

| | |
|---------------------------------|------------------|
| Oelrichs School District | Section K |
| Policy Manual | |

SCHOOL-COMMUNITY RELATIONS

| | |
|--------|---|
| KA | School & Community Relations Goals |
| KB | School & Community Relations |
| KBA | Public Information Program |
| KD | Public Participation at Board Meetings |
| KDD | Media Relations |
| KDG | Consumption of Alcoholic Beverages on School Property |
| KG | Community Use of School Facilities |
| KG-EI | Application for Rental of School Facilities (Form) |
| KH | Public Gifts to the Schools |
| KI | Public Solicitations and Advertising in the Schools |
| KK | Visitors to the Schools |
| KL | Public Complaints |
| KL-E | Public Complaint Form |
| KL-E2 | Public Complaint – Report Form |
| KL-E3 | Public Complaint – Request for Review Form |
| KL-E4 | Public Complaint – Tracking Form |
| KLE | Complaint Policy for Federal Programs |
| KLE-E1 | Complaint and Dispute Procedure for Federal Programs |
| KMB | Title I Parent Involvement |
| KMI | Relations with Political Organizations (Public Funds) |

| | |
|---------------------------------|------------------|
| Oelrichs School District | Policy KA |
| Policy Manual | |

SCHOOL & COMMUNITY RELATIONS GOALS

The Board believes that responsible management of the school District requires current laws, standards, attitudes, and philosophies of education be presented to the community on a continuing basis. The Board also recognizes that as elected representatives of the people it must consider the needs and desires of the community in establishing educational policy. In order to meet both of these aims, it is essential that effective two-way communication be maintained with the community.

The basis for an effective community relations program is to be found in the following statements of Board attitudes:

1. The community will be encouraged to participate and actively assist in the future planning of the school District.
2. All avenues of communication available will be used.
3. Special attention will be given to effective internal communication among the Board, administration, the staff, and students, to assure the full understanding of existing programs and to elicit reports and recommendations on those in effect, as well as those which should be considered.

The Board is devoted to the development and maintenance of a comprehensive year-round community relations program to assure a full appreciation of the educational program and the problems of the District, and to provide for the broadest participation of all—Board, Staff and community—in seeking the solution to problems and in promoting the continuing improvement of the education available to the residents of the community.

Adopted/Reviewed/Revised:

| | |
|---------------------------------|------------------------------------|
| Oelrichs School District | Policy KB (Page 1 of 2) |
| Policy Manual | |

SCHOOL & COMMUNITY RELATIONS

The purpose of the school-community relations program is to establish and maintain a program that informs the public of and involves them in the goals and services of the District's public schools.

Toward this end, the Board shall provide parents or guardians and other District residents opportunities for information and orientation regarding local school procedures, and will utilize, insofar as practical, all appropriate means and media to achieve the following objectives:

1. To explain the programs, achievements and needs of the schools to:
 - A. parents;
 - B. township officials and other community leaders;
 - C. local business and industry;
 - D. community organizations;
 - E. special interest groups;
 - F. the community as a whole;
 - G. State and Federal agencies.

2. To determine:
 - A. what residents expect from their schools;
 - B. what residents think about the accomplishments of their schools;
 - C. what residents would like to know about their schools that they don't now know;
 - D. which particular areas of the school program, policies, or operations need further clarification or explanation.

3. To keep Staff members fully informed of:
 - A. District policies and procedures;
 - B. system-wide activities;
 - C. their own responsibilities;
 - D. their rights within District policy and under school law;
 - E. practices and procedures to follow at parent meetings or conferences to establish cordial relationships and trust on the part of their pupils' and parents.

4. To operate, insofar as required, in public session, as speedily and efficiently as circumstances permit, and with public participation.

5. To recognize pupils:

| | |
|---------------------------------|------------------------------------|
| Oelrichs School District | Policy KB (Page 2 of 2) |
| Policy Manual | |

- A. as a "public" entitled to both be heard and to be provided with reasons for policies and practices which relate to them;
 - B. as "ambassadors" from the school system to the community, whose attitudes will affect community opinion of the schools.
6. To inform Instructional Staff that community opinion depends upon the daily life of the school, and that they should seek the following objectives as opportunity permits in their respective fields of services:
- A. acquaint citizens with the work of the schools;
 - B. give courteous and thoughtful consideration to all inquiries and suggestions and carefully investigate all complaints;
 - C. make parents feel welcome in the school office and in the classroom;
 - D. cooperate with the parent and other community groups;
 - E. maintain pupil relations so as to enlist the cooperation of the home;
 - F. observe inter-staff relations conducive to high morale that merits the respect of pupils and citizens.

Adopted/Reviewed/Revised:

| | |
|---------------------------------|-------------------|
| Oelrichs School District | Policy KBA |
| Policy Manual | |

PUBLIC INFORMATION PROGRAM

The purpose of the school-community relations program is to establish and maintain a program that informs the public of and involves them in the goals and services of the District. Therefore, the Board will provide parents, guardians, and other District residents opportunities to discuss and participate in the promotion of education in the community.

A Community Education/Public Information program will be established and supported to accomplish the following:

- A. Maintain a planned and systematic two-way process of communication among the Board, the District staff and the public.
- B. The local news media representatives are invited to attend all regular, special and annual meetings of the Board.
- C. All reports approved by the Board will be a matter of official record and, upon request, will be made available to the news media or other members of the public.
- D. Stimulate a better understanding of the District role, objectives, accomplishments, policies, decisions, programs, plans and other items of interest to the community.
- E. Execute a program of action to encourage public involvement/volunteerism.
- F. Earn public understanding and acceptance.

See Public Participation at Board Meetings (BDDH).

Adopted/Reviewed/Revised:

| | |
|---------------------------------|-------------------|
| Oelrichs School District | Policy KDD |
| Policy Manual | |

MEDIA RELATIONS

The Board believes in the importance of working with media representatives to keep the community informed about school issues and thereby, invites the participation of newspaper, radio, television, and electronic media personnel in providing information to the public.

The Superintendent is the primary resource for all school information and the first link for media representatives wishing to pursue a school-related story. The Superintendent will coordinate all activities relating to the publication of information concerning the schools or the appearance of new releases relating to school personnel or activities. All media conferences will be coordinated through the Superintendent.

The Board welcomes the active participation of newspapers, magazines, radio, television, and other mass communication media in promoting the cause of good education in our District or state. Suggestion and advice from representatives of such media as to how best facilitate the flow of information to them by the Board and personnel of the school District is welcome.

Adopted/Reviewed/Revised:

| | |
|---------------------------------|-------------------|
| Oelrichs School District | Policy KDG |
| Policy Manual | |

CONSUMPTION OF ALCOHOLIC BEVERAGES ON SCHOOL PROPERTY

The Board may allow the consumption of alcoholic beverages on school property, when school facilities are used for (1) receptions or dances for weddings and anniversaries; (2) a community wide benefit function; or (3) use by a non-profit organization. Such use must be in compliance with District policies on the community use of school facilities and on public conduct on school property, and only on the conditions stated below.

In its application to use school facilities, the organization shall clearly indicate its intent to have alcoholic beverages at its proposed activity. The Board shall approve or disapprove each use of alcoholic beverages on a case-by-case basis at a regularly scheduled Board meeting. The Board's decision on the use of alcoholic beverages will not otherwise jeopardize the applicants' use of school facilities.

The applicant shall state on its application the reason for requesting the use of alcoholic beverages and the anticipated benefit from having alcoholic beverages at its activity.

If approved, the consumption of alcoholic beverages on school property shall be governed by the following conditions:

1. Alcoholic beverages may be consumed or blended but not sold on school property;
2. The permit period shall not exceed twenty-four hours, and hours of authorized consumption shall not exceed those permitted for on-sale licensed facilities.
3. The activity at which the consumption of alcoholic beverages is to occur cannot be held at the same time as any school or school-related activity or in conjunction with any such activity.
4. The sponsoring organization shall show evidence of liability protection for the consumption of alcoholic beverages by all individuals at the proposed activity.
5. The sponsoring organization must have the necessary municipal, county and state permits.

Legal References: SDCL §35-1-5.3

Adopted/Reviewed/Revised:

| | |
|---------------------------------|------------------|
| Oelrichs School District | Policy KG |
| Policy Manual | |

COMMUNITY USE OF SCHOOL FACILITIES

This policy defines the general guidelines under which District facilities may be used for other than District activities. The District desires to make school facilities equitably available for after school, evening, and weekend use by citizens within the school District. The Superintendent may grant permission for community members to use facilities for cultural, civic, welfare, or recreational activities. However, these activities may not interfere with educational goals of Oelrichs School District.

Any person or group requesting permission to use the facilities must fill out Application of School Facilities (KG-E1) and submit it to the Superintendent. The Applicant requesting permission to use a school building will be held responsible for the preservation of order and for any damage to the school facilities. The Board and/or Superintendent reserves the right to deny the use of facilities for any use which, in their judgment, may be in anyway prejudicial to the best interests of the District, extracurricular, and school activities or the educational program, or for which satisfactory sponsorship, or adequate adult supervision is not provided.

Authorization for the use of school facilities by a non-District organization does not constitute an endorsement of the organization, its philosophies, or its policies; and a denial of use does not constitute a rejection of an organization's purposes by the District.

Illegal drugs, the use of tobacco, and the possession of firearms, knives or weapons of any kind, are strictly prohibited on school property. The use and storage of alcoholic beverages are strictly prohibited on school properties. An exception of this policy may occur when approved by the Board. Applicants may request to have alcohol on school premises. See Consumption of Alcoholic Beverages on School Property (KDG).

Legal Reference: SDCL §13-24-20
SDCL §13-32-7

Adopted/Reviewed/Revised:

| | |
|---------------------------------|---------------------------------------|
| Oelrichs School District | Policy KG-E1 (Page 2 of 2) |
| Policy Manual | |

4. Oelrichs employees have authority to order any person, persons, or groups to leave or vacate all or any portion of the Oelrichs facility or grounds. Oelrichs employees may contact law enforcement to report a concern.
5. The maximum number of people permitted in any school facility shall be restricted by the occupancy load.
6. Organizations using Oelrichs facilities are required (at their expense) to include the following statement in any and all advertising associated with the event: "This is not an Oelrichs School District sanctioned or sponsored event."
7. It is the sole responsibility of the Applicant of District property to comply with Federal, State, and municipal laws and to obtain any permits necessary to conduct a particular activity including, but not limited to, zoning permits and approvals and including events where serving of alcohol is allowed.
8. Applicant agrees and understands that the Superintendent has discretion to approve or deny any request.

Name: _____
Printed

Signed

Date: _____

Approved:

Superintendent

Date

Adopted/Reviewed/Revised:

| | |
|---------------------------------|------------------|
| Oelrichs School District | Policy KH |
| Policy Manual | |

PUBLIC GIFTS TO THE SCHOOLS

The Superintendent is authorized to accept gifts, grants, devices, bequests of money, or real or personal property to the District. The Superintendent may authorize others to accept gifts on behalf of the Board. The donor will be officially thanked in the Board's name and all major gifts will be reported to the Board and publicly announced. All gifts given to the schools will become the property of the District.

In instances where the Superintendent doubts the appropriateness or usefulness of an offered gift, the gift may be declined or the matter may be referred to the Board. Consideration for acceptance of a gift will include the consequences of creating a major equity difference between programs or buildings. The Board may enter into such agreement for the receipt of such grants and gifts as shall be to the best interest of all parties and may make such rules and regulations as it may deem best for the ownership, management and control of such grants and gifts.

Legal Reference: SDCL §13-14-5

Adopted/Reviewed/Revised:

| | |
|---------------------------------|------------------|
| Oelrichs School District | Policy KI |
| Policy Manual | |

PUBLIC SOLICITATIONS AND ADVERTISING IN THE SCHOOLS

Students and Staff of the District are to be protected from intrusions on their time by announcements, posters, bulletins and communications of any kind from individuals and organizations not directly connected with the schools.

No notices or advertisements by or on behalf of persons not officially connected with the District will be distributed throughout the District without permission from the Superintendent. Materials distributed via the schools to students by nonschool connected organizations must not contain advertising which is beneficial to any particular group or business.

The administration of surveys, questionnaires and requests for information by nonschool connected organizations will be generally disallowed.

This policy does not prohibit any school fund-raising activity authorized by the Board and Superintendent. The administration may select a special fund or charity project. Approval for such a project must be secured from the Superintendent.

Legal Reference: SDCL §13-26-8

Adopted/Reviewed/Revised:

| | |
|---------------------------------|------------------|
| Oelrichs School District | Policy KK |
| Policy Manual | |

VISITORS TO THE SCHOOLS

The Board and Staff of the District welcome citizens of the District to visit the school District at any time to observe the work of the District.

In order to assure that no unauthorized persons enter buildings with wrongful intent, all visitors to schools shall report to the principal's office when entering to receive authorization before visiting in the building. This policy does not apply when parents have been invited to a classroom or assembly program.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and from loitering on grounds.

Adopted/Reviewed/Revised:

| | |
|---------------------------------|------------------------------------|
| Oelrichs School District | Policy KL (Page 1 of 3) |
| Policy Manual | |

PUBLIC COMPLAINTS

The Board of Education recognizes the right of individuals and groups to present complaints concerning District Policies. Therefore, a student, parent, non-employee, or community member may file a Public Complaint Form (KL-E1) with the District based on a violation of a District Policy (or policies).

Support Staff and Administrators (as defined in Policy GBB) alleging a violation of a District Policy must utilize the Grievance Procedure for Support Staff and Administrators (GBM-R). Instructional Staff (as defined in Policy GBB) alleging a violation of a District Policy must utilize the "Grievance Procedure" as set forth in the applicable Negotiated Agreement. Instructional Staff, Support Staff and Administrators alleging Harassment or Discrimination must first notify the Public Complaint Coordinator before filing a Grievance (see below).

Students, parents, non-employees, and/or community members are encouraged to informally resolve matters prior to filing a Public Complaint.

Time periods prescribed in this Policy are strictly enforced. However, parties may mutually agree to extend deadlines so long as the deadline has not already passed. As provided in this Policy, the term "day" or "working day" means business days (Monday through Friday, excluding holidays). A failure on the part of the individual to meet a time deadline constitutes a waiver and withdrawal of the public complaint.

Level 1: A student, parent, non-employee, or community member who believes a District Policy has been violated shall fill out and deliver a Public Complaint Form (KL-E1) to the Public Complaint Coordinator within five (5) working days of the alleged violation.

Public Complaint/504 Coordinator
625 Walnut St.
Oelrichs, SD 57763
Phone: 605-535-2251

The Public Complaint Coordinator ("Coordinator"), or his/her designee, will be responsible for investigating any complaint submitted under this policy. The Coordinator (or designee) will submit the completed Public Complaint Form (KL-E1) to all parties involved. The Coordinator (or designee) will commence an investigation within five (5) working days of sending the completed Public Complaint Form (KL-E1) to all parties involved. As part of the investigation the Coordinator (or designee) shall thereafter hold a meeting at which time all parties and witnesses shall have the opportunity to submit oral or written evidence relevant to the complaint. The Coordinator (or designee) at the meeting may take appropriate steps to attempt to achieve resolution of the matter.

After the investigation has concluded, the Coordinator (or designee) shall complete the Public Complaint - Report Form (KL-E2). The form will detail the investigation, including

| | |
|---------------------------------|------------------------------------|
| Oelrichs School District | Policy KL (Page 2 of 3) |
| Policy Manual | |

any remedial actions taken, and describe a final resolution/outcome. The completed Report Form (KL-E2) will constitute the final decision and will be provided to all parties involved.

If the complainant believes the Public Complaint has not been resolved, the decision may be appealed to the Superintendent by delivering a Public Complaint – Request for Review (KL-E3) to the Superintendent with a copy to the Coordinator (or designee). All appeals must be delivered within five (5) working days of the final decision.

If a Request for Review (KL-E3) is filed with the Superintendent, the Coordinator (or designee) will forward the Report Form (KL-E2) and all supporting documentation to the Superintendent.

Level 2: If a timely appeal is received by the Superintendent (or designee) within five (5) working days of the Coordinator’s (designee’s) final decision, the Superintendent (or designee) shall review the complaint, Report Form and any additional documentation considered by the Coordinator. The Superintendent, in his or her sole discretion, may schedule a meeting with the parties at a mutually convenient time or may conduct an additional investigation if deemed necessary. Unless extended by the Superintendent, a written decision will be issued within twenty (20) working days following receipt of the Request for Review (KL-E3).

If the complainant believes the Public Complaint has not been resolved, the decision may be appealed to the Board of Education by delivering a Request for Review (KL-E3) to the Board. The appeal must be filed within five (5) working days following the date of the Superintendent’s (or designee’s) written decision.

Level 3: If a timely Request for Review (KL-E3) is received by the Board of Education within five (5) working days of the Superintendent’s (or designee’s) written decision, the Board shall, within twenty (20) working days, schedule a hearing. Once a hearing is scheduled, the Board President or his or her designee shall notify all parties, in writing, of the following:

- Date, time and place of the hearing;
- Parties’ right to call and cross examine witnesses;
- Parties’ right to be represented at the hearing by representative of their choosing at their sole expense; and
- Right of the respondent(s) to provide a written response to the allegations of the complaint.

The Board President shall provide a written decision to all parties involved within ten (10) working days following the hearing. The written decision of the Board shall constitute the final decision of the District.

| | |
|---------------------------------|------------------------------------|
| Oelrichs School District | Policy KL (Page 3 of 3) |
| Policy Manual | |

A Public Complaint – Tracking Form (KL-E4) will be utilized to track the Public Complaint Form throughout the Levels of review.

Adopted/Reviewed/Revised:

| | |
|---------------------------------|--------------------|
| Oelrichs School District | Policy KL-E |
| Policy Manual | |

PUBLIC COMPLAINT FORM

A student, parent, non-employee, or community member may file a Public Complaint where the complainant believes that there has been a violation of an Oelrichs School District Policy.

All complaint forms must be signed by the person originating the complaint. The District will provide copies of the completed form to the party or parties against whom the complaint is lodged. This following Public Complaint Form must be submitted to:

Public Complaint/504 Coordinator

625 Walnut St.
 Oelrich, SD 57763
 Phone: 605-535-2251

Name: _____

Address: _____

Phone Number(s): _____

Position (student, parent, non-employee or community member): _____

District Policy Violated (refer to specific policy): _____

Explain the Nature of Your Complaint:

Resolution Desired: _____

Signature: _____

Date: _____

*If additional space is needed, please attach additional information to this form. You must include this form when you submit your complaint to the Public Complaint Coordinator.

Adopted/Reviewed/Revised:

| | |
|---------------------------------|---------------------|
| Oelrichs School District | Policy KL-E2 |
| Policy Manual | |

PUBLIC COMPLAINT – REPORT FORM

(To be completed by Investigator)

Name of Parties Involved: _____

Brief Description of Complaint: _____

Investigation Procedures (include: date of meeting, evidence presented, names of witnesses, additional information gathered): _____

Outcome: _____

Date Complaint Received: _____

Date of Assignment: _____

Assigned To: _____

Date Report Completed (Final Decision): _____

Signature of Investigator: _____

Adopted/Reviewed/Revised:

| | |
|---------------------------------|---------------------|
| Oelrichs School District | Policy KL-E3 |
| Policy Manual | |

PUBLIC COMPLAINT – REQUEST FOR REVIEW FORM

I, _____ (name), request that the _____ review the
Level _____ decision dated _____.

Date: _____

Signature: _____

Must be delivered to Superintendent or Board of Education (whichever is applicable)
within five working days of decision. Copy must also be provided to Public Complaint
Coordinator.

Adopted/Reviewed/Revised:

| | |
|---------------------------------|---------------------------------------|
| Oelrichs School District | Policy KL-E4 (Page 1 of 2) |
| Policy Manual | |

PUBLIC COMPLAINT – TRACKING FORM

Level 1: Public Complaint Coordinator or Designee

Date Public Complaint Received: _____

Date of Assignment: _____

Assigned To: _____

Date Investigation Commenced: _____

Date Report Completed (Final Decision): _____

Attach Public Complaint – Report Form (AC –E5)

Is Public Complaint resolved? _____ Yes _____ No

Name _____ Title _____

If a timely appealed, the Public Complaint Coordinator must attach the Public Complaint, Written Report, and all other documentation to this tracking form and provide it to the Superintendent.

Level 2: Superintendent or Designee

Date of Request for Review: _____

Date Report received: _____

Date of Assignment (if applicable): _____

Assigned To: _____

Attach Superintendent's Written Decision

Is Public Complaint resolved? _____ Yes _____ No

Name _____ Title _____

If a timely appealed, the Superintendent must attach the Public Complaint, Written Report, Superintendent's written decision, and all other documentation to this tracking form and provide it to the Board of Education.

| | |
|---------------------------------|---------------------------------------|
| Oelrichs School District | Policy KL-E4 (Page 2 of 2) |
| Policy Manual | |

Level 3: Board of Education

Date of Request for Review: _____

Attach Written Decision

Name _____ Title _____

(All materials compiled in conjunction with this form will be forwarded to the Office of Human Resources)

Adopted/Reviewed/Revised:

| | |
|---------------------------------|-------------------------------------|
| Oelrichs School District | Policy KLE (Page 1 of 2) |
| Policy Manual | |

COMPLAINT POLICY FOR FEDERAL PROGRAMS

I. Purpose

The purpose of this policy is to provide parents, guardians, students, teachers, and community members an expeditious and reasonable handling of complaints and disputes alleging violations of the use of funds concerning Federal Title Programs.

II. Applicability

This policy applies to complaints regarding the implementation of and use of funds concerning Federal Title Programs. This policy also applies to disputes under the McKinney-Vento Homeless Children & Youth Education Grant concerning the enrollment, transportation (including inter-District disputes), and other barriers to the education of children and youth experiencing homelessness.

III. Definitions

When used throughout this policy, the terms set forth below shall be defined as follows:

1. Day: All days Monday through Friday, inclusive, except when the day is a legal or school holiday.
2. Principal/Administrator: "Principal/Administrator" also includes any person designated by the principal/administrator (designee).
3. Superintendent: "Superintendent" also includes any person designated by the Superintendent (designee).
4. District Official: "District Official" includes principal/administrator, Superintendent, and any member of the Oelrichs School District.

IV. Complaints

A parent, guardian, student, employee, or District stakeholder may file a complaint regarding the use of federal program funds. Complaints should be filed in writing at the appropriate school. Complaints must be a signed written statement including an allegation that a requirement applicable to a Federal Title Program has been violated and a statement of facts that support the allegation.

V. Disputes

A parent, guardian, or unaccompanied youth may file a dispute regarding homelessness. Disputes may be filed directly with the school, or with the District

| | |
|---------------------------------|-------------------------------------|
| Oelrichs School District | Policy KLE (Page 2 of 2) |
| Policy Manual | |

or the District's homeless liaison's office. Disputes concerning homelessness need not be in writing, however, the dispute must contain the name of the student involved, the school the student is attending or attempting to enroll, and the nature of the dispute.

VI. Rights of Parents, Guardians, and Students

Concerning homelessness, students shall be provided with all services for which they are eligible while disputes are resolved.

VII. Record Initiated

Upon receipt of a complaint or dispute, a written record containing information pertinent to both the source and nature of the complaint or dispute shall be initiated by the person receiving the complaint.

Adopted/Reviewed/Revised:

| | |
|---------------------------------|--|
| Oelrichs School District | Policy KLE-E1 (Page 1 of 2) |
| Policy Manual | |

COMPLAINT AND DISPUTE PROCEDURE FOR FEDERAL PROGRAMS

I. First Level of Review: Principal/Administrator

- A. The principal/administrator will investigate the circumstances of the complaint or dispute within seven (7) days after receipt of the complaint or dispute.
- B. A formal meeting will be held within seven (7) days after the initial investigation with the principal/administrator and other appropriate persons at a mutually convenient time and place to review and resolve the complaint.
- C. The principal/administrator will notify the complainant of the decision in writing within seven (7) days following the date of the meeting. The written decision shall include the complainant's right to appeal the decision to the Superintendent.

II. Second Level of Review: Office of Federal Programs

- A. If the complaint is not satisfactorily resolved, a written request for review must be delivered to the office of federal programs within seven (7) days following the date of the principal/administrator's decision.
- B. A formal meeting with a designee from the office of federal programs will be held at a mutually convenient time and place to review and resolve the complaint. A written decision shall be provided to the complainant within seven (7) days following the meeting. The written decision shall include the complainant's right to appeal the decision to the Superintendent.

III. Third Level of Review: Superintendent

- A. If the complaint is not satisfactorily resolved, a written request for review must be delivered to the Superintendent within seven (7) days following the date of the office of federal program's decision.
- B. A formal meeting with the Superintendent will be held at a mutually convenient time and place to review and resolve the complaint. A written decision shall be provided to the complainant within seven (7) days following the meeting. The written decision shall include the complainant's right to appeal the decision to the Oelrichs School Board of Education.

IV. Final Level of Review: Oelrichs Board of Education

- A. If the complaint is not satisfactorily resolved with the Superintendent, a written request for review must be delivered to the Oelrichs Board of

| | |
|---------------------------------|--|
| Oelrichs School District | Policy KLE-E1 (Page 2 of 2) |
| Policy Manual | |

Education within seven (7) days following the date of the Superintendent’s decision.

- B. A formal meeting shall be held at a mutually convenient time and place to review and resolve the complaint. A written decision shall be provided to the complainant within fifteen (15) days following the meeting. If a committee is appointed by the Oelrichs Board of Education to study a District wide issue, the time may be extended as mutually agreed, but not to exceed ninety (90) days.
- C. The written decision shall include the complainant’s right to appeal the decision to the South Dakota Department of Education.

V. Review by South Dakota Department of Education

If the complaint is not satisfactorily resolved by the Oelrichs Board of Education, the complainant may appeal the decision to the South Dakota Department of Education. The complainant is advised to obtain and follow the South Dakota Department of Education’s complaint policy at this level.

VI. Miscellaneous

If the District official does not issue a written decision within the appropriate timeframe provided by this policy, the complainant may request review at the next level. Unless mutually agreed, seven (7) days is the maximum allowable time between the date a decision is rendered and the date a written request for review must be received at the next level. Should the complainant fail to properly request review in a timely manner, the complaint shall be deemed abandoned.

Adopted/Reviewed/Revised:

| | |
|---------------------------------|-------------------------------------|
| Oelrichs School District | Policy KMB (Page 1 of 2) |
| Policy Manual | |

TITLE I PARENT INVOLVEMENT

The Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's education.

Pursuant to federal law, the District will develop jointly with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

A meeting of the parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program. Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, at least three (3) additional parent meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. Notices will be sent to the parents and articles will appear in the local newspaper advising parents and interested persons of the meetings. These meetings shall be used to provide parents with:

1. Information about programs provided under Title 1;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program to the District level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive inflation and training that will assist them in helping their children at home and at school.

| | |
|---------------------------------|-------------------------------------|
| Oelrichs School District | Policy KMB (Page 2 of 2) |
| Policy Manual | |

Each school in the District receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an on-going basis, with at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Legal References:

Title I, Part A (Title I) of the Elementary and Secondary Education Act (ESEA).

Adopted/Reviewed/Revised:

| | |
|---------------------------------|-------------------|
| Oelrichs School District | Policy KMI |
| Policy Manual | |

RELATIONS WITH POLITICAL ORGANIZATIONS
(PUBLIC FUNDS)

- I. The Board of education believes in the importance of democracy and the rights of citizens to be involved in politics, but recognizes state and federal law that prohibits schools from seeking to influence elections.

- II. School District funds, whether derived from local, state, or federal sources, will not be used for the purposes of influencing elections or ballot measures to be decided by the community or statewide voters.

- III. The school will, in keeping with state and federal law, offer factual information on ballot measures that have the potential to affect District operation, including, opt-out campaigns and bond campaigns, to the public for the purpose of educating voters.

- IV. School resources, including staff time, shall not be used for political purposes.

Legal References: SDCL §12-27-20

Adopted/Reviewed/Revised: