

DOCUMENTS TO BE POSTED LISTING

<u>Post</u>	Scholarship Information ---At Secondary Schools	Paula Barnhouse
<u>Post</u>	Red, White and Blue Federal Law Poster --For Faculty Viewing	Judyann Robinson
<u>Post</u>	Campus AEIS Report (Key pages only) --For Public Viewing	Whit Johnstone
<u>Post</u>	District AEIS Report (Key pages only) --For Public Viewing	Whit Johnstone
<u>Post</u>	Student Code of Conduct (Summary) --For Public Viewing	Lane Ladewig (all levels)
<u>Post</u>	Job Vacancy Notices for IISD --For Employee Viewing	Personnel
<u>Post</u>	DIC Agendas (Should include note where minutes are available if minutes are not posted) --For Staff and Public Viewing	Marie Morris
<u>Post</u> Secondary only	Notice Regarding Steroids --Must be posted in a conspicuous location in all MS and HS gyms	Lane Ladewig
<u>Post</u>	Drug Free / Weapon Free Zone (may be outside signs) --For Public Viewing	Pat Lamb
<u>Post</u>	Smoke Free (may be outside signs) --For Public Viewing	Pat Lamb
<u>Post</u>	"For the Safety of Our Students, Please Check In at the Office" Type Sign --At entrances into building	Principal
<u>Post</u>	Minutes from CIC Meetings --For Staff and Public Viewing	Principal

Post

Board of Trustees' Agenda
--For Staff and Public Viewing

Marlene Abril

Post

Fire Drill/Evacuation Diagrams
--In Classrooms and Other Places
--For Student, Staff and Public Viewing

Principal /
Scott Layne

Post

Notice that Surveillance Cameras may be in use
---at entrances at High Schools

Kelly Horn

List of Documents That Must Be Available to Staff & Public

<u>Available</u>	Campus AEIS Report (entire report) --in office or library	Whit Johnstone
<u>Available</u>	District AEIS Report (entire report) --in office or library	Whit Johnstone
<u>Available</u>	District Improvement Plan 2007-2008 --in office or library	Marie Morris
<u>Available</u>	Campus Improvement Plan --in office or library	Principal
<u>Available</u>	State Issued Campus Report Card --in office or library	Whit Johnstone
<u>Available</u>	Code of Conduct (full) --in office or library	Lane Ladewig (all levels)
<u>Available</u>	Student Handbook --in office or library	Cheryl Jennings / Tracie Fraley
<u>Available</u>	District Policy Manual --in office or library --paper copy or access to district web page	Ralph Diaz
<u>Available</u>	DIC Minutes (if not posted) --in office or library or access to district web page	Marie Morris
<u>Available</u>	Materials Safety Data Sheets (MSDS) Notebook --in nurse, cafeteria, custodian & science areas	Mary Kay Hartley/ Michael Rosenberger/ Pat Lamb

Documents Each Parent/Student Is To Receive

<u>Parent/Student</u>	Student Code of Conduct	Lane Ladewig (all levels)
<u>Student/Parent</u>	Student Handbook	Cheryl Jennings / Tracie Fraley
<u>Parent</u>	State Issued Campus Report Card	Whit Johnstone
<u>Parent</u>	Notice of Parents & Students Rights, Family Educational Rights & Privacy Act (FERPA)	Ralph Diaz
<u>Parent/Student</u>	Report Cards	Principal / Jennings/Fraley
<u>Parent/Student</u>	Three Week Grade Reports (failures required)	Principal

REQUIRED PARENT ACTIVITIES

<u>Parent</u>	Parent Conference (All parents – at least once a year – all campuses)	Principal
<u>Parent</u>	Parent Academic Activities (1 academically focused parent activity per 6 weeks – all campuses)	Principal / CIC