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## 9000-AR SCHOOL-COMMUNITY RELATIONS

### 9001-AR Goal

#### 9001.1-AR Media Utilization

The School District will: regularly post information on the School District website; consider School District-wide digital and hard-copy mailings on issues of importance; schedule public forums for the dissemination of information and to receive feedback from the community; and, work with local and other media sources to share School District information with the community.

The Director of Community Relations is the district's point of contact for all media relations. Contact information for the Director of Community Relations:

Lori Grein  
Director of Community Relations  
501 W. University Drive  
Rochester, Michigan 48307  
[Lgrein@rochester.k12.mi.us](mailto:Lgrein@rochester.k12.mi.us)  
(248)726-3127

#### 9001.2-AR Michigan Freedom of Information Act (FOIA)

**Introduction** This Regulation is published by the School District to inform the public of its rights under the Michigan Freedom of Information Act (FOIA). The regulation and guidelines, below, are not intended to, and should not be read to limit the rights actually created by FOIA. Accordingly, to the extent this regulation or the guidelines are found to be inconsistent with FOIA, or inconsistent with a future amendment to FOIA, the Act governs. The School District retains the right to revise this regulation and the guidelines.

**Requesting Public Records** Under FOIA, the Superintendent of Schools is the School District's "FOIA Coordinator". Public records may be requested by providing the School District's FOIA Coordinator with a written request that identifies the public records with enough specificity to permit the School District to locate them. The written request may be on paper or it may be electronic or digital.

A person may subscribe to public records that are created, issued or disseminated on a regular basis. A subscription is valid for up to six months and may be renewed.

The School District will not accept or respond to a verbal request for public records. However, where a School District employee receives a verbal request and is aware the public records are available on the District web site, the School District employee will notify the requestor of the website address.

**Response to Request for Public Records** The District is required to respond, in writing, to a written request for public records. The District may grant the request, deny the request or grant the request in part and deny the request in part.

**Timeline** The District has five (5) business days to respond to a written request for public records. However, if the request was sent by email and delivered to the District's spam or junk mail folder, the request is not considered received until the first day after the District actually becomes aware of the request. The District may extend the time for responding by ten (10) business days if the nature of the request justifies an extension by so notifying the person who made the request, in writing, and within the original five business day response window.

### **Types of School District Responses**

**Granting a Request.** The District's FOIA Coordinator will grant a request for public records by so notifying the requestor in a timely manner and in writing. The District will also provide notice if some or all of the public records are available on its web site and will include a specific web site address, if practicable.

**Denying a Request.** The District's FOIA Coordinator may deny a request if the request is not specific enough to allow the District to locate the public records in question by so certifying that fact to the requestor in writing. The District's FOIA Coordinator may also deny a request if the requested public records are exempt from disclosure under the Act. If only part of a public record is exempt, the FOIA Coordinator will redact the exempt part and, otherwise, grant the request.

**Allowable Fees** FOIA allows the District to charge the following fees incurred for processing and responding to FOIA requests:

**Labor Costs.** Generally, FOIA does not permit the District to charge labor costs for searching for, locating, examining, separating, or reproducing public records unless a failure to charge a fee would result in unreasonably high costs to the District because of the nature of the request in the particular instance and the District specifically identifies the nature of these unreasonably high costs. Examples of requests that may cause such unreasonably high costs include, but are not limited to: voluminous requests, requests that require time-consuming searches, significant separation or redaction of exempt documents or information, significant IT personnel time, etc. In cases where labor costs are allowable, they will be charged according to these guidelines.

**Searching for, Locating and Examining Public Records.** The District may charge labor costs directly associated with searching for, locating and examining requested public records in conjunction with receiving and fulfilling a granted request. Except as provided by the Act, the District may not charge labor costs for searching for, locating and examining public records that are on the School District's web site at the time the request is made.

**Separating or Deleting Exempt Information.** The District may charge labor costs directly associated with separating or deleting information that is exempt from disclosure under the Act, unless the District has previously redacted the public record(s) and the redacted version is still in the District's possession. The District will not charge for separating documents that are available on its web site.

**Reproducing Information.** The District may charge labor costs directly associated with duplicating or publishing public records. This includes the time spent making paper copies, making digital copies and transferring public records to non-paper physical media or through the internet, if so requested.

**Limitations on Labor Costs.** Subject to the Itemization of Allowable Fees section of this Guideline, the District may charge no more than the hourly rate and actual fringe benefits of the lowest paid employee capable of performing the particular task for which the District may charge labor costs, even if the District assigns a more highly paid employee to perform the task. The

charge for fringe benefits may not exceed 50% of the employee's hourly rate. The District may not charge overtime except at the request or stipulation of the requestor. If the District's FOIA administrator determines that no District employee is capable of separating or deleting exempt information with respect to a particular request, the District may hire contracted labor to perform the task. In such cases, the District will calculate the time spent by the contracted labor in the same manner it calculates the time of its own employees and the charge for the contracted labor will not exceed six times Michigan's minimum wage. In all cases, labor costs will be charged and estimated in increments of fifteen (15) minutes, with all partial time increments rounded down.

#### Reproduction Costs.

**Non-Paper Physical Media.** The District may charge the actual and most reasonably economical cost of reproducing public records on non-paper physical media (e.g., computer discs, computer tapes or other digital or similar media). The District is not required to reproduce public records on non-paper physical media if it does not have the technology necessary to do so.

**Paper Copies.** The District may charge the actual incremental cost of reproducing paper copies of public records using the most economical means available (e.g., double sided copies, if double sided copies are available and more economical than single sided copies). In no case will the District charge more than 10 cents per sheet. The District will not charge copying costs for copying documents on its web site or the on-site inspection of public records unless the requestor requests paper copies.

**Mailing.** The District may charge the actual cost of mailing requested public records and the least expensive method of confirming delivery. The District may not charge for expedited shipping or insurance unless specifically requested by the requestor.

**Waiver, Reduction or Discount of Allowable Fees.** The District may waive or reduce allowable fees if the District determines a waiver or reduction is in the public interest.

**Indigence.** The District will discount allowable fees by \$20.00 to a requestor who submits an affidavit stating that he or she is indigent and on public assistance or, if not receiving public assistance, stating facts showing inability to pay full allowable fees due to indigence. If the District determines a requestor who submits such an affidavit is not eligible for the discount, the District's written response will inform the requestor of the reason(s) for its determination. The District will not provide an indigence discount to an otherwise eligible requestor if: the requestor has already received discounted copies from the District twice during the calendar year; or, the requestor has been offered or received payment or other remuneration by or from another person.

Protection and Advocacy. The District will discount allowable fees and costs by \$20.00 if the requestor is a non-profit agency designated by the Governor under Section 931 of the Michigan Mental Health Code, MCL 330.1931, and the following additional conditions are met: the request is made on behalf of the agency or its clients; the request is made for reasons wholly consistent with the agency's mission, as described in Section 931; and, the request is accompanied by documentation of its designation, if so requested by the District.

Itemization of Allowable Fees. The District will itemize allowable fees on the attached Detailed Itemization of Allowable FOIA Fees form.

Good-Faith Deposit. The District may require a good-faith deposit from a requestor before providing public records if the total allowable fees exceed \$50.00 and the District provides the requestor with an estimate of total allowable fees using the Itemization of Allowable Fees and Costs form. The good-faith deposit may not exceed 50% of the total allowable fees and costs. The District's request for a good-faith deposit will include a reasonable and best efforts estimate of the time frame within which the District will provide public records after receiving the good-faith deposit. The District may charge an increased good-faith deposit of up to 100% of the estimated fee before it begins a full public record search for a person who has previously failed to pay allowable fees in full if: the final allowable fees were not more than 105% of the total estimated fees; the public records provided contained the information sought in the prior request and are still in the District's possession; the public records were provided within the School District's reasonable best efforts estimate for the prior request; ninety (90) days have passed since the District notified the requestor the public records were available for pickup or mailing; the requestor is not able to show proof of prior payment; and, the School District calculates provides a completed Detailed Itemization of Allowable FOIA Fees form that is the basis of the increased good-faith deposit. However, the District may not insist on an increased good-faith deposit if: the requestor shows proof of prior payment; the District is paid in full for the prior request; or, three hundred and sixty-five (365) days have passed since the requestor made the request for which full payment was not remitted.

Reduction of Labor Charges for Untimely Response. The District will reduce otherwise permitted labor charges by 5% per day (to a maximum of 50%) for each day the District's response is untimely if: the late response was willful and intentional; or, the written request conveyed a request for information within the first 250 words or the request included the words, characters or abbreviations for "freedom of information," "information," "FOIA," or a recognizable misspelling of such, or appropriate legal code reference on the front of the envelope or the subject line of the request.

**Appeals** The requestor may appeal the denial of all or part of a request in two ways: submit an appeal to the District's Superintendent or file a civil action in the circuit court where the District is located. The requestor may also appeal an allowable fee calculation that violates the Act or this Summary and Guidelines document.

**Appeal to Superintendent.** An appeal to the Superintendent must include the word "appeal" and identify the reason(s) the Superintendent should reverse the denial or reduce the allowable fee calculation. The Superintendent will respond to the appeal, in writing, within ten (10) business days by reversing the denial or calculation, upholding the denial or calculation or reversing the denial or calculation, in part, and upholding the denial or calculation, in part. In unusual circumstances, the

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Superintendent may issue not more than one notice extending his/her time for responding by not more than ten (10) additional business days. If the appeal is based on the District's calculation of fees and the Superintendent upholds the calculation, in whole or in part, the Superintendent must certify and explain the District's calculation.

**Civil Action.** The requestor may, in addition to appealing to the Superintendent, file a civil action in the circuit court where the District is located. The civil action may be based on the District's failure to timely provide public records or the District's calculation of allowable fees. If the requestor prevails in a case concerning the timely provision of public records, he or she is entitled to reasonable attorneys' fees, costs and disbursements. If the requestor or the District prevails in part the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs and disbursements. Additionally, if the court determines the District has arbitrarily and capriciously violated the Act by refusing or delaying the request, the court will order the District to pay a fine of \$1,000.00, which will be deposited in the Department of Treasury's general fund, and, in addition to any actual or compensatory damages, punitive damages to the requestor in the amount of \$1,000.00. If the requestor prevails in a case concerning the District's calculation of allowable fees by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award the requestor all or an appropriate portion of his or her attorneys' fees, costs and disbursements. If the court determines the District has arbitrarily and capriciously violated the Act by charging an excessive fee, the court will order the District to pay a fine of \$500.00, which will be deposited in the Department of Treasury's general fund, and, in addition to any actual or compensatory damages, punitive damages to the requestor in the amount of \$500.00. Separately, if the court determines the District willfully and intentionally failed to comply with the Act or has otherwise acted in bad faith, the court will order the District to pay a civil fine of not less than \$2,500.00 and not more than \$7,500.00 per occurrence, which will be deposited in the Department of Treasury's general fund. A civil action based on a denial of public records must be filed within one hundred and eighty (180) days after the District's final determination. A civil action based on the District's calculation of allowable fees must be filed within forty-five (45) days of receiving the completed Detailed Itemization of Allowable FOIA Fees form or within forty-five (45) days of the Superintendent's decision concerning an appeal. If the requestor files a civil action based on the District's calculation of allowable fees, the District is not required to continue processing the request until the court resolves the fee dispute.

**9002-AR Community Use of School District Facilities**

**9002.1-AR Use of Buildings Facilities and Property**

The School District's buildings, facilities and property were acquired for educational and related purposes. Therefore, use of buildings, facilities or property shall be consistent with the School District's mission, educational programs and extra-curricular purposes. The Superintendent, or designee, may develop and implement additional administrative procedures permitting the use of District buildings, facilities and property.

The School District facilities currently in use for the K-12 instructional program are made available to responsible groups and organizations in the Superintendent's discretion. Groups and organizations requesting the use of District facilities are assessed fees according to the following fee table:

**SCHEDULE A - 2018-2019**

**INDOOR ROOM FEES**

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<b>(ALL Fees – per Hour w/ One hour minimum)</b>	<b>OTHER BLDG/LOC</b>	<b>ELEM.</b>	<b>MIDDLE SCHOOL</b>	<b>HIGH SCHOOL</b>
Classrooms	-	\$ 25.00	\$ 25.00	\$ 25.00
Gym	-	\$ 55.00	\$ 75.00	\$ 80.00
Auxiliary Gym	-	-	\$ 60.00	\$ 65.00
Cafeteria	-	\$ 50.00	\$ 65.00	\$ 75.00
Media Center	-	\$ 40.00	\$ 50.00	\$ 50.00
Music or Band or Choir Room	-	\$ 40.00	\$ 50.00	\$ 50.00
Hallway Events (ie.Craft shows, etc.)	-	\$ 50.00	\$ 50.00	\$ 50.00
Specialty Rooms: Hart Lecture Rm, *RHS Mall, AHS Atrium, West LGI	-	-	\$ 50.00	\$ 50.00
Auditorium Lobby (non-theater use only)	-	-	-	\$ 50.00
Rehearsal Room	-	-	-	\$ 60.00
Dressing Rooms (2) Included in Aud. Price	-	-	-	\$ 0.00
<b>Administration Center:</b>				
Harrison Conference Room	\$ 100.00	-	-	-
Parker Conference Room	\$ 50.00	-	-	-
Graham Conference Room	\$ 50.00	-	-	-
Woodward Conference Room	\$ 25.00	-	-	-
<b>Other Rooms (Discount NOT Applicable):</b>				

Auditorium *	-	-	-	\$ 230.00
Pool *	-	-	-	\$ 150.00

\* Additional Personnel Fees - Schedule P

<b>SCHEDULE B - 2018-2019</b>			
<b>OUTDOOR FACILITIES</b>	<b>ELEM.</b>	<b>MIDDLE SCHOOL</b>	<b>HIGH SCHOOL</b>
Athletic Fields - softball, baseball, soccer	\$ 15 / hour	\$ 30 / hour	\$ 50 / hour
Track @ Hart		\$ 25 / hour	
Track @ SCHS (non-stadium)			\$ 50 / hour
Tennis Court (8 courts)	-	-	\$ 10 / hour / CT
Parking Lot	\$ 50 / event	\$ 75 / event	\$ 100 / event
<b>Athletic STADIUM *</b>			
Includes: Outdoor Restrooms & Stadium Equipment (2NHFS sized goals, Team Benches, Table/Chair)			\$ 100 / hour
Stadium - Additional Options:			
Lights (0 - 2 hours)			\$ 50 / event
Lights (2 - 4 hours)			\$ 100 / event
Press Box / Scoreboard			

(\$100 Deposit Required) *			\$ 50 / event
<b>* Additional Personnel Fees - Schedule P</b>			

<b>SCHEDULE C - 2018-2019</b>	
<b>ENT - EQUIPMENT</b>	<b>Per Item</b>
Chairs (per 100)	\$ 20.00
Tables - each	\$ 5.00
Podium	\$ 5.00
Pool Timing Control (w/P.A.)	\$ 50.00
Portable Toilet (per month/structure)	\$ 100.00
Scoreboard (gym )	\$ 25.00
Volleyball (nets/poles)	\$ 10.00/event
Equipment Transfer Fee	Requires Quote
Man Lift - special request	Requires Quote
<b>* Additional Personnel Fees - Schedule P</b>	

<b>SCHEDULE D - 2018-2019</b>	
<b>RENT - AUDITORIUM EQUIPMENT</b>	<b>Per Item</b>
Risers	\$ 10.00
Piano - Upright/Spinnet	\$ 10.00
Piano - Baby Grand	\$ 25.00
Confetti Canon	\$ 50.00
Piano Tuning service	\$ 100.00
Orchestra Shell (personnel)	\$ 360.00
Additional Lighting	Requires Quote
<b>AUDIO Package:</b>	
Sound System	
Cassette / DVD Playback Microphones (6 Maximum)	\$ 50.00 (0-5 hrs.) \$ 100.00 (5.1 hrs & up)
<b>VIDEO Package:</b>	
Projector Screen	
VCR/DVD Playback Audio Playback	\$ 50.00 (0-5 hrs.)
Power Point Presentation	\$ 100.00 (5.1 hrs & up)

<b>LIGHTING Package:</b>	
Stage Lights with Rep Plot Lighting Control	\$ 50.00 (0-5 hrs.) \$ 100.00 (5.1 hrs & up)
<b>* Additional Personnel Fees - Schedule P</b>	

<b>SCHEDULE P - 2018-2019</b>		
<b>PERSONNEL FEES</b>  (All Fees - per hour per person 2 hour minimum)	<b>MON - SUN</b>  (when applicable)	<b>HOLIDAYS</b>
<b>Custodian – Weekday</b>	\$ 20.00	
<b>Custodian – Weekend</b>	\$ 30.00	\$ 40.00
<b>Maintenance &amp; Grounds</b>	\$ 60.00	\$ 120.00
<b>Auditorium - Event Manager</b>	\$ 38.00	\$ 76.00
<b>Auditorium - General Personnel</b>	\$ 12.00	\$ 24.00
<b>Security - General Personnel</b>	\$ 30.00	\$ 30.00

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<b>Pool – Life Guard</b>	<b>\$ 13.00</b>	<b>\$ 26.00</b>
<b>Pool – Supervisor/Timing Equip Operator</b>	<b>\$ 21.00</b>	<b>\$ 42.00</b>

Procedure for Building or Facilities Reservations:

A group or organization that wishes to use a School District building or facility must obtain a reservation confirmation. To obtain a reservation confirmation, the group or organization must:

Go to the district website, <http://www.rochester.k12.mi.us/>, click on facility rentals at the bottom of the page. Read the facility rental policy and click accept and submit form

All field rentals must be booked through RARA by contacting [ems@rararecreation.org](mailto:ems@rararecreation.org) or by calling 248-656-8308 x108

1. Log in or create a new account. Requests for reservations must be made 2 weeks in advance.
2. Additional Personal Fees may be applied when applicable. Refer to Schedule P for additional information.
3. Equipment is not included in the cost of room rental fee.
4. Reservations and policies must be agreed to by the user in order to finalize the rental agreement.
5. Invoice for reservations will be mailed the month following the reservation.
6. Organizations must provide a copy of insurance at time of request.
7. Athletic/Auditorium/Pool areas must have secondary approval.

Regulations Pertaining to Rental of School Facilities:

1. Those in attendance must confine themselves to the area rented by the organization.
2. The use or sale of intoxicating beverages and tobacco is not permitted on the premises. Violators will be subject to removal and possible prosecution.
3. The sale of food or any commodity requires prior approval from the School District. A request must be included on the reservation request form at the time the reservation form is submitted.
4. All current fire and safety regulations must be strictly observed.
5. An employee of the School District may be on site during events.

6. Users of School District facilities will be fully responsible for damage to school property occasioned by the group's use of School District property. The renting organization will be required to replace damaged property at its sole cost and expense.
7. All requests to use Rochester Community Schools' facilities during filming are contingent upon written approval by the Director of Community Relations.

The Board of Education requires all users of School District facilities to carry comprehensive general liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. Furthermore, the Board of Education, its individual board members, officers and agents, and the School District, as well as its employees and volunteers shall be named as additional insureds.

## **9003-AR Gifts, Bequests and Donations**

### **9003.1-AR Gifts, Bequests and Donations**

The School District appreciates the generosity of donors who wish to recognize the School District with monetary donations or gifts of property. In order to assure that the School District does not incur a cost as a result of the gift that approaches or exceeds its value, all gifts, bequests and donations will be submitted to the Superintendent of Schools for approval. As reflected in Board of Education Policy 7003, the Superintendent or his/her designee will review an offered gift to assure that the gift: is free of any restriction that is contrary to law or inconsistent with Board policy; is, in the opinion of the Superintendent, fitting and appropriate for District use; does not require excessive installation, alteration or maintenance costs, or otherwise require a large commitment of District resources.

## **9004-AR Distribution of Information or Materials**

### **9004.1-AR Distribution of Information or Materials**

The School District periodically receives requests from various organizations to distribute informational or promotional materials on District property. In order to minimize intrusions on the time of students and employees that result from such distribution, the following will apply:

**Review Process** Organizations must submit the following information for review and approval prior to distribution: a final pdf version of the flyer; and, communication with the following information: name and phone number of contact person; the method by which the organization wishes to be contacted following review; the target audience to receive the materials (i.e. students, parents, staff or some combination thereof); payment, if applicable, and, the name of the school buildings where it is contemplated that the materials will be distributed.

The Director of Community Relations will review and approve materials for which a request for distribution has been received before distribution occurs.

**Content** In order to be accepted for distribution, materials may not: be obscene, indecent or vulgar; advocate illegal activities, violence, or hate; contain libelous or defamatory information; discriminate or contain bias toward any individual's race, gender, sexual orientation, religious or ethnic identity; be likely to cause substantial disruption of or material interference with discipline or the education of students in the school in which the material is posted or distributed; promote, favor or oppose a candidate for elected office or a ballot measure; or, advocate religion or a particular faith or religious viewpoint.

**Disclaimer** All materials that will be distributed on District property must include the following statement:

This event/activity/offer is not sponsored by the School District. The School District assumes no responsibility for the conduct or safety of persons attending or participating in the event/activity/offer.

## **9005-AR Public Complaints**

Citizens who have concerns with District staff, programs or practices are encouraged to bring their concerns to the person in charge at the closest point of origin. In most cases this will be the building principal. Where the matter is unresolved at that level, the following formal complaint procedure may be utilized:

### **Complaint Procedure**

A complaint will: be in writing; be signed by the complaining parties; set forth the specific acts, conditions or circumstances of concern; identify the relief being requested, that is within the authority of the District to grant; and, be submitted to the person in charge at the closest point of origin (typically the building principal).

The building administrator will offer to meet with the complainant to discuss the complaint. Following the meeting, if there has not been a satisfactory resolution, the building administrator will, within five (5) school days after receipt of the complaint, send the written complaint to the Superintendent, together with the disposition at his/her level.

The Superintendent/designee will conduct or coordinate an investigation of the complaint and reach a decision within fifteen (15) school days after receipt of the complaint. The decision of the Superintendent/designee shall be communicated in writing to the parties involved.

Should a complaint be submitted with less than fifteen (15) school days remaining within the school year, a reasonable extension of this timeline may be taken, as deemed necessary by the person conducting the investigation.

If the complaint has been investigated by the Superintendent's designee, and has not been resolved to the citizen's satisfaction, the citizen may request, within five (5) school days, that the complaint be referred to the Superintendent.

The parties involved in the complaint will have the opportunity to meet with the Superintendent within fifteen (15) school days after the Superintendent receives the designee's decision.

The Superintendent will make a decision and notify the citizen, in writing, within ten (10) school days after: receiving the complaint and the designee's decision; or, meeting with the parties involved in the complaint. The response of the Superintendent will: deny the allegations contained in the complaint; and/or, identify corrective measures deemed necessary to resolve the complaint.

## **9007-AR School Visitors**

### **9007.1-AR School Visitors**

The Board encourages parents and citizens to visit the schools. The principal will regulate visits both within the school and on the campus for purposes of student/staff security and to protect the integrity of the instructional program.

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All visitors, including parents, will report to the main office before visiting elsewhere in the building or on the campus. Rules regarding visitor access will be posted at the main entrances of each school. All principals will include visitation regulations in parent communications, student and staff handbooks.

Visitors will be admitted to a classroom only with permission from the principal/designee upon completion of Attachment A – Classroom Instruction Observation Request Form unless the teacher has been given prior permission to invite guests for a particular occasion.

The principal/designee, with written parent permission, will provide requested information to independent certified professionals through the use of checklists, surveys, observational data and/or meetings. Upon a persuasive showing of need, the principal/designee, in conjunction with the Assistant Superintendent for Instruction/designee, may at his/her discretion allow independent certified professionals to observe a student with parent or guardian permission during school hours. Such observational activities may be limited in scope and duration within administrative discretion, so as to minimize any adverse impact or disruption on the instructional program and classroom activities. Assessment and evaluation activities, other than those mentioned immediately above, will only be conducted by Rochester Community School employees during the school day. Independent tutoring and counseling will not be done during the school day.

If a parent/guardian wants an appointment to discuss his/her child's progress with a teacher, the appointment should be arranged outside school hours, on conference days, or during the teacher's planning period.

If a person on a school campus or facility creates a disturbance or refuses to leave the campus or facility, when directed to by the principal/ designee, the principal/designee shall contact appropriate law enforcement officials and take action as may be necessary. The Superintendent/designee shall be promptly notified of any such action.

### **9007.2-AR District Volunteers**

Volunteers to Rochester Community Schools are a welcome addition to our school community.

For occasional volunteers, working in the building once or twice per year under the direct supervision of teachers or staff members, the building principal will provide building-specific information about volunteering.

For volunteers who are in the building on a regular or continuous basis, which will involve supervision of, and/or significant interaction with students or any volunteer who chaperones students on off-site trips must follow the following process:

1. The volunteer will complete the Volunteer/ICHAT Authorization Form (Attachment A) and submit a copy of their driver's license/State ID.
2. The building principal will submit this information to the Department of Human Resources that the volunteer may begin volunteering in the school.

All volunteer chaperones for overnight field trip as well as volunteer coaches must have a Criminal Background Check in addition to the Criminal History Screening; this added check requires fingerprinting.

1. The building principal or teacher must contact the Department of Human Resources with names of all prospective overnight volunteer chaperones when planning an overnight field trip so that the appropriate arrangements may be made in advance of the trip for fingerprinting to be completed and the full Criminal Background Check information to be received and reviewed.

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2. In the case of volunteer coaches, the school's athletic director should contact the Department of Human Resources prior to the start of the season with the names of all prospective volunteer coaches. The full Criminal Background Check information must be received and reviewed prior to a volunteer coach participating in the sport.

All information from the Criminal History Screening, and where conducted, Background Check is kept confidential, and is not shared with the building. If questions arise, the volunteer will be contacted by the Department of Human Resources.

In most cases, Volunteer/ICHAT forms need only be completed once each year. However, the District does reserve the right to request that an updated screening be completed.

The District requires that a new Volunteer/ICHAT form be completed each year that the volunteer works/chaperones in the district on a regular or continual basis.

In the case of a volunteer who a volunteer coach or overnight chaperone, if a full Criminal Background Check, including fingerprints was required, each year thereafter, a Volunteer/ICHAT form must be completed prior to volunteering or chaperoning and the ICHAT criminal history record will be reviewed.

## **9008-AR**

## **Advertising**

### 9008.1-AR District Logos

The district has common law rights to its logos and marks even if they are not trademarked or copyrighted. Any use of such logos is prohibited without the district's express written permission.