of Education, and such approval of any contract shall be sought in accordance with district policies and practice.
- G. The high school band director and band parents president shall sign all checks.
- H. Any involvement of band parents groups in the scheduling of band events and/or activities shall be done through the building principals and subject to their approval, and shall be consistent with Board policies and regulations governing the conduct of school activities.
- I. The yearly schedule of band events and participation is to be determined and approved by the building principals.
- J. Concerns or problems identified by members of the band parent organization are to be discussed first with the band directors in order to seek resolution to identified concern(s) or problem(s). If the problem(s) cannot be resolved successfully at this first level of communication, the problem(s) is to be brought to the attention of the next person in authority following the chain of command.

- 1. Building Principal

2. Director of Instructional Services

3. Superintendent of Schools

- K. Members of band parents groups may not visit the band directors or band rooms without first reporting to the office, obtaining the approval of the building principals or their designees, provided that such visits do not interfere with instructional activities or other responsibilities of band directors.
- L. Members of band parents groups are to wear identification tags imprinted with "Band Parent Booster" when officially accompanying the bands to such activities as parades, competitions, games, etc.
- M. The primary responsibility for providing funds to pay for uniforms, special instruments, bus transportation to and from activities, including competitions and the hiring of specialists, if needed, to provide expertise in areas of music or marching, etc. rests with the Board of Education. If band parents groups wish to help subsidize the activities of the band through funds which have been raised, they must submit to the building principal a written request to do so, and such requests shall include the following:
1. Specific purpose of the subsidy;
 2. Amount of the subsidy;
 3. Source of the subsidy;
 4. How the band will benefit from the subsidy.

These requests shall be subject to the approval of the building principal provided he/she has determined that local Board funding sources are not available to take care of the specific need (purpose) which has been identified.

- N. Band parents' groups assist in operating concession stands only if the building principal has determined that the school's Student Council is not interested or unable to assume this responsibility.
- O. Copies of the "by-laws" of all band parents groups shall be filed in the principals office and be consistent with these regulations and all Board policies and regulations which govern school activities.

#9200 CABLECASTING STUDENT ACTIVITIES

- A. Requests for video taping or broadcasting must be submitted to the building principal at least ten (10) working days prior to the event. The period of time may be shortened at the discretion of the principal.
- B. If the event is a contest or any other activity which involves another school, the principal of the other schools must also approve.
- C. The request shall be submitted on forms developed and approved by the district. The information requested on these forms shall include, but not be limited to:
 - 1. Name of requesting organization
 - 2. Person responsible for the production
 - 3. Name, date and time of the event
 - 4. Description of equipment to be used
 - 5. Evidence of acceptable insurance coverage
 - 6. Expected showing date(s)
- D. Permission shall be decided by the principal on the basis of:
 - 1. His/her judgment concerning the interference the equipment may have on the event;
 - 2. The probable impact on the participants;
 - 3. The contribution such a showing will make as part of the total communication between the school and community.
- E. Events which are open to the public do not require that releases be signed by the students or staff participants.
- F. Events which are not open to the public may only be approved if all participants sign releases (permission). In such cases, there may not be monetary demands made by the students or staff for such permission.

#9300 SCHOOL VOLUNTEERS

- A. The Superintendent of Schools shall appoint a district employee to be in charge of coordinating the volunteer program.
- B. The coordinator of this program will recruit help on a district-wide or regional basis.
- C. Schools should continue to recruit needed personnel from their own community.
- D. Volunteers who have applied will be selected by the respective administrator who reserves the right to make choices on the basis of the background and aptitudes of the applicant in relation to the needs of the school.
- E. Training appropriate for the tasks to be performed will be given to volunteer workers by school personnel.
- F. Information generally needed by all volunteers shall be written into a Procedure Manual to be used by the volunteer and personnel assigned to train and utilize volunteer personnel.
- G. Information specific to a particular assignment will be written and incorporated into a separate Procedure Manual and distributed only to those training or performing a specific job.
- H. All volunteers are under the supervision of the building administrator or an employee designated by him/her.
- I. A record of the hours contributed by each volunteer shall be logged by date and time spent as a volunteer.
- J. Certificates of recognition will be given at the end of each school year. The certificate will note the number of hours worked and the nature of the task(s) performed.
- K. Volunteers and their accomplishments shall be given public recognition whenever appropriate.

#9410 SURROGATE PARENTS

- A. A person selected by the Board of Education to serve as a surrogate parent shall have:
 - 1. no interest that conflicts with those of the pupil he/she represents; and
 - 2. Knowledge and skills that ensure adequate representation of the pupil.
- B. The person serving as a surrogate parent may not otherwise be an employee of the local school district. A surrogate parent may be paid solely to act in that capacity.
- C. The district administrator of Special Services and Child Study Team shall consider all candidates who volunteer to act as surrogate parents.
- D. If a volunteer is not available or a volunteer is deemed unsuitable, the district shall seek a surrogate through collaboration with the student, the student's extended family, the student's friends, and appropriate social service agencies.
- E. Once selected, the district administrator of Special Services and the Child Study Team will meet with the surrogate parent and provide them with inservice training on all aspects of 6:28. The surrogate parent will receive a copy of Parental Rights in Special Education and 6:28. The surrogate parent will be referred to appropriate parent advocacy organizations and support groups providing services to parents of handicapped students.

**#9520 COOPERATION WITH FIRE DEPARTMENTS/
FIRST AID SQUADS**

In emergency situations non-certified personnel employed by the school district may be requested to participate in providing assistance at a fire or an accident. Employees of the district may only be permitted to participate in such an emergency if approved by the principal or the immediate supervisor.

A janitor may not be permitted to participate in such an emergency if he/she is the only individual with a black seal boiler license in the building.

Anyone permitted to participate in an identified emergency must return to work immediately upon completion of the emergency. Should any deviation occur, the employee shall be reported to the Superintendent or his/her designee

