

# **Attachment V-A-1**

## **Superintendent Monitoring Report**

### **Executive Limitations 3.1: Treatment of Students, Parents/Guardians and Community Members**



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**SUPERINTENDENT MONITORING REPORT**  
**Executive Limitations 3.1**  
**Treatment of Students, Parents/Guardians and Community Members**  
**November 16, 2010**

**Executive Limitations 3.1 Summary**

The Superintendent shall not cause or allow District circumstances for parents, students, and/or community members that are unsafe, undignified, unnecessarily intrusive or restrictive.

**Interpretation of Executive Limitations 3.1**

- The Superintendent and staff will ensure that all information requested from families is necessary and access to that information is restricted appropriately.
- The Superintendent and staff will ensure that facilities are accessible and available to the community.
- The Superintendent and staff will ensure that expectations for classes, activities, behavior and discipline are communicated to students and their parents/guardians.
- The Superintendent and staff will ensure that students, parents/guardians and community members are allowed to express their opinions in a non-disruptive way and that these concerns are addressed in a timely and effective manner.
- The Superintendent and staff will ensure that students, parents/guardians, and community members have an opportunity to provide feedback regarding decisions which affect them.
- The Superintendent and staff will communicate this policy to students, parents/guardians, and community members and ensure a process is in place should one believe he/she was not protected by this policy.

**Update on Compliance with Executive Limitations 3.1**

The Superintendent and staff have been in compliance with this policy and will continue to expand opportunities which will enhance the efforts mentioned above.

**Evidence of Compliance with Executive Limitations 3.1**

Parameters for appropriate communication have been established for the following:

- Student interrogations and searches (Policy JIH/JIHB)
- Suspensions and expulsions (Policy JKD/JKE)
- The sharing of student discipline information (Policy JK.2)
- Appropriate collaboration with law enforcement (Policy KLG)
- Appropriate access to student information by parents/guardians, law enforcement, armed services (Policy KDB, Infinite Campus Customer e-mail addressing IC information and FERPA , Legal Counsel memo “School Resource Officers and

- Access to Student Information” and the Non-Release of Information to the Armed Forces Recruiting Services Form per federal and state legislation-24-72-204 CRS)
- Staff members are trained on the above stated parameters through ‘safety and discipline’, clerk and ISMP trainings.
  - Information is provided to parents, students, and/or community members by the following:
    - Safe schools handbook
    - Superintendent letter
    - APS main and individual school websites
    - Elementary handbooks
    - Individual school planner/handbook
    - Individual Conferences
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- Communication with the community regarding facility rental is provided through the Customer Information Packet containing general regulations for facility use, district information, custodial/customer check lists and the Facility Use Request form available on the APS website and through community meetings, per policy KFB/KFC.
  - At the beginning of every school year/course students are provided with course information and expectations. At the middle and high school level, common course information and expectations are contained in the Middle and High School Program Planning Guide. Information is also available on building and district websites. Parents may access current academic progress of students by utilizing the parent portal of Infinite Campus.
  - The community is invited to attend town hall meetings and BOE meetings to obtain more information and to express their opinions, per policy BEDH. Parents and community members are informed of the process that they use to communicate concerns via elementary, middle and high school handbooks. In addition, leadership team, in collaboration with school services, has developed a protocol for communicating parent/community concerns with the school and other appropriate staff members. There is also a formal protocol in APS district policy KEB which addresses public concerns/complaints about personnel. Parents may also express their opinions and provide feedback by their participation in district committees, such as DAAC, school accountability committees, school-based parent committees, and various advisory boards, per policies BDE/BDF and KBA. Parents have the right to challenge decisions made regarding extended suspensions, expulsions, and student record information through various appeal processes, per policies JK.2 and JRA/JRC.
  - The community is invited to participate in the selection of text books per policy IJJ/IJK and may challenge text book and media center material per policy KEC.
  - In order to assure the appropriate use and release of student information for research studies and grand reporting, the Division of Accountability and Research requires that active consent for research participation be obtained from both parents and students.

- Federal and state law requires that parents and the community be informed of policies pertaining to student/parent rights. These are published in the elementary, middle and high school handbooks and can be found on the district's website.  
The policies and federal/state law include:
  - Access to Student Information (FERPA)
  - Annual Notice to Parents Disability Discrimination (Federal Law)
  - Asbestos Management Plan Designed for School Safety (Asbestos Hazard Emergency Response Act)
  - Homeless Children and Youth – McKinney-Vento Act (Federal Law)
  - No Child Left Behind: Parent's "Right to Know" (Federal Law)
  - Notice of Non-Discrimination (Federal Law)
  - Protection of Pupil Rights Act (PPRA) Notice (Federal Law)
  - Senate Bill 03-072 – Sex Offender List (State Law)
  - Special Needs (Federal Law)
  - Stormwater Management Program (Federal Law)
  - Student Records – Rights and Privacy (State and Federal Law)
  
- This policy is communicated through district policies, student handbooks, websites and written communication to parents/community throughout the year.