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1100 PUBLIC RELATIONS

The Garden County Schools; Board of Education believes that the public schools belong to the people of the district. Consequently, accurate and timely information must go from the school to the people and from the people to the school in a continuing dialog. The school district shall maintain two-way communications with its many publics by (1) providing an information program to aid public understanding of the school districts priorities, objectives, functions and jobs to be done and (2) continuously attempting to assess public opinion as means to assist the Board of Education in policy determination and to assist the professional staff in operation of the schools.

The board recognizes its own particular responsibilities as elected representatives and lay citizens to be informed as to the purposes, accomplishments, conditions and needs of the school. The public will be encouraged to attend board meetings to participate in planning surveys and any other activities which will assist in their education and in increasing their information for better education in this community.

The school-community relations program is a responsibility of both the Boards of Education and the total schools' staffs. Although ultimate responsibility always resides with the Superintendent of Schools, building principals must assume the leadership when communicating with the public. Communication with the public will include, but not be limited to the use of print, audio, video digital and Internet media publications and various face-to-face communication activities.

1101 PUBLICITY

The Superintendent shall conduct a continuous program of public relations and shall be responsible for appropriate publicity. All publicity, except those items delegated to the secretary of the board, shall have approval of the administrator prior to publication.

The Superintendent is responsible for the public relation activities. The staff is responsible for providing needed information for dissemination.

1102 MEDIA RELATIONS

School staff members shall work with news media representatives to help assure a flow of information to the community. Such information is helpful to the school district in achieving the objectives of public education and is sensitive to the needs and rights of citizens to obtain information about the operation of public agencies. Staff members must also consider the privacy rights of individual and legitimate confidentiality requirements upon the School District.

Procedures:

- The Principal may deny photographs, videotaping or media access of students or staff if it would disrupt the educational environment.
- The Superintendent, or his/her designee, will be the official spokesperson for the Boards, and will issue special releases to the news media when deemed necessary by the Board.
- News affecting the county educational system, as a whole, shall be released through the Superintendent's office.
- Principals shall be responsible for response to inquiries from news media personnel regarding activities in their schools

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- Because some records require additional time to compile or research, fees may be accessed for copies or research time.

1102.1 RECORDING OF OTHERS

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Legal Reference: Neb. Rev Stat. §86-290
Letter to Anonymous, 40 IDELR 70 (OSEP 2003)

Date of Adoption: June 11, 2018

1103 CRISIS COMMUNICATION

Although the principal should attempt to respond to inquiries from news media representatives as information becomes available, his/her primary responsibility is to ensure the safety and security of students and staffs. The Superintendent, or designee, shall have charge of statements from the school during times of crises.

A receipt of a bomb threat message or the discovery of a suspicious object shall be handled with accepted professional procedures set forth by the U.S. Department of Treasury, Bureau of Alcohol, Tobacco, and Firearms and the appropriate officials of the police department.

1104 TELEPHONE COMMUNICATION

The Board of Education is vitally interested in maintaining effective communication with parents, members of the community, vendors, and others who have dealings with the districts. It is important to be available and welcome personal contact with all individuals. The Board of Education wishes to ensure that each caller's concerns be dealt with in an expeditious manner.

Procedures:

- Building Principals will be responsible for effective communication ensuring that incoming calls during regular school hours be answered by a trained staff member or volunteer. In order to enhance communications, proper telephone etiquette and message taking skills will be expected.
- In cases of emergency, lack of effective telephone contact could be critical. For this reason, all buildings should have a back-up communication system that is not reliant upon electricity.
- Each building Principal will develop an emergency telephone calling procedure.

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- When taking students on school approved trips, at least one staff member will be provided a cell phone.

1210 SCHOOL VISITORS

A progressive and innovative school system can expect many visitors to its campuses during the school year. The building Principal is responsible for all people in his/her school building or on the grounds.

Procedures:

- All visitors must inform the building principal's office of their reason for being at the school and receive permission to make their desired visitation.
- Non-staff access to students and classes must be non-obtrusive to the educative process and learning environment and should not occur on an excessive basis.
- Due to the safety considerations, access to school buildings should be limited to entry through one main entrance. All other entrances should remain locked for those attempting to enter the building.

1212 REQUESTS TO CONTACT STUDENTS AND STUDENT INTERVIEWS BY NON-SCHOOL PERSONNEL

Removals of Students and Interviews of Students: In dealing with law enforcement officials, Garden County Public Schools' employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with District operations or educational programming.

- **Removals of Students by Law Enforcement Officials:** Law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child's parent or guardian, except when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as: sheriffs, coroners, jailers, marshals, police officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests. (Neb. Rev. Stat. 49-801)
- Law enforcement officers may in the line of duty require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court when:
 - The child has violated a state law or a municipal ordinance and the officer has reasonable grounds to believe the child committed such violation;
 - The child is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the child's protection;
 - The officer believes the child to be mentally ill and dangerous as defined in Neb. Rev. Stat. §71-908 and that the harm described in that section is likely to occur before proceedings may be instituted before the juvenile court;

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- The officer has reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian;
- The officer has reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian;
- A probation officer has reasonable cause to believe that a juvenile is in violation of probation and that the juvenile will attempt to leave the jurisdiction or place, lives or property in danger, or
- The officer has reasonable grounds to believe the juvenile is truant from school

(Neb. Rev. Stat. §§43-418 and 43-248)

If a peace officer or probation officer requests to take custody of a student who is at that time under the control and jurisdiction of Garden County Public Schools, the following action is to be taken:

- Establish Authority to Remove: The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student. The form attached as Exhibit "A" to this Policy may be used for this purpose.
- Notify Local Law Enforcement: In some instances there may be orders for custody of a student served by the officers with authority to arrest from outside the jurisdiction of Garden County Public Schools. Local law enforcement should be contacted and requested to participate in or monitor the removal.
- Notify Parent of Removal: When a principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor student to the officer and the place to which the student is reportedly being taken. Provided, however, when a minor student has been taken into custody as a victim of suspected child abuse, the principal or other school official is not required to notify the parent or guardian, but shall provide the peace officer with the address and telephone number of the minor student's parents or guardian.

A student should not be released to a private detective or "special police officer" who is not an officer of a Nebraska political subdivision or an officer of an agency of the federal government without consent of the student's parent, guardian or custodian.

- Interviews of Students by Law Enforcement Officials: Law enforcement officers and other law authorities should be urged to contact students for questioning outside the instructional day and off school premises whenever possible. When it is appropriate that such questioning occur, the following guidelines are to be followed:
 - Interviews not related to District Events: If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to Garden County Public School, questioning should not take place until the student's parent, guardian or custodian has been contacted and permission is given for such interview. The consent should be documented. The presence of a school employee during the interview is not necessary.
 - Interviews not related to District Events: If the investigation relates to an incident which took place on school premises or during instructional time, it is not necessary to obtain consent of the student's parent, guardian or custodian. In these situations, an employee of the District should be present during the interview to ensure that the interview relates to

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the incident which took place on school premises or during instructional time or something which is directly related thereto.

- Child Abuse or Neglect: If an interview is necessary to collect information concerning an allegation of child abuse or neglect or an offense involving a family relation and it is clear that obtaining parental consent for the interview would be impossible or counter-productive, the interview may be conducted without consent of the student's parent, guardian or custodian. In these situations an employee of Garden County Public Schools should be present during the interview to ensure that the interview relates only to those matters.
- Probation Officer interview: A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on school premises. In such situations, it is neither necessary nor desirable that a District employee be present during the interview. It also is not necessary to obtain the consent of the parent, guardian or custodian.
- Disclosure of Student Records : School employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA)
- Removals and Interviews by Persons other than Law Enforcement Officials: A person who comes to school premises to interview a student or remove a student prior to the end of the student's instructional day must obtain permission of an administrator or designee.

Permission to remove is not to be granted without consent of the student's parent, guardian or custodian, or a person authorized by the student's parent, guardian or custodian to give such permission.

Permission to interview on subjects not related to school matters is not to be granted unless there is a clearly valid and proper reason for the interview and such is not disruptive to school operations or the student's educational program. Ordinarily such contacts shall be restricted to the student's parent, guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

Legal Reference: Neb. Rev. Stat. §§43-248; 43-418; 79-294; 79-2104 20 U.S.C. §1232g (FERPA)
Date of Adoption: November 12, 2012

Law Enforcement Visit Request is attached as form 1000-1 to this policy book.

Health and Human Services Visit Request is attached as form 1000-2 to this policy book.

1215 TRESPASSERS

Restrictions on the use of school buildings and grounds may be implemented by administrative action. The Board gives all district and building administrators and their designees full power and authority to implement and enforce restrictions on access to school property and to issue no trespassing commands and stay away/no trespassing letters. Such action shall be taken consistent with constitutional and other legal rights.

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All district and building administrators and their designees shall have full power and authority to direct any individual or group to leave school grounds and stay away where such individual or group has:

- Failed to comply with identification or check-in procedures,
- Are determined by such administrators or designees to not have a legitimate school purpose to be on school grounds, or
- Been determined by such administrators or designees to present a risk to the safety of building users or a risk of disruption to the educational program, including without limitation, registered sex offenders.

A refusal to leave or stay away as directed will be considered trespassing and shall be reported by the administrators or their designees to proper law enforcement authorities.

Legal Reference: Neb. Rev. Stat. §§28-520 to 28-522

Date of Adoption: October 8, 2007

1220 PARENT/DISTRICT SUPPORT ORGANIZATIONS

The Board of Education appreciate the efforts of all organizations whose objectives are to enhance the educational experiences of district students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board. Schools must build partnerships within their communities in a collaborative effort to perform all the functions involved in educating students.

Procedures:

- Any new parent organization desiring to use the name of the school district must obtain the approval of the administration as a prerequisite.
- Each organization shall cooperate with the administration and staff members of the district, and abide by the policies of the Board. The Board reserves the right to withdraw sponsorship from organizations that violate the bounds of community taste.
- Each organization's fund-raising activities must be in compliance with Board policies and must be used for school-related projects that have been approved by the administration. Fund-raising activities are limited to one per year unless administration approves additional activities.

1230 PARENT COMMUNICATIONS

The Board of Education believes that the education of students is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the students are served in this process, a strong program of communication between home and school must be maintained.

The Board believes that it is the parents who have the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority.

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Garden County Schools will provide effective communications with parents using a variety of methods (telephone, notes, Web-site, individual conferences, etc.)

1234 GARDEN COUNTY PARENT AND COACH COMMUNICATION

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communications you should expect from your child's coach:

- Philosophy of the Coach
- Expectations the Coach has for your child as well as all the players on the squad.
- Locations and times of practices and contests,
- Team requirements (i.e. Special equipment, off-season conditioning),
- Procedure should our child be injured during participation, or
- Discipline that results in the denial of your child's participation

Communication coaches expect from parents:

- Concerns expressed directly to the Coach,
- Notification of any schedule conflicts well in advance, or
- Specific concerns in regard to a coach's philosophy and/or expectations

As your children become involved in the program at Garden County School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches:

- The treatment of your child, mentally and physically
- Ways to help your child improve, or
- Concerns about your child's behavior

It is difficult to accept your child's not playing, as much as you may hope. Coaches are professionals. They make judgment decisions based upon what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those following, must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches:

- Playing Time,
- Team Strategy
- Play Calling, or
- Other Student-Athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should

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be followed to help promote a resolution to the issue of concern.

Procedure to follow if parent has a concern to discuss with a coach:

- Call to set up an appointment. The Garden County School's number is 308-772-3242.
- If the coach cannot be reached, call Athletic Director, or Principal. They will set up a meeting for you.

Please do not attempt to confront a coach before or after a contest or a practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

The next step: What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

- Call and set up an appointment with the Activities Director to discuss the situation
- At this meeting the appropriate next steps can be determined.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope this information provided makes both your child's and your experience with the Garden County School's athletic program less stressful and more enjoyable.

Date of Adoption: July 9, 2012

1236 BANNING A PERSON FROM A SCHOOL SPONSORED EVENT

The following Garden County policies regarding banning a person from a school or community sponsored event are promulgated in accordance with the provisions of P.L. 2002, Chapter 74.

Pursuant to the provisions of P.L. 2002, Chapter 74, a school board or youth sports organization may ban the presence of a person at a sports event in accordance with the following guidelines:

- A coach, parent, player, participant, official or other youth event attendee who violates one or more of the provisions contained in the *Garden County Athletic Code of Conduct* may be banned from attending coaching, officiating or participating in at least one sports event if the person;
 - Has been issued a prior written warning for violating one or more of the provisions contained in the *Garden Athletic Code of Conduct*,
 - Violates the *Garden County Athletic Code of Conduct* by engaging in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official or any other attendee, or
 - Violates the *Garden County Athletic Code of Conduct* by initiating a fight or scuffle with any coach, parent, player, participant, official or any other attendee.
- A coach, parent, player, participant, official or other youth event attendee may be permitted to attend, coach, officiate or participate in an event from which the person has been banned pursuant to the provisions of these *Garden County Policy* if the person;

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- Provides a written request or permission to resume participation or attendance to the school board or youth organization which issued the ban,
- Provides a written apology to the school board or youth organization which issued the ban, and to the person or persons who were the subject of the behavior which constituted the violation of the Code, as directed by the school board or organization.
- Demonstrates the completion, as required by the school board or youth organization, of an anger management counseling program which satisfies the provisions of these *Garden County School Policies* and
- Satisfies any other requirement set forth by the school board or sport organization.

An anger management counseling program shall, at a minimum, offer services to individuals, singly or in groups, for the purposes of promoting anger control principles and shall be administered by an individual:

- Licensed as a professional counselor pursuant to the provisions of the “Professional Counselor Licensing Act,” N.J.S.A. 45:14B-1 et seq.

Nothing contained in this section shall prohibit a school board or organization from requiring a person banned pursuant to the provisions of these *Garden County Policies* to complete an anger management counseling program specified by such board organization.

Date of Adoption: July 9, 2012

1240 TECHNOLOGY AND COMMUNITY RELATIONS

Garden County Schools will develop a comprehensive Technology Plan that will include an *array* of technological tools to enhance communication procedures and community relations.

Procedures:

- The Superintendent or his/her designee shall be responsible for the development of policies and the upgrade of the Technology Plan used by all schools in Garden County.
- The school district will have a Web site that is kept current.
- A designated Technology Coordinator will be responsible for overseeing all content published on the school Web site.
- This Technology Coordinator will designate the Garden County Schools’ technology team and meet as needed.
- All content and links to external sites shall support the GCS learning process, curriculum and instruction, extra-curricular activities, or information about the system.
- All information posted on the site must be accurate and fair and should not harm the reputation of individuals.
- Confidentiality and safety will be maintained by following the regulations of the newly adopted Children’s Privacy and Protection Act. (Posting of student photos and complete names of students will not be allowed without parental permission.)
- Garden County Schools will adhere to all copyright laws in their work on-line.
- Garden County Schools will develop policies to regulate student use of pagers, cell phones, laptop computers and PDAs.

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- Garden County High School will provide opportunities for adult/evening use of the Distance-Learning Lab and computer lab with approval from administration.

1245 SOCIAL NETWORKING POLICY

Various social media outlets are provided by the Garden County Schools for use by students, staff and patrons. Any information that is allowed to be posted on district-sponsored social media outlets is allowed under the conditions of the districts social networking policy. All posting is allowed **at the discretion of the** page administrators.

The intent of this policy is not to keep any negative or critical information from being posted, but to protect the privacy and rights of Garden County School staff and students. Naming specific employees or students in a negative way will not be allowed. The page administrators will review all postings to make sure they do not run afoul of the rules nor of the district's Acceptable Use Guidelines regarding Internet access and practices.

Any posting in violation of the following guidelines will not be allowed on any Garden County Schools social media outlet.

- Material that breaks the law or encourages others to do so. This includes copyright and fair use laws. Posters are required to reference the author of cited material and to provide a link where possible.
- Material that contains abusive or inappropriate language or statements. This includes remarks that are racist, homophobic and sexist as well as those that contain obscenities or are sexually explicit.
- Material that may easily identify students and/or staff in defamatory, abusive, or generally negative terms.
- Material that does not show consideration for others' privacy or are considered likely to offend or provoke others.
- Materials that are spam – i.e. repeatedly posting the same comment or comments or are advertising/promoting a service or product.

First and last names will be required on any and all posts to district social networking outlets. Material that is unsigned or posted under a pseudonym or an inaccurate name will not be accepted and will be removed when discovered.

The page administrators reserve the right to not post or remove any comments that are not consistent with the educational purpose of the district at any time, for any reason.

Date of Adoption: October 10, 2011

1250 DISTRIBUTION OF PUBLISHED MATERIAL ON PUBLIC SCHOOL GROUNDS

Principals shall be responsible for all materials distributed at schools. In general, the principal may refuse to permit the sale and/or distribution of any literature which seeks to sell commercial products for the gain of outside interests; seeks to promote a cause that would disrupt a school's Academic program or the established rules of the school' seeks under the guise of "Freedom of

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Speech” to ridicule or embarrass faculty members, administrators, or members of the student body: or seeks to violate the principles contained in the Statement of Freedom of the High School Press (Journalism Educational Association, 1974)

Procedures:

- Teachers or other employees who sponsor or encourage publications or distribution of non-approved materials shall be responsible to the principal on the first violation. Further violations shall result in a conference with Principal and Superintendent.
- Pupil editors or other pupils who bring to school, carry, or distribute publications in violation of this policy are to bear responsibility for all signed or unsigned materials appearing in the publication. After a conference with pupils and their parents, the Principal involved shall take action appropriate to the violation; this may include suspension from school.
- No literature of any kind may be sold or distributed at any Garden County School without the permission of the Principal.
- Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the building principal and/or school board. The Board disclaims all responsibility for the protection of or accounting for such funds.
- All solicitation of funds on behalf of each district must have authorization for such fund raising from building administration. An account of all funds raised and spent will be provided to the Board of Education.

1260 K-9 INSPECTIONS

The Board of Education hereby resolves to support the use of K-9 inspections in the schools of the district as an effort to help combat the use of illegal substances by its students.

Such inspections may be scheduled at the discretion of the school administrator, in conjunction with the Nebraska State Patrol or the Garden County Sheriff's Department.

Such inspections will be unannounced and acknowledge of such inspections shall be limited to those persons necessary, to satisfactorily accomplish the inspections. The scope of inspections shall generally be confined to the student locker areas and student vehicles the school parking areas, The areas to be inspected can be expanded at the discretion of school officials and the K-9 handler when there is cause to believe that illegal drugs may be present in other areas of the school building or grounds

All contraband found during the walk through inspection will be turned over to accompanying law enforcement officers for appropriate inspection.

1270 MEMORIM, GUIDELINES

The Garden County Schools provide family and friends opportunities to share their grief upon the death of a student who was enrolled in school at the time of his/her death or a staff member who was employed by the district at the time of his/her death. Such opportunities should be in accordance with the following guidelines:

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School Yearbook/Student Newspaper Guidelines: One half page of the school yearbook may be dedicated in memory of the individual (s) who has/have died. The following wording will be used: "L~ Memory of (legal name)." An appropriate graphic (if available) can be used. Photographs will not be used on the memoriam page.

Plaques with Brass Engraving Plates: The school will display, when purchased and presented by the family, a plaque with a brass engraving plate to recognize individuals who have died. The plaque will be no larger than five inches by seven inches. The top of the plaque will be engraved with the words, "In Memory" or "Donated in Memory Of". Personal plates will be engraved with the individual's legal name and dates of birth and death.

Graduation: Any, or all, of the following guidelines may be used for graduation:

- A single tower, without identification, will be placed on the stage
- A moment of silence will be observed after the deceased student's name is read as diplomas are handed out
- The deceased student's name will remain on the class list within the program
- Wording on the back of the program will be: "The Class of (year) wishes to dedicate this ceremony in memory of those who were part of this graduating class."

Acceptable Memorials:

- Monetary funds designated to a particular school activity or department. The use of funds will be approved by the Board of Education, with recommendation from the School Superintendent and support from the Crisis Response Team.
- A memorial scholarship approved by the Board of Education, with recommendation from School Superintendent and support from the Crisis Response Team.
- Purchase of school supplies, library books, and equipment, with prior approval of the Board of Education, with recommendation from School Superintendent and support from the Crisis Response Team. Engraved plates may be no larger than two inches by four inches. Wording in books or on approved, engraved plates will be limited to "In Memory Of" or "Donated in Memory Of" and the individual's legal name and dates of birth and death.
- Other memorials may be established if there is no cost to the School District with the approval of the Board of Education, with recommendation from School Superintendent and support from the Crises Response Team and the deceased's parents, guardians or family. Respectively.

Unacceptable Memorials: Memorials that will not be acceptable are those that:

- May alter the conduct of a regular school instructional day
- Alter school activities or the school activities schedule
- Require the retirement or discontinued use of school property
- Infringe on the separation of church and state
- Require the use of public/school funds
- Require the altering of school publications
- Display memorial pictures of deceased individual
- Would begin a program which the Board would be unwilling to take over when the gift or

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- grant funds are exhausted
- Conflict with provisions of the school code, public law, or board policies
- Establish awards in memory of the deceased individual

The Garden County Schools and Board of Education reserves the right to accept or deny any and all memorials donated or purchased in memory of an individual. All gifts, grants and bequests, shall become school district property.

Any deviation in this policy requires board approval.

1280 SERVICE ANIMALS

Individuals with a disability shall be permitted to use a service animal on school premises as and to the extent provided by law.

1280.1 DEFINITION OF SERVICE ANIMAL

A service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals are not service animals for the purposes of this definition, though miniature horses are in certain circumstances entitled to similar treatment.

The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks that a service dog may perform to meet this definition include:

- Navigation: assisting individuals who are blind or have low vision with navigation and other tasks.
- Alerting: alerting individuals who are deaf or hard of hearing to the presence of people or sounds,
- Protection: providing non-violent protection or rescue work,
- Pulling: pulling a wheelchair,
- Seizure: assisting an individual during a seizure,
- Allergens: alerting individuals to the presence of allergens,
- Retrieving: retrieving items such as medicine or the telephone,
- Physical support: providing physical support and assistance with balance and stability to individuals with mobility disabilities and
- Interrupting behaviors: helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Work or tasks that are excluded from meeting the definition are:

- Guard dogs: the crime deterrent effects of an animal's presence and
- Companion dogs: the provision of emotional support, well-being, comfort or companionship.

1280.2 PERMIT PRESENCE OF SERVICE ANIMALS

An individual with a disability shall be permitted to be accompanied by his/her service animal in all areas where members of the public, participants in services, programs or activities or invitees, as relevant, are allowed to go. A bona fide trainer of a service animal also has the right to be accompanied by such animal in training. The individual may not be required to pay an extra fee for the service animal to attend events for which a fee is charged.

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Service animals may be excluded from school premises if:

- The service animal is out of control and the service animal's handler does not take effective action to control it;
- The service animal is not housebroken; or
- The presence of the service animal poses a direct threat to the health or safety of others. To determine whether a "direct threat" exists, an "individualized assessment" is to be made to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

1280.3 CONTROL OF THE SERVICE ANIMAL

The service animal must be under the control of its handler. In most cases the dog must have a harness, leash, or other tether. The service animal does not need to be on a leash, however, if the handler is unable because of a disability to use a leash. A leash is also not required if it would interfere with the service animal's safe, effective performance of work or tasks. If either of the leash exceptions applies the service animal must be under the handler's control via voice control, signals, or other effective means.

1280.4 RESPONSIBILITY FOR CARE OR SUPERVISION

The school district is not responsible for the care or supervision of the service animal. The individual with the service animal shall be liable for any damage done to the premises or facilities or to any person by such animal.

1280.5 INQUIRIES

When addressing a service animal matter, staff shall not ask about the nature or extent of the person's disability.

Staff may not ask questions about the dog's qualifications as a service animal when it is readily apparent that the dog is trained to do work or perform tasks for an individual with a disability. Examples include where the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability.

Where it is not readily apparent that the dog qualifies as a service animal, staff may ask if the dog's presence is required because of a disability and what work or task the dog has been trained to perform. Staff may not require documentation, such as proof that the dog has been certified, trained, or licensed as a service animal.

Legal Reference: Americans with Disabilities Act of 1990 (ADA), 28 CFR §28.104 and §35.136; Section 504 of the Rehabilitation Act of 1973 (Section 504) ; and Neb. Rev. Stat. §§20-126.01 and 20-127

Date of Adoption: July 22, 2011 **COMMUNITY RELATIONS**

1312 COMPLAINT PROCEDURE

Solutions to problems and improvement of the school system can only occur when all of the facts are available to the administration, board, staff, and patrons. The district provides a process designed to resolve such problems.

All complaints regarding the performance of any school employee shall be handled according to the following policy. Any administrator, board member, or employee approached with a complaint shall inform the person (s) of the proper method for registering such complaints. Official action will be taken only on complaints filed following this procedure.

All complaints shall be in writing and signed by the party making the complaint. The complaint shall specify the person(s) involved, the details of the alleged misconduct or reason for the complaint, and the supportive evidence (if any).

Any complaint received by Board members shall be directed to the Superintendent. No action should be taken by Board members, but they should inform the Superintendent.

Procedure:

- Any administrator, board member, or employee approached with a complaint shall inform the person(s) of the proper method for registering such complaints.
- Official action will be taken only on complaints filed following district procedure.
- All complaints shall be in writing and signed by the party making the complaint.
- The complaint shall specify the person(s) involved, the details of the alleged misconduct or reason for the complaint, and the supportive evidence (if any).
- Any complaints against employees of the school shall be filed with the Superintendent.
- Complaints concerning the superintendent shall be filed with the President of the Board of Education.
- Upon receipt of the signed complaint against an employee, the Superintendent shall meet privately with the employee to discuss the complaint. The employee may respond to the complaint in writing and have such response attached to the complaint.
- The employee shall be notified in writing of any action to be taken.
- Before an employee is disciplined or reprimanded by the Board of Education or the Administration, the employee shall be entitled to a hearing to be confronted by the person(s) filing the complaint; he shall have the right to cross-examine and rebut and shall have the right to have a representative present.

Complaint form is attached as Form 1000-3 to this policy book

1312.2 COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

Procedure for Handling Complaints: If a complainant telephones he/she will be invited to meet with the library/media specialist, teacher, department chairman, or superintendent.

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If a complainant writes, the library/media specialist will acknowledge the letter promptly and will invite him/her to a conference at the school.

If the above steps are not satisfactory, the complainant must fill out a Request for Reconsideration form which can be obtained from the Superintendent's office. This form will be submitted to the Superintendent who shall convene the pre-appointed review committee to evaluate the book or materials and to explain their recommendations. The materials can be temporarily withdrawn from the collection for evaluation purposes.

When the Superintendent received the report of the review committee, he/she will send a letter to the complainant reporting the committee's recommendations, stating the intent of the School District, and inviting the complainant to meet with the Superintendent and other administrators if he/she wishes.

1312.3 OBJECTIONS TO THE USE OF CURRICULUM MATERIALS

Objections to materials currently in use shall be handled according to the following procedures:

- If an individual telephones a complaint the administrator shall invite the complainant to meet with the teacher, department chair or Superintendent.
- If a complaint is in writing, the letter will be acknowledged promptly, including an invitation to the complainant to a conference at the school;
- A completed "Request for Reconsideration" form (available in the superintendent's office) may be requested.

Upon the receipt of the "Request for Reconsideration" form, the Superintendent will take appropriate action to see that the material is reviewed. If warranted, a meeting of the curriculum advisory committee shall be called.

Committee members shall review the material in advance of the meeting and the committee members shall report their findings to the Superintendent.

Upon receiving the advisory committee's report, the Superintendent shall make a decision, notify the complainant by letter, and explain any appeal procedures.

Curriculum Reconsideration form is attached as Form 1000-4 to this policy book.

1330 USE OF SCHOOL FACILITIES

Community use of school facilities: School facilities are primarily intended for the District's educational and extracurricular activity programs. School facilities are, however, made available for use by outside groups to further the interests of the District and the community. Use by non-school groups is allowed pursuant to an application process and is subject to the terms and conditions set forth in this policy.

Application for Use: Outside groups that wish to use school facilities must submit a completed Application for Use form signed by a representative of the outside group who has authority to commit the outside group to the terms and conditions of the Application. The outside group, as

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applicant, shall specify the nature of the intended use, the dates and times of requested use, and the facilities for which use is requested.

The form shall be developed by the administration. The form shall include the statement that:

This application is subject to the terms of the Board's "Community Use of School Facilities" policy. The terms and conditions of that policy are incorporated into this application by this reference. Applicant accepts all such terms and conditions.

Acceptance of Application for Use: Acceptance or rejection of applications shall be the responsibility of the Superintendent or the Superintendent's designee.

Applications shall not be rejected for any unlawful reason, including unlawful discrimination on the basis of race, national origin, gender, religion, disability, age, marital status, or veteran status, and including the applicant's legally protected exercise of constitutional or statutory rights.

The District's facilities are designated as nonpublic forums. Accordingly, applications shall not be accepted for:

- Uses that may conflict with or that disrupt the District's educational or extracurricular activity programs.
- Uses inconsistent with the mission of the District.
- Uses that present an unacceptable risk that the conditions of use set forth in this policy will not be adhered to; either due to the nature of the requested use or the character of the group or individuals within the group.
- Uses that present an unacceptable risk of damage or unacceptable wear and tear to facilities or equipment.
- Uses for outside commercial activities except with approval of the Board; and except for camps and other activities for high school students subject to and consistent with Bylaws of the Nebraska School Activities Association.
- Uses that involves gambling or games of chance.
- Uses that involves a group or activity which advocates or condones the violent overthrow of the Constitution or of the government.
- Uses that involve the meetings of secret clubs not open to members of the public.
- Non-community type uses such as wedding receptions, slumber parties, personal use and similar activities.

Applications for use of facilities may be denied based on unsuitability of the date of time of the required use. Facilities will generally not be available for community use at times when school staff are not available to monitor the Applicant's use, such as on legal holidays; before 7:00 a.m.: after 10:00 p.m. and Sunday mornings prior to Noon.

Leases of school facilities require approval of the Board. As such, Applications that request long-term use of facilities in the nature of a lease will be denied.

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Applications may be denied based on the determination of the Superintendent or the Superintendent's designee that the Applicant does not have the financial ability or financial responsibility to pay fees or expenses or to reimburse the District for any damages that may be sustained to facilities or equipment or any liability that may be created by the use.

When an Application conflicts with another Application, the Applications will be accepted according to the following priority order:

- Events or activities that are designed to service students of the District or which are related to any function of the District, including approved school-community associations and school-affiliated non-profit groups.
- Tax-supported agencies such as educational entities or units of city, county or state government.
- Non-profit community agencies such as private educational agencies.
- Groups where the majority of the members reside within the District.

For use conflicts within each group, priority will be given to the first to submit their Application; provided that the Superintendent or the Superintendent's designee may approve an Application that is not first-filed if the other Applicant's use could be feasibly changed to a non-conflicting time or area.

Applications that are accepted may not be assigned or transferred to another outside group.

Applications that are accepted are subject to cancellation by the Superintendent or the Superintendent's designee. Cancellation will occur in the event the administration reasonably determines:

- Any of the reasons for non-acceptance of an application exist.
- The Applicant fails to meet any term or condition required prior to the use. This includes but is not limited to failure of the Applicant to pay required fees or deposits or failure to show evidence that any required insurance is in place.
- Circumstances make the use unsuitable. This includes but is not limited to:
 - The condition of the facilities being unsafe. For example, the presence of snow, ice, fallen limbs or other potential hazards that the school would not otherwise clear prior to the activity or event. The Applicant may request that the District clear the hazards such that it may proceed with its activity or event. If the District agrees to do so, the Applicant shall be responsible for all costs incurred by the District in clearing the hazard.
 - School staff being unavailable to monitor the use or to provide set-up or clean-up services where the District has accepted responsibility for such.
 - The need to use the facilities for a school activity or purpose. Generally, if school is closed on the date of the Applicant's intended use due to inclement weather or hazardous conditions, the Applicant's use will be cancelled.

The Applicant shall remain responsible for fees or expenses, and any deposit that has been received by the District shall be forfeited and be kept by the District, if cancellation occurs because of the fault of the Applicant. Otherwise, the District will return any deposit that has been received by the District. The District will in no event be responsible for any damages, expenses or losses incurred by the Applicant or any person arising from the cancellation.

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An Applicant may withdraw its Application at any time prior to acceptance. An accepted application may be withdrawn by the Applicant, subject to approval of the Superintendent or the Superintendent's designee. Approval is subject to the conditions that the Applicant has given reasonable advance notice (ordinarily, at least 48 hours) and that the Applicant reimburse the District for any expense the District has incurred.

Conditions of Use: The conditions for use are as follows.:

- Compliance: Applicant agrees to:
 - Comply with all local, state and federal laws, including health and fire code.
 - Comply with Board policies concerning non-discrimination and the use of school facilities.
 - Comply with reasonable administrative rules related to use of facilities and the requests of school officials related to the Applicant's use of the facility.
- Disclaim School Sponsorship: The District does not sponsor or endorse the Applicant or the activity or event conducted by the Applicant. To ensure that the public understands this fact, the Applicant agrees to not make statements suggesting such sponsorship and to publish statements of non-school sponsorship in such form and manner as the administration may request.
- Supervision: Applicant agrees to provide appropriate supervision of the activity or event in all respects, including supervision reasonably necessary to ensure that no person participating in or attending the activity or event:
 - Is presented with conditions that pose an unreasonable risk of personal injury or damage to personal property.
 - Enters any area of the school facilities that the Applicant has not been given permission to use, or accesses any school records.
 - Engages in the use of tobacco, alcohol, or illegal drugs or is under the influence of alcohol or illegal drugs.
 - Possesses a firearm or a weapon.
 - Engages in disorderly, lewd or lascivious conduct.
 - Engages in any criminal behavior.

Applicant shall remove any person from the activity or event who engages in any of the above listed conduct. Applicant agrees to report to the school administration by the close of the next business day the identity of any person who engaged in any of the above listed conduct and the details of the conduct. If the offending person is a student, the report shall be made immediately.

In the event the school administration determines that the nature of the activity event warrants the presence of security services, Applicant agrees to provide such security services.

Applicant agrees to ensure that all persons attending its activity or event are off school grounds at the end of its time of permitted use, except for students or school staff who are authorized to remain for a school-related purpose.

- Condition of Premises: Applicant agrees to:
 - Conduct a reasonable inspection of the premises prior to the activity or event to ensure that the premises are safe for the intended use. In the event of any unsafe condition, Applicant shall notify an administrator. In the event the unsafe condition is not corrected prior to the activity or event, the Applicant shall

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- postpone or cancel the activity or event
- Not use or allow any school equipment to be used without express approval of school administration.
- Not bring or allow others to bring food or beverages on to school grounds without express approval of school administration.
- Not bring or allow others to bring or use any flammable items (including candles or incense) or any volatile chemical or any explosive.
- Not use any electrical equipment that has been brought onto the premises without express approval of school administration.
- Not allow the wearing of street shoes or shoes with black soles on gym floors or other protected surfaces.
- Not park or allow others to park in fire lanes or reserved spaces or in any manner inconsistent with the school's parking rules.
- Not cause or allow others to cause damage to school facilities or equipment.
 - In the event damages are sustained, Applicant accepts responsibility for reimbursing the District for the cost of repair or replacement.
 - Applicant agrees that the school administration's determination that damage was sustained in connection with the Applicant's use and of the cost of repair or replacement, is controlling.
 - Applicant shall immediately report to the school administration any damage to school facilities or equipment that occurs during the Applicant's use of school facilities that may present a risk of injury to students or any subsequent users. Any other damage shall be reported by the close of the next business day.
- Return the facilities in as good a condition as it was prior to use. This includes, without limitation, cleaning, removal of trash, and proper location. The clean-up shall be promptly completed. In the event the District provides the clean-up service, Applicant agrees to reimburse the District for the cost of such clean-up.
- Remove any property brought in by the Applicant and by any person attending the activity or event. The District is not responsible for any personal property that is left on the premises.
- Financial Responsibility: Applicant agrees to:
 - Procure, at its own expense, a Comprehensive General Liability insurance policy naming the District as an additional insured. This policy shall be written with a minimum of \$1,000,000 Combined Single Limit per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use.
 - The insurance requirement is subject to waiver by the Superintendent or the Superintendent's designee only in circumstances where the intended use presents very little potential for injury or damage and the activity or event is designed to serve the District's students or staff.
 - Indemnify and hold the District, the Board, school employees and agents of the District harmless from any and all claims, demands, causes of action, or lawsuits for any death or personal injury or damage to property sustained during, caused by or arising out of the Applicant's use of school facilities.

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Fees for Use: The Superintendent or Superintendent's designee shall establish a daily use fee schedule that establishes rates for specific parts of the school facilities (that is, Kitchen, auditorium, gymnasium, athletic field, classrooms, meeting rooms). The rates shall be reviewed on a periodic basis; with the review to occur no less than every two years.

The fee rates shall be in an amount sufficient to cover estimated staff time and direct costs associated with:

- Processing: Cost of processing the Application, postage, invoicing and coordination of the use.
- Access: Cost of providing access; such as unlocking doors before use and locking after use, turning lights on and off, and disarming/rearming security systems.
- Custodial: Cost of providing custodial or maintenance services to prepare the facility for the use and for clean-up after the use.
- Kitchen: Cost of providing access to the kitchen facilities; as ordinarily any permitted use of the kitchen will require the presence of a member of the school's food service staff.
- Special Equipment: Cost of making special equipment available such as sound and lighting set-up; as ordinarily any permitted use of special equipment will require the presence of a member of the school's staff who is familiar with proper use of the equipment.
- Monitoring: Cost of administrative or other professional staff to monitor the Applicant's use to ensure compliance with the terms and conditions of the permitted use.
- Security: Cost of providing security services when determined to be needed for the activity or event.

The fee schedule shall be applied evenly to all Applicants, with two exceptions:

- A different fee may be assessed where the Superintendent or Superintendent's designee reasonably determines that the Applicant's use will require staff time or cause direct costs different than those used in establishing the fee schedule.
- A fee waiver or reduced fee rate shall be given for use where the activity or event is designed to serve students of the District or children; such as approved school-community associations and school-affiliated non-profit groups and summertime sports leagues, sports camps, etc., that are subject to NSAA regulations.

Use Consistent with NSAA Bylaws: Use of school facilities for activities that are subject to the Bylaws of the Nebraska School Activities Association (NSAA) shall be permitted subject to and in accordance with the NSAA Bylaws. Such use shall be consistent with this policy for non-school groups. Examples of acceptable use of school facilities for activities are:

- Summer leagues: There must be evidence that the organization or individual conducting the league has rented or leased the facility (for example, via an Application for Use) to prove the school is not involved in its sponsorship or funding.
- Commercial Sport Camps/Clinics: School facilities for use by individuals, including the District's own coaches or other organizations for commercial camps/clinics or schools. Camps conducted by high school coaches shall be publicized as open to all area individuals wishing to attend and not limited to students from the coach's high school.
- All Star competition that involves graduated seniors.

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- Competitive meets and contests sponsored by non-school groups.
- Facilities approved under the above stipulations include: gymnasiums, tracks, swimming pools, tennis courts, athletic playing fields, and baseball and softball diamonds.

Date of Adoption: August 11, 2008

Use of School Facilities: Student Groups and Boy Scouts:

- **Equal Access to Student Groups:** In the event any of the secondary schools (grades 6-12) have a limited open forum as defined in the Equal Access Act, such school(s) shall not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. A limited open forum for this purpose exists if the secondary school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during non-instructional time.

All such student meetings at school are subject to the following requirements:

- The meeting must be voluntary and student-initiated;
- There must be no sponsorship of the meeting by the school or its agents or employees;
- Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
- The meeting must not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- Non-school persons may not direct, conduct, control, or regularly attend activities of the student group.

The administration shall in all respects maintain the District in compliance with the Equal Access Act:

- **Equal Access to Boy Scouts:** If the District provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours, the District shall not deny equal access or a fair affiliation with the Boy Scouts of America. The same principles apply to any other youth group listed in Title 36 of the United States Code as a "patriotic society." The administration shall in all respects maintain the District in compliance with the Boy Scouts of America Equal Access Act.

The use of school facilities for student meetings and Boy Scouts as provided above shall be subject to the same provisions as other community, non-school groups and may be required to complete a community use application as and to the same extent as other non-curriculum related student groups (in the case of student meetings) and other outside youth or community groups (in the case of the Boy Scouts).

Legal Reference: 20 U.S.C. §§4071-4074 (Equal Access Act)
20 U.S.C. s 7095 (Boy Scouts of America Equal Access Act)
& 34 CFR Part 108

Date of Adoption: 2009

Facility Use Form is attached as Form 1000-5 to this policy book.

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1340 ACCESS TO DISTRICT RECORDS (79-2,104)

Cumulative Record: A cumulative record shall be maintained for each pupil from his entrance into school through the 12th grade. Such records pertaining to the individual pupil may be used only for the benefit, promotion or welfare of the pupil.

All material in each cumulative record shall be treated as confidential, according to the following guidelines: "Any pupil in any public school, his/her parents, guardians, teachers, counselors or school administrators shall have access to the school's files or records maintained concerning such student, including the right to inspect, review, and obtain copies of such file or records. No other person shall have access to such files or records, and the contents of such files or records shall not be divulged in any manner to any unauthorized person. All such files or records shall be so maintained as to separate academic and disciplinary matters, and all disciplinary material shall be removed and destroyed after a student's continuous absence from the school for period of three years."

Transcripts: Transcripts will be issued to other schools, colleges or employers by written consent of the student or parents.

1510 NORTH CENTRAL ASSOCIATION OF SCHOOLS AND COLLEGES

Garden County High School will maintain membership in the North Central Association of Schools and Colleges.

1621 HOME-BASED SCHOOLING

The Garden County School Board encourages the enrollment of all school age residents in Garden County in public schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment. The Boards shall meet the provisions of state statute concerning home-schooled students.

Procedures:

- Garden County schools have the authority to classify and place students in the grades or classes where they deem it to be appropriate and shall make provisions for pupils that may enter at any time during the school year.
- Placement of students in grades will be made after careful consideration of all the following factors:
 - Chronological age
 - Transcript review, if available
 - Achievement tests or other tests selected by the school, which may be given by the school prior to final placemen

