MIDLAND INDEPENDENT SCHOOL DISTRICT
ADMINISTRATIVE REGULATIONS

G – COMMUNITY AND GOVERNMENTAL RELATIONS

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PUBLIC INFORMATION PROGRAM:
ACCESS TO PUBLIC INFORMATION
GBA (REGULATION)

REQUESTS FOR INFORMATION

Persons desiring to review documents maintained by the District and classified as Public Information may submit their requests, in writing, on forms provided by the District [see GBA (EXHIBIT)], or in any other written manner that sets forth the required information. The request must properly identify the document, or documents, to be inspected.

The requestor's name and address must appear on the request. A photo identification card, such as a driver's license, may be required to verify the person's identity.

Requests will be handled in the order in which they are received.

FEES

A schedule of charges for any requested copies of records will be made available to all persons requesting records. If the cost of copies will exceed $40, the District will prepare a written estimate of charges and the availability of any less expensive method for viewing the information. If an estimate of charges is necessary, the copies will be made available only if the requestor responds in writing within ten days to indicate that he or she modifies the request or is willing to accept the charges and still wants the copies as originally requested. Payment must be made to the officer for public records.

DOCUMENTS UNAVAILABLE

In the event the requested documents are in active use or in storage and, therefore, are not available at the time the request to review documents is submitted, the Superintendent or designee will notify the requestor in writing and set a date and hour when the requested materials will be available for inspection. If the requested documents cannot be made available within ten business days after receipt of the request, the Superintendent or designee will notify the requestor of that fact in writing and set a date and hour within a reasonable time when the information will be available.

DESIGNATED INSPECTION AREA AND HOURS

Persons inspecting documents may do so only in a designated inspection area, with a District employee available for assistance. Documents may be inspected during regular school hours.

COPY LIMIT

The Superintendent or designee may limit the number of pages that can be copied and supplied during a person's visit if the number of copies requested is beyond the reasonable capacity of the available personnel and machines. Copies in excess of the number available during a single visit will be made and mailed to the requestor.

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RELATIONS WITH PARENT ORGANIZATIONS
GE (REGULATION)

Parent organizations and booster clubs may be formed to promote the school program or to complement a particular student group or activity, with the approval of the campus principal.

Each such organization must submit the following to the campus principal for approval:

1. The governing documents of the organization.

2. A list of all activities and fund-raisers, annually.

3. The budget of the organization, annually.

Such organizations must agree to abide by all applicable UIL, District, and campus rules.

LIAISON

The faculty sponsor of a student group will serve as the liaison between any organization formed in connection with that student group and the District. If no specific student group is involved, the principal will serve as the liaison.

A current list of officers of each organization will be kept on file in the principal's office of the school involved.

FUND-RAISING ACTIVITIES

Parent organizations or booster clubs that conduct fund-raising activities must submit to the principal or designee a monthly report containing the following information:

1. Purpose of the fund-raising.

2. Type of activity.

3. Dates and times of the activity.

4. Name of the person who is responsible for handling the money.

5. Name of the sponsoring organization and representative.

6. Estimated amount of money raised or to be raised.

BOOSTER CLUBS

District booster clubs will:

1. Coordinate all activities with the principal or designee.
2. Be voluntary and support student activities of the school.
3. Use school facilities only with the prior approval by the principal or designee.
4. Not attempt to influence District employees in the administration of duties.
5. Comply with administrative regulations, Board policy, and any applicable UIL rules when offering money or gifts to the District. [See CDC]
6. Pay all taxes and other debts incurred by the organization.
7. Provide evidence of adequate insurance coverage for activities conducted on school premises. The District cannot provide insurance coverage for the booster club.
8. Submit to an audit and/or supply copies of its audited financial statements to the Superintendent or designee annually as requested.
9. Assume liability for any and all personal injuries or property damage arising from their activities.

Approved – October 2006

COMMUNITY RELATIONS:
CONDUCT ON SCHOOL PREMISES
GKA (REGULATION)

CROWD CONTROL

The District will implement the following crowd control procedures at school athletic and extracurricular events, as applicable:

1. The designated administrator will ensure the safety of the event officials by providing escorts to their dressing area, to and from the playing field or court, and to the exit of the playing facility. Officials will be notified of the identity of the designated administrator and where he or she will be located during the event.

2. The athletic director will provide uniformed police at high school athletic events and security personnel at other school athletic events, as needed, and will inform the designated administrator of any home contest for which police are provided.

3. At the beginning of each UIL event, the announcer will read a prepared statement concerning UIL regulations and the necessity for good sportsmanship.

4. At the end of the event, the announcer will read a prepared statement showing appreciation for the good sportsmanship displayed on the part of all fans and indicate the hope that they will travel home carefully.

5. The lights on the playing field will be dimmed as soon as feasible after the event to encourage the crowd to leave.

6. The parking lot will be monitored at least once during each period of the event.

7. The designated administrator will be responsible for meeting with the officials after the event and for informing both schools by phone the next school day of any unsportsmanlike conduct of fans, players, or coaches and of any unprofessional behavior on the part of officials. Written reports will be sent to the Superintendent and principal of each school as soon as possible.

8. The principal will be responsible for initiating disciplinary measures against students guilty of violations. The Superintendent will initiate bringing charges against any nonstudents, if necessary.

Approved – October 2006

COMMUNITY RELATIONS:
VISITORS TO THE SCHOOLS
GKC (REGULATION)

GENERAL RULES FOR VISITORS

The following guidelines apply to visitors to the schools:

1. Persons wishing to visit a classroom, either during instruction or for a parent/teacher conference, must make arrangements in advance with the principal and/or the teacher.
2. The school will provide a designated waiting area in the front hallway for parents to pick up children at the end of the school day; passes are not required while in this area.
3. Anyone needing to go beyond the waiting area must register at the office and receive a pass.
4. All visitors to the campus, including parents, guardians, relatives, university students, student observers and district personnel, must register at the office unless expressly provided otherwise in this regulation.
5. Visitors may not be required to obtain a pass if they are visiting in the office area and not proceeding further into the building.
6. Visitors who are taking children from the campus must wait in the office. Students should be called to the office to be dismissed.
7. Passes must be worn by visitors at all times and returned to the office when the visitor signs out.
8. All school employees will assist in the enforcement of the requirement for visitors to wear passes.
9. When the principal or designee deem it necessary for a visitor to meet immediately with a classroom teacher without being issued a pass, the visitor will be escorted to and from the classroom by a member of the office staff designated by the principal or designee.
10. In an emergency, when it is necessary for a visitor to meet with a student, the principal or designee will call or bring the student to the office.

ASSEMBLY PROGRAMS

Any visitor attending an assembly program must check in at the office before processing to the assembly or program.

ACADEMIC OBSERVERS

University students or professors, or other persons wishing to observe instruction for academic purposes, must make arrangements in advance with the principal and the teachers whose classrooms will be observed.

ELECTIONS

No visitor passes will be required for voters proceeding only to and from the polling stations; however, school personnel will monitor and assist the flow of voting visitors.

Approved – October 2006

NONSCHOOL USE OF SCHOOL FACILITIES:
DISTRIBUTION OF NONSCHOOL LITERATURE
GKDA (REGULATION)

In addition to the provisions set out in Policy GKDA Local, the following guidelines apply to requests by individuals or groups not associated with the District to distribute materials that are not sponsored by the District or by a District-affiliated school-support organization. This regulation does not apply to distribution of nonschool materials by students (see Policy FNAA Local).

NONSCHOOL LITERATURE INTENDED FOR DISTRIBUTION TO STUDENTS

1. Materials will only be allowed to be distributed if the group is identified by the Internal Revenue Service as a nonprofit 501(c)(3) or 501(c)(4) organization and the materials involve age and/or developmentally appropriate activities for students.
2. Materials must be submitted to the Superintendent's designee for approval.
3. Materials must contain the following disclaimer: "Midland ISD is not responsible for, and does not endorse, the content of any nonschool literature that may be distributed on Midland ISD campuses as a service to students and families."
4. Materials will not be distributed directly to students. After approval by the Superintendent's designee, the materials may be delivered to campuses for placement in a designated area that may be accessed by students and parents. Campuses must confirm that the material has been approved.
5. Materials should not be sent to campuses electronically. District employees are not permitted to print or copy nonschool literature for students.
6. Campuses may notify students and parents of the availability and location of approved materials through announcements or other means at the discretion of the campus principal.

7. Approved materials will be available to students and parents through the date of the event, if applicable, or a maximum of thirty (30) days from the date of approval.

NONSCHOOL LITERATURE INTENDED FOR DISTRIBUTION TO EMPLOYEES

1. Materials will only be allowed to be distributed if the content indicates that a clear and direct benefit is being offered to District employees.
2. Materials must be submitted to the Superintendent's designee for approval (unless excepted by Policy GKDA Local).
3. Materials must contain the following disclaimer: "Midland ISD is not responsible for, and does not endorse, the content of any nonschool literature that may be distributed as a service to Midland ISD employees."
4. Materials will not be distributed directly to employees. After approval by the Superintendent's designee, the materials may be forwarded to campuses and departments for placement in employee breakrooms and other common areas.
5. Hand-delivery of approved materials to the campus or department is preferable. At the discretion of the campus principal or departmental supervisor, materials may be sent electronically, but District employees may not make or post more than 5 copies. Campuses and/or departments must confirm that the material has been approved.
6. Approved materials will be available to employees through the date of the event, if applicable, or a maximum of thirty (30) days from the date of approval.

Approved – October 2011

COMMUNITY RELATIONS:
SCHOOL VOLUNTEER PROGRAM
GKG (REGULATION)

PURPOSE OF THE PROGRAM

Volunteers may be used in the District to:

1. Relieve the professional staff of noninstructional duties to provide more time for instruction, planning, or other responsibilities;

2. Offer individual assistance to students who may not be working successfully in a group situation;

3. Enrich the school program by making available the talents and resources of the community; and

4. Increase community support for District programs and policy.

REQUIREMENTS FOR VOLUNTEERS

Volunteers in the District will:

1. Attend orientation and training sessions appropriate to the type of volunteer service to be given;

2. Receive information regarding:
    a. General job responsibilities and limitations;
    b. School facilities, routines, and procedures;
    c. Work schedule and place of work; and
    d. Expected relationship to the regular staff.

3. Work under the direction and supervision of a teacher or other member of the school staff; and

4. Work within the rules of the school, as established by the principal.

Teachers or other staff members will meet with their assigned volunteers periodically to evaluate services rendered and determine whether changes need to be made in assigned duties.

ROLES OF VOLUNTEERS

Volunteers in the District will:

1. Serve in the capacity of helpers and not be assigned to roles requiring specific professional training;

2. Refrain from discussing the performance or actions of any student except with the student's teacher, counselor, or principal; and

3. Refer any observed instructional, social, emotional, or medical problem of a student to an appropriate District employee.

APPLICATION

Individuals interested in serving in volunteer positions with the District must complete an application before beginning volunteer activities. [See GKG(EXHIBIT]

APPROVAL

The campus principal has the authority to approve volunteers and volunteer activities. [See GKG(EXHIBIT]

Approved – October 2006

RELATIONS WITH EDUCATIONAL ENTITIES:
COLLEGES AND UNIVERSITIES
GNC (REGULATION)

STUDENT TEACHERS

COORDINATION WITH THE COLLEGE

The Superintendent or designee is authorized to negotiate and approve an agreement with a college or university to establish a student teacher program in the District.

The Superintendent or designee will coordinate with principals the institution's requests for placement of student teachers, to determine whether placements are possible in the grade levels or subject areas requested. The college supervisor will be notified of accepted placements.

ASSIGNMENTS

Assignments of student teachers will be made with the approval of the principal. No teacher in the District will be assigned a student teacher without giving consent and completing whatever supervisory training is required by the college or university.

A student teacher may not be assigned to a teacher with fewer than three years of teaching experience unless authorized by the Executive Director of Human Resource Services.

A supervising teacher will not be assigned more than one student teacher per school year unless authorized by the Executive Director of Human Resource Services.

A supervising teacher will be responsible for the class and will not delegate responsibilities until the student teacher has displayed the proficiency to accept them.

A student teacher will assume the same working conditions as the supervising teacher, in terms of the length of workday, responsibilities for supervision of student activities, and requirements for attendance at staff meetings and staff development sessions.

All student teachers will be required to consent to a criminal history background check.

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