

# **Policy Manual**

## **Plains Public Schools School District #1, Sanders County Plains, Montana**

**2001 Edition**

**Individual policy revision dates noted in text**

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**Section 1000:  
Board of Trustees**

### **1110 Legal Status and Operation**

The board of trustees of Plains Public School, School District No.1, Sanders County is the governmental entity established by the state of Montana to plan and direct all aspects of the district's operations to the end that students shall have ample opportunity to achieve their individual and collective learning needs.

The policies of the board define the organization of the board and the manner of conducting its official business. The board's operating policies are those that the board adopts from time to time to facilitate the performance of its responsibilities.

### **1111 Duties of Individual Trustees**

The authority of individual trustees is limited to participation in actions taken by the board as a whole when legally in session.

Trustees shall not assume responsibilities of administrators or other staff members. The board or staff shall not be bound in any way by any action taken or statement made by an individual except when such statement or action is pursuant to specific instructions and official action taken by the board.

Each trustee shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item.

Each member is obligated to attend board meetings regularly. Whenever possible each trustee shall give advance notice to the chairman or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a trustee's absence from a meeting if requested to do so. The board shall declare a position vacant after three (3) consecutive unexcused absences from regular board meetings or if the trustee has been absent from the district for sixty (60) consecutive days.

### **1112 Mission of the Board**

As trustee for the community's schools, the board is responsible for:

1. representing the community: learning about the concerns and aspirations that all segments of the community have for the schools, and attempting to find ways to accommodate them where possible, so that the schools will accurately respond to the needs of the community.
2. adopting policy: developing and implementing policies that will guide the district towards compliance with federal and state statutes, rules and regulations.
3. monitoring operations: reviewing district operations to assure compliance with district policy.
4. controlling expenditures: approving the district's annual budget and approving expenditures pursuant to that budget.
5. resolving disputes: resolving complaints or grievances brought by students, staff or patrons, except those which by law or contract are assigned elsewhere for resolution.

### **1113 Code of Ethics**

Prior to assuming office each newly elected or appointed trustee shall affirm that he/she will faithfully perform the duties of trustee in a manner consistent with the approved code of ethics of the school district. Any trustee who behaves in a manner inconsistent with the code of ethics is subject to reprimand by the board. The code provides that the individual trustee:

1. accepts the responsibility for acquiring the necessary level of knowledge, including training, demanded by the position.
2. upholds and enforces the laws, rules and regulations, and policies and procedures pertaining to the operations of the district.
3. recognizes that a trustee has no authority to act on behalf of the district or board unless authorized by board action
4. recognizes and respects the responsibilities that properly are delegated to the school administration.
5. refers complaints and concerns regarding staff or program to the superintendent or other appropriate staff member.
6. refrains from making commitments or promises that may compromise the school system, the board, or the administration.
7. reviews all study materials prior to the board meeting.
8. maintains confidentiality of privileged information.
9. listens objectively to constructive criticism.
10. respects a trustee's right to differ in opinion, focuses on issues rather than personalities, and supports board decisions regardless of how he/she voted.
11. accepts the responsibility to secure facts before arriving at conclusions.



## **1114 Conflict of Interest**

A trustee may not:

1. engage in substantial financial transaction for his private business purpose with a person whom he inspects or supervises in the course of his official duties;
2. perform an official act directly and substantially affecting to its economic benefit a business or other undertaking in which he either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent;
3. act as agent or solicitor in the sale or supply of goods or services to a district;
4. have a pecuniary interest, directly or indirectly, in any contract made by the board of trustees when the trustee has more than a ten percent (10%) interest in the corporation ("contract" does not include: merchandise sold to the highest bidder at public auctions); investments or deposits in financial institutions which are in the business of loaning or receiving money when such investments or deposits are made on a rotating or ratable basis among financial institutions in the community or when there is only one financial institution in the community; or contracts for the professional services other than salaries services or for maintenance or repair services or supplies when the services or supplies are not reasonably available from other sources if the interest of any board member and a determination of such lack of availability are entered in the minutes of the board meeting at which the contract is considered.
5. be employed in any capacity by the district.

Legal references: MCA 2-2-121 and related

### **1115 Management Rights**

The board of trustees retains the right to operate and manage school district affairs in such areas as, but not limited to:

1. direct employees;
2. hire, promote, transfer, assign, and retain employees;
3. relieve employees from duties because of lack of work or funds under conditions where continuation of such work would be inefficient and nonproductive;
4. maintain the efficiency of government operations;
5. determine the methods, means, job classifications, and personnel by which government operations are to be conducted;
6. take whatever actions may be necessary to carry out the missions of the agency in situations of emergency;
7. establish the methods and processes by which work is performed.

Legal reference: MCA 39-31-303

### **1116 Officers**

The **chairman** shall preside at all board meetings and sign all papers and documents are required by law and authorized by the action of the board. The chairman shall conduct the meeting in the manner prescribed by the board's policies, provided that the chairman shall have the full right to participate in debate without relinquishing the chair and shall have the right to vote on all matters put to a vote. The chairman may close a meeting during the time the discussion relates to a matter of individual privacy and then if and only if the chairman determines that the demands of individual privacy clearly exceeds the merits of public disclosure.

The **vice chairman** shall preside at board meetings in the absence of the chairman and shall perform all of the duties of the chairman in case of his/her absence or disability.

The **clerk** shall be responsible for:

1. maintaining an accurate and permanent record of all board proceedings;
2. serving as custodian of all documents, records and reports of the trustees;
3. executing employment contracts on behalf of the district;
4. certifying actions of the board relative to the district budget;
5. countersigning any warrant issued by the district
6. preparing ballots for school elections;
7. keeping an accurate and detailed accounting record of all receipts and expenditures of the district in accordance with the financial administration provisions of the state of Montana; and
8. preparing the annual trustees' report.

### **1119 Minutes**

The clerk of the board shall record the minutes of all board meetings. Minutes become official after approval by the board and shall be retained as a permanent record of the district. When issues are discussed that may require detailed record, the board may direct the clerk to record the discussion verbatim. Such verbatim records shall be maintained on file for a period of five (5) years. Any other verbatim records of a meeting shall be destroyed after the minutes have been approved. Minutes shall be comprehensive and shall show:

1. the date, time, and place of the meeting,
2. the presiding officer,
3. members in attendance,
4. items discussed during the meeting and the voting record of each trustee present.
5. a detailed statement of all expenditures (name of business or person and services rendered or goods furnished),
6. purpose of recessing to executive session, and
7. time of adjournment.

Unofficial minutes shall be delivered to board members in advance of the next regularly scheduled meeting of the board and shall also be available to other interested citizens. Minutes need not be read publicly, provided that members have had an opportunity to review them prior to adoption.

A file of permanent minutes of all board meetings will be maintained in the office of the clerk to be made available for inspection upon the request of any interested citizen. A written copy shall be available within five (5) working days following approval by the trustees at a cost as per policy #1143. A copy will be furnished to the press at no cost.

Amended: 5/15/06

## **1120 Meetings**

Board meetings will be scheduled in compliance with the law and as deemed by the board to be in the best interest of the district and community. The board will function through regular and special meetings.

Public Notice shall be properly given for any special meeting, whenever a regular meeting is adjourned to another time, or when a regular meeting is to be held at a place other than the school library.

Regular meetings shall be held at 7:00 p.m. until no later than 10:00 p.m. on the third Monday of each month in the school library or at other times and places determined by a majority vote. If regular meetings are to be held at places other than the school library or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall be held on a date approved by the board of trustees.

Special meetings may be called by the chairman or by any two (2) members of the trustees. A written notice for a special meeting, stating the purpose of the meeting, shall be delivered to each trustee not less than forty-eight (48) hours prior to the time of the meeting. Such written notice shall be posted conspicuously within the district in a manner that will receive public attention. Written notice shall also be sent not less than twenty-four (24) hours prior to the meeting to each newspaper that has filed a written request for such notices. Business transacted at a special meeting will be limited to that stated in the notice of the meeting and such other business that the board may by majority vote to agree to consider.

In the event of an emergency involving possible personal injury or property damage, the board may meet immediately and take official action without prior notification.

All meetings shall be open to the public with the exception of executive session authorized by law. Any final action will be taken at an open meeting.

Amended 12/16/02

### **1121 Agenda**

The superintendent of schools shall be responsible for preparing the agenda for each meeting. Copies of the agenda, minutes of the previous meeting, and relevant supplementary information will be delivered to each board member at least forty-eight (48) hours in advance of the meeting with limited copies available to any interested citizen at the superintendent's office twenty-four (24) hours prior to the meeting.

### **1122 Audit of Expenditures**

At each regular meeting the board shall audit all bills and accounts by confirming that all expenditures comply with the annual budget. The payroll and any bills shall be approved by the board before payment.

All accounts shall be externally audited in the manner provided by law.

### **1124 Quorum**

A quorum for any meeting shall be a majority of the trustees' membership.

### **1125 Meeting Conduct and Order of Business**

All board meetings will be conducted in an orderly and business-like manner according to board policies and conventional rules of parliamentary procedure such as Robert's Rules of Order. Any additions or changes in the prepared agenda may be requested by the superintendent or a trustee and must be approved by the chairman, or by a majority vote of the members present. The minutes shall reflect the voting record of each trustee present.

The board recognizes the value of involving members of the public in its meetings. To permit fair and orderly expression of such comment, the board will provide time for formal presentations when scheduled in advance.

The board also welcomes individual opinions on agenda items. Individuals wishing to be heard shall first be recognized by the chair, and will then comment as briefly as the subject allows. Representatives of firms eligible to bid on projects solicited by the board shall also be entitled to be heard.

The board as a whole shall have the final decision in determining the appropriateness of all such rulings.

Revised and adopted February 21, 1995.

### **1128 Executive Sessions**

The board may hold closed (executive) sessions for the following purposes:

1. During the time the discussion relates to a matter of individual privacy and then if, and only if, the presiding officer determines that the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains and, in that event, the meeting must be open.
2. When discussing strategy to be followed with respect to litigation when an open meeting would have a detrimental effect on the litigating position of the public agency. This rule does not pertain when both parties are public bodies.

Committees of the board are subject to the same requirements.

Revised 12/16/93

### **1129 Committees**

Committees of the board may be created by a majority of the board.

The chairman shall appoint trustees to serve on such committees, the purchase and terms of which shall be determined by a majority vote of the board. Board committees shall be limited to less than one-half (1/2) of the board.

### **1130 Annual Organization Meeting**

After the district election date established by law, the board shall elect from its members a chairman and a vice chairman to serve one (1) year terms each. If a board member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the chairman and the vice chairman, the board shall elect a chairman pro tempore who shall perform the functions of the chairman during the latter's absence. The clerk shall act as board secretary.

The normal order of business shall be modified for the annual reorganization meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly-elected board members by the chairman
2. Call for nominations for chairman to serve during the ensuing year
3. Election of a chairman
4. Assumption of office by the new chairman
5. Election of a vice chairman
6. Appointment of clerk

Policies and by-laws shall continue from year to year and board to board until and unless the board changes them.

### **1131 Trustee Office**

During the interim between meetings, the office of the clerk shall be the office of the trustees. The district's public records shall be open for inspection in the manner provided by and subject to the limitation of the law.

### **1132 Authorization of Signatures**

For the conduct of the business of the district, the board of trustees grants authority to the superintendent to sign certain documents on behalf of the district consistent with board actions, policies and the law of the State of Montana.

The chairman and clerk are authorized to use a facsimile signature plate or stamp. All such plates must be filed under oath with the Secretary of State.

The use and security of a signature stamp for use by the chairman and clerk shall be controlled in accordance with Sec. 20-9-221(2) MCA.

1. Warrants: The chairman of the board of trustees and the clerk are authorized to sign all district warrants by facsimile signature on behalf of the board.
2. Claim Forms: The clerk and the superintendent are authorized to certify vouchers or invoice claims against or for the district.
3. Negotiated Agreements: Negotiated agreements, teacher and administrator contracts shall be signed for the district by the board chairman and the clerk.
4. Contract for Goods and Services, and Leases: The superintendent of the district is authorized to sign, on behalf of the board: contracts, leases, and/or contracts for goods and services for amounts consistent with board policy.
5. Classified Personnel : The superintendent of schools is authorized to sign employment notifications to classified personnel consistent with board authority.

### **1133 Trustee Expenses**

Reimbursable expenses are:

1. mileage reimbursement for travel to and from board meetings.
2. transportation expense including fares for commercial or public carriers and mileage at the district-approved rate when using one's own private vehicle.
3. fees and registrations costs for conferences and meetings.
4. hotel or motel fees at a single room rate.
5. reasonable expenses for meals consistent with board policy.
6. such incidental expenses as parking fees, reasonable duplication costs and the like which are incurred for the benefit of the district.

Expenses for personal benefit or entertainment shall not be reimbursed.

#### **1134 Policy Manuals**

The superintendent shall develop and maintain a current policy manual which contains the policies of the district.

The manual is intended both as a tool for district management as well as a source of information to residents of the district, staff, and others about how the district operates. To that end each administrator shall have ready access to the manual. In addition a manuals shall be available at other such places as the superintendent may determine for the use of staff, students, and other residents.

All policy manuals shall remain the property of the district. They shall be subject to recall at any time.

#### **1135 Adoption and Amendment of Policies**

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the board that immediate action would be in the best interests of the district, the final vote for adoption shall take place not earlier than the next succeeding regular or special board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the superintendent of schools prior to the second reading. The board may invite oral statements from staff members or patrons as an order of business.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the district. No further action is required. All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption. Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the district's policy manual.

Policies of the district shall be reviewed annually by the board of trustees.

#### **1136 Suspension of the Policies**

The policies of the board shall be subject to suspension by a majority vote of the members present, provided all trustees had received notice of the meeting and provided notice had included a proposal to suspend the policies and an explanation of the purpose. If such proposal is not made in writing in advance of the meeting, the policies may be suspended only by a unanimous vote of all trustees present.



### **1137 Administrative Procedures, Rules and Regulations**

The superintendent and/or principals shall develop such administrative procedures, rules and regulations as are necessary to ensure consistent implementation of policies adopted by the board.

When written procedure, rules or regulations are developed, the superintendent shall submit them to the board as an information item. Such procedures need not be approved by the board, although it may revise them when it appears that they are not consistent with the board's intentions as expressed in its policies. On controversial topics, the superintendent should request prior board approval.

### **1138 Trustee and superintendent relations**

The successful operation of schools requires a close, effective working relationship between the board and the superintendent. The relationship must be one of trust, good will and candor. As the legally designated governing body, the board retains final authority within the district. The superintendent is the board's professional advisor to whom the board delegates executive responsibility.

### **1139 Trustee & Staff Communications**

The following communications procedures are established:

1. Staff Communications to the Board: All communications or reports to the board or individual trustees from principals, supervisors, teachers, or other staff members shall be submitted through the superintendent.

This shall not deny any staff member's right to appeal to the board from administrative decisions, provided that the superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures on complaints and grievances.

2. Board Communications to Staff: All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will employ all such media as are appropriate to keep staff fully informed of the board's problems, concerns, and actions.

3. Visits to Schools: Individual board members visiting schools or classrooms will contact the principal of the school. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

4. Social Interaction: At social affairs and other functions, informal discussion on such matters as educational trends, issues, innovations, and general district problems can be anticipated. Discussions of personalities or staff grievances are not appropriate.

#### **1140 Resignations**

Upon receipt of a trustee's written resignation for any reason, the board shall consider the resignation at its next regularly scheduled meeting. The board shall then accept the resignation by formal action and declare the board position vacant unless the resignation is withdrawn any time prior to the board's action.

#### **1141 Vacancies**

Any elected trustee position shall be vacant whenever the incumbent:

1. dies;
2. resigns;
3. moves his/her residence from the applicable district or from the nominating district in the case of an additional trustee in a high school district;
4. is no longer a registered elector of the district under the provisions of MCA 20-20-301;
5. is absent from the district for sixty (60) consecutive days;
6. fails to attend three (3) consecutive meetings of the trustees without a good excuse;
7. has been removed under the provisions of MCA 20-3-310;
8. ceases to have the capacity to hold office under any other provision of law.

Also, a trustee position also shall be vacant when an elected candidate fails to qualify.

In case of a trustee vacancy, the remaining trustees shall fill such vacancy by appointment. The board will receive applications from any qualified persons seeking to fill the position after suitable public notice. The board will appoint one (1) of the candidates to serve until the next regularly scheduled election.

Should the board fail to fill a vacancy within sixty (60) days from the creation of such vacancy, the county superintendent shall appoint, in writing, a competent person to fill such vacancy. An appointee shall meet the requirements provided by law and shall serve until the next regularly scheduled school election and his/her successor has qualified.

#### **1142 Trustee Insurance**

The district shall maintain sufficient insurance to protect the board and its individual members against liability arising from actions of the board or its individual members while each is acting on behalf of the district and within his/her authority as a trustee.

### **1143 Records Available to Public**

All District records, except those restricted by state and federal law, shall be available to citizens for inspection at the Clerk's office.

In accordance with § 20-9-213(1), MCA, the record of the accounting of school funds shall be open to public inspection at any meeting of the trustees. A fee may be charged for any copies requested. Copies will be available within a reasonable amount of time following a request.

A written copy of Board minutes shall be available to the general public within five (5) working days following approval of the minutes by the Board. If requested, one (1) free copy of minutes shall be provided to local media within five (5) working days following approval by the Board.

Fees will be charged as follows:

- a) Copy of Board minutes - 15¢ per page
- b) Copy of other materials - 25¢ per page
- c) Mailing Fees
- d) Copy projects shall be completed by school officials only (i.e. clerk or assistant clerk) and time spent researching a copy project will be charged at the employee's hourly rate of pay.
- e) Failure to pay the required fees will prevent future copies from being mailed or processed.

Legal References:    § 20-3-323, MCA    District policy and record of acts  
                             § 20-9-213, MCA    Duties of trustees

Adopted on: 5/15/06

# **1901 COVID-19 Emergency Measures**

## **Emergency Policy and Procedures**

### Applicability of Emergency Policy Series

During a state of emergency declared by the Board of Trustees or other local, state or federal agency, official, or legislative body, the provisions in the emergency policies adopted by the Board of Trustees as codified at 1900-1999 in the district policy manual will govern in the event of any conflict or inconsistency between an emergency policy and other provision in the district policy manual. All other aspects of the district policy manual not affected by the provisions in the emergency policy series continue to be in full effect.

### Legal References

In the absence of a legal reference on an emergency policy adopted by the Board of Trustees, the policy is specifically based on the Board of Trustees authority to supervise and control the schools within the District in accordance with Article X, section 8 of the Montana Constitution.

### Adoption and Amendment of Policies

New or revised policies that are required or have required language changes based on State or Federal law or directive, required by administrative rule, or are required due to a declaration of emergency issued by the Board of Trustees or other state or federal agency official or legislative body may be adopted after the first (1<sup>st</sup>) reading if notice has been given through the board agenda provided to the trustees and public. All new or amended policies adopted as part of the emergency policy series shall become effective immediately upon adoption; unless a specific effective date is stated in the motion for adoption.

### Suspension of Policies

Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of the trustees present. To suspend a policy, however, all trustees must have received written notice of the meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such proposed suspension.

### Administrative Procedures

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board of Trustees.

Legal References:        § 20-3-323, MCA        District policy and record of acts  
                                 10.55.701, ARM        Board of Trustees  
                                 Title 20, Chapter 9 Part 8, MCA

### Policy History:

Adopted on: 4/27/2020



**School District Meetings, Gatherings, Events, and Visitors**

The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to ensure individuals present at a school facility for events or other operationally related reasons honor safety protocols. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy in coordination with state and local health officials.

**School District Events**

The Board of Trustees may authorize School District physical meetings, gatherings, and events when the event is deemed essential to district operations. Physical meetings, gatherings, and events shall not be held without prior authorization of the Board of Trustees.

All attendees at physical meetings, gatherings, and events held on school property in an outdoor area including the stadium, field, or other open area designated by the Board of Trustees shall be required to honor the applicable health and safety protocols including, but not limited to, physical distancing. The School District shall provide suitable space for physical distancing to occur and, if practicable, markings and walking routes in the area where the event shall be held to preserve a safe event setting.

Physical meetings, gatherings, and events shall be limited to 50 people when held inside a school building. All attendees at a meeting, gathering, or event authorized by the Board of Trustees held inside the school facility are required to honor the health and safety protocols.

Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's adoption as those age 65 or older or those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy) must not attend School District meetings, gatherings, or events held in accordance with this policy. Precautions must be taken to isolate from vulnerable residents. The School District shall accommodate vulnerable individuals so they may participate in the meeting gathering or event via electronic means.

**Visitors to Schools**

Visitors to the interior of any school building shall not be permitted without the express approval of the supervising teacher, principal, superintendent or designated. Visitors that are authorized to be present in any school building must adhere to all health and safety guidelines.

### Facilities Use Agreements

The Board of Trustees suspends community use of District facilities. Unless an event is specifically identified as necessary by the Board of Trustees, Facilities Use Agreements and other similar requests submitted in accordance with District Policy 9014 shall not be considered while this policy governs the period of a public health emergency.

### Enforcement

Visitors to any school building or any attendee at a meeting, gathering, or event authorized by the Board of Trustees in accordance with this policy who fail to honor the requirements of District Policy or the directives of School District officials shall be asked to correct their conduct or leave the meeting, gathering, or event in accordance District Policy 4018.

Cross Reference:      Policy 1901 – School District Policy and Procedures  
                                 Policy 4332 – Conduct on School Property  
                                 Policy 4018 – Visitor and Spectator Conduct  
                                 Policy 9014 – Community Use of School Facilities

### Policy History:

Adopted on: 4/27/2020

Use of Transportation Funds During Periods of Emergency Declaration

Pursuant to guidance issued from the Office of Public Instruction, the board of trustees authorizes the following expenditures of its FY20 budgeted transportation funds that are in addition to traditionally authorized expenditures. The expenditures below are, as noted in OPI guidance, transportation services which provide instructional services to students.

- Transportation of food and meals used in nutritional programs.
- Cost of instructional materials, supplies, and software licenses.
- Cost of correspondence study.
- Costs to contractors of transportation services.

Cost Guidelines

The board of trustees authorizes the Superintendent to exercise his/her professional judgment and discretion as to the necessity, quality and amount of all expenses referenced below. Aggregate costs of items below are to remain within the budget limits adopted by the board of trustees for the FY20 transportation budget, including any budget amendments adopted by the board of trustees prior to the completion of FY20.

- Any costs consistent with costs under normal operation, including costs referenced in any contract to which the district is a party.
- Actual costs of delivering meals to students at locations authorized by any and all waivers of regular rules for school nutrition programs that have been adopted by the United States Department of Agriculture or the Office of Public Instruction.
- Any costs consistent with and necessary to comply with an IEP or section 504 plan.
- Actual costs of equipment, software and service necessary to bridge digital divides or provide a quality learning environment for students, including:
  - Equipment necessary to provide wi-fi in a student's home, including any equipment qualifying for discount under the federal E-Rate program;
  - Equipment necessary to allow students to effectively participate in offsite instruction with an emphasis on ensuring opportunities for real time interactions, collaboration, and effective engagement in the learning process by students.
    - Equipment purchased under this section may include any combination deemed necessary and appropriate by the Superintendent, including but not limited to mobile devices, tablets and laptops.
    - Equipment purchased under this section shall become and remain the property of the district and shall be provided to students through a loan/checkout service developed by the Superintendent.



- Software to ensure a safe and appropriate online learning experience by students of the district.
- Internet service at an adequate bandwidth to ensure full and effective use of instruction delivery and interaction methods employed by the district as part of its offsite learning program.
  - If there are multiple internet service providers in the community, the board authorizes the superintendent to choose either a single provider or to allocate/rotate selection from among all providers in the community meeting minimum bandwidth and other safety and quality standards deemed necessary and appropriate by the superintendent.

Cross Reference: Policy 3143 – District-Provided Access to Electronic Information, Services, and Networks  
Policy 3143 - District-Provided Access to Electronic Information, Services, and Networks Procedure  
Policy 2035 – Montana Digital Academy  
Policy 2035 – Montana Digital Academy Procedures

Legal Reference: Section 20-10-101(5), MCA – Transportation

Policy History:

Adopted on: 4/27/2020

Reviewed on:

Revised on:

Terminated on:

## **Plains School District**

### **COVID-19 Emergency Measures**

1905

#### Student, Staff, and Community Health and Safety

The School District has adopted the protocols outlined in this policy during the term of the declared public health emergency to ensure the safe and healthy delivery of education services provided to students on school property in accordance with Policy 1906, and a safe workplace when staff are present on school property, and the safety, health and well-being of parents and community members. The supervising teacher, principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials.

#### Symptoms of Illness

Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not come to school or work. Students who have a fever or are exhibiting other signs of illness must be isolated in a designated area until such time as parents or caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in accordance with state and/or local health standards as applicable. Students may engage in alternative delivery of education services during the period of illness or be permitted to make up work in accordance with District Policy 1906. Staff members will be provided access to leave in accordance with the applicable Master Contract or Memorandum of Understanding.

Parents, guardians, or caregivers of students who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not be present at the school for any reason including but not limited events or gatherings or to drop off or pick up students excepted as provided by this policy. To avoid exposing others to illness, parents or caregivers who are ill must make arrangements with others to transport students to school or events, if at all practicable. If not practicable, parents, guardians or caregivers must not leave their vehicle during pickup or drop off and must arrange with District staff to supervise students in accordance with physical distancing guidelines in this Policy.

#### Physical Distancing

To the extent possible, elementary school courses will be delivered to the same group of students each day, and the same teachers will remain with the same group in the same separate and designated room each day. If physical distancing is not possible during meal service and courses delivered in a separate area such as the library, gymnasium, and music room, the service or course will be delivered in the designated classroom for each group of students. Recess and use of playgrounds during recess are permitted on an adjusted schedule to maintain appropriate student groupings. Transportation services will be provided in accordance with cleaning and disinfection procedures outlined in this policy.

Secondary school courses will be delivered using a restructured bell system to minimize student interaction in common areas. Meal service for secondary students will be provided through a grab and go lunch that will be eaten in designated areas.

Parent arrival times to drop-off and pick up students riding with parents and caregivers will be staggered in designated intervals by grade level through a schedule set by the supervising teacher or building administrator.

Drop off and pick up of students will be completed in a manner that limits direct contact between parents and staff members and adhere to social distancing recommendations in the exterior of the building.

Visitors to the school authorized by District Policy 1903 will maintain a six-foot distance between themselves and others. This distancing requirement does not apply to individuals who are a part of the visitor's regular household isolation group when the group is authorized to present at the school facility.

#### Face Coverings as Personal Protective Equipment

In accordance with directives from the State of Montana, if the number of active COVID-19 cases in the county in which the School District is located is four (4) or more, the School District requires all staff, volunteers, visitors, and students aged five (5) and over to wear a face covering while present in any school building. In accordance with directives from the State of Montana, if the number of active COVID-19 cases in the county in which the School District is located is four (4) or more, the School District also requires all staff, volunteers, visitors, and students aged five (5) and over to wear a face covering while present at any outdoor school activity with fifty (50) or more people where physical distancing is not possible or is not observed. Face covering means disposable or reusable masks that cover the nose and mouth or face shields. The School District will provide masks or face shields to students, volunteers, and staff. If a student or staff wears a reusable mask or face shield, the School District expects that the masks are washed on a regular basis to ensure maximum protection. The School District will assist students or staff members who request help washing or replacing a mask.

Students, staff, volunteers, and visitors are not required to wear a mask or face shield under this provision when:

1. consuming food or drink;
2. engaged in physical activity;
3. communicating with someone who is hearing impaired;
4. giving a speech, lecture, class presentation, course lesson, or performance when separated by at least six feet of distance from the gathering, class, or audience;
5. identifying themselves;
6. receiving medical attention; or

7. precluded from safely using a face covering due to a medical or developmental condition. The superintendent, building principal, or their designee shall request documentation from a care provider when considering an exception to this provision for medical or developmental reasons. The School District will comply with all applicable disability and discrimination laws when implementing this provision.

Teachers may allow students to remove their mask or face shields if students are seated at their desks in a classroom and six feet of distance is strictly maintained between each of the students. If a teacher is working one on one with a student, both teacher and student must wear a mask or face shield. If students are working in small groups, the students must be wearing masks or face shields.

All points of entry to any school building or facility open to the public shall have a clearly visible sign posted stating: "Mask or face covering use required for ages 5 and older." The School District authorizes the administration to report any violations of this provision to the county attorney.

Allegations of harassment of any person wearing a mask or face shield or those with recognized exemptions to the face covering requirement will be promptly investigated in accordance with District policy. A student, staff member, or visitor who, after an investigation, is found to have engaged in behavior that violates District policy is subject to redirection or discipline. Failure or refusal to wear a mask or face shield by a staff member or student not subject to an exception noted above may result in redirection or discipline in accordance with District policy and codes of conduct, as applicable.

If the number of active COVID-19 cases in the county where the school district is located is three (3) or fewer after this provision is adopted, the Board of Trustees authorizes the supervising teacher, principal, superintendent or designated personnel to waive the requirement for masks or face shields to be worn in the school building or at school events. The supervising teacher, principal, superintendent or designated personnel shall coordinate with the county health department each day to determine whether masks or face shields are required at her school in accordance with requirements issued by the State of Montana. The supervising teacher, principal, superintendent or designated personnel shall announce the applicability of a face covering requirement to students, parents, staff, volunteers, and visitors for the immediate successive school day each day by 3:00 pm. If the supervising teacher, principal, superintendent or designated personnel determines masks or face shields are not required, signs will be removed but students, parents, staff, volunteers, and visitors may wear a mask or face shield while present in any school building or at any school event. The standard requirements for face coverings outlined in this provision will govern if the number of cases in the county where the school is located is again four (4) or more.

### Cleaning and Disinfecting

School district personnel will routinely both clean by removing germs, dirt and impurities and disinfect by using chemicals to kill germs on all surfaces and objects in any school building and on school property that are frequently touched. This process shall include cleaning objects/surfaces not ordinarily cleaned daily.

Personnel will clean with the cleaners typically used and will use all cleaning products according to the directions on the label. Personnel will disinfect with common EPA-registered household disinfectants. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available from the supervising teacher or administrator. Personnel will follow the manufacturer's instructions for all cleaning and disinfection products.

The District will provide EPA-registered disposable wipes to teachers, staff, and secondary students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use. Supervising teacher or administrators are required to ensure adequate supplies to support cleaning and disinfection practices.

### Temperature Screening

Designated School District staff are authorized to test the temperature of students with an approved non-contact or touchless temperature reader. Students who have a fever or are exhibiting other signs of illness must be isolated in a designated area until such time as parents or caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in accordance with state and/or local health standards as applicable.

When administering a temperature check on a possibly ill student, designated staff members will utilize available physical barriers and personal protective equipment to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

### Healthy Hand Hygiene Behavior

All students, staff, and others present in the any school building will engage in hand hygiene at the following times, which include but are not limited to:

- Arrival to the facility and after breaks
- Before and after preparing, eating, or handling food or drinks
- Before and after administering medication or screening temperature
- After coming in contact with bodily fluid
- After recess
- After handling garbage
- After assisting students with handwashing
- After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Staff members will supervise children when they use hand sanitizer and soap to prevent ingestion. Staff members will place grade level appropriate posters describing handwashing steps near sinks.

### Vulnerable Individuals

Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's adoption as those age 65 or older or those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy) are authorized to talk to their healthcare provider to assess their risk and to determine if they should telework during the period of declared public health emergency.

Employees who have documented high risk designation from a medical provider are entitled to reasonable accommodation within the meaning of that term in accordance with the Americans with Disabilities Act and Section 504 as outlined in District Policy 5002. These accommodations may include but are not limited to teleworking in accordance with a work plan developed in coordination with and authorized by the supervising teacher, administrator or other designated supervisor. Such employees may also be eligible for available leave in accordance with the applicable policy or master agreement provision.

### Food Preparation and Meal Service

Facilities must comply with all applicable federal, state, and local regulations and guidance related to safe preparation of food.

Sinks used for food preparation must not be used for any other purposes.

Staff and students will wash their hands in accordance with this policy.

### Transportation Services

The Board of Trustees authorizes the transportation of eligible transportees to and from the school facility in a manner consistent with the protocols established in this policy. The transportation director and school bus drivers will clean and disinfect each seat on each bus after each use.

Public Awareness

The School District will communicate with parents, citizens, and other necessary stakeholders about the protocols established in this policy and the steps taken to implement the protocols through all available and reasonable means.

Confidentiality

This policy in no way limits or adjusts the School District's obligations to honor staff and student privacy rights. All applicable district policies and handbook provision governing confidentiality of student and staff medical information remain in full effect.

Legal Reference      Governor's Directive Implementing Executive Order 2-2020 and  
3-2020 – Face Coverings – August 12 2020

Policy History:

Adopted on: 9/21/2020

Reviewed on:

Revised on:

Terminated on:

## **Plains School District**

### **COVID-19 Emergency Measures**

1906  
Page 1 of 4

#### Student Instruction and Services

The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to ensure the delivery of education services to students onsite at the school, offsite at other locations using available resources including but limited to online methods. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy.

As outlined in Montana State pupil instruction law, the adopted calendar has a minimum number of 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade.

The School District may satisfy the aggregate number of hours through any combination of onsite, offsite, and online instruction. The District administration is directed to ensure that all students are offered access to the complete range of educational programs and services for the education program required by the accreditation standards adopted by the Montana Board of Public Education.

For the purposes of this policy and the School District's calculation of ANB and "aggregate hours of instruction" within the meaning of that term in Montana law, teaching strategies which are innovative or transformational and focus on student engagement for the purposes of developing a students' interests, passions, and strengths, instruction shall be construed as being synonymous with the terms "learning" and "education". The term shall include any directed, distributive, collaborative and/or experiential learning activity provided, facilitated or coordinated by the teacher of record in a given course that is done purposely to facilitate the learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full educational potential of students.

Staff shall calculate the number of hours students have received instruction as defined in this policy through a combined calculation of services received onsite at the school or services provided or accessed at offsite or online instructional settings including, but not limited to, any combination of physical instructional packets, virtual or electronic based course meetings and assignments, self-directed or parent-assisted learning opportunities, and other educational efforts undertaken by the staff and students that can be given for grade or credit. Staff shall report completed hours of instruction as defined in this policy to the supervising teacher, building principal, or district administrator for final calculation.



The Board of Trustees may revise the school calendar to adjust the completion of the school year for particular grade levels and groups once students have satisfied the required number of applicable aggregate hours.

In order to comply with the requirements of the calendar, District Policy and Section 20-1-301, MCA, the District shall implement the instructional schedules and methods identified in this policy.

#### Offsite and Online Instructional Setting

The Board of Trustees authorizes offsite and online instruction of students in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for the 2019-2020 school year. Offsite and online delivery methods shall include a complete range of educational services offered by the School District and shall comply with the requirements of applicable statutes. Students completing course work through an offsite or online instructional setting shall be treated in and have their hours of instruction calculated in the same manner as students attending an onsite institutional setting.

The Board of Trustees authorizes the supervising teacher or district administrator to permit students to utilize an offsite or online instructional setting at parental request if onsite instruction is offered in the School District in accordance with Policy 1908.

Students receiving offsite delivery of education services may be eligible for assistance with accessibility to offsite or remote learning opportunities in accordance with District Policy 1904.

#### Special Education and Accommodation of Disabilities or Diagnoses

Students shall receive services in accordance with the applicable Individualized Education Plan or Section 504 Plan based on methods and locations agreed upon and documented by the applicable team to meet the student's needs and goals. The supervising teacher or building administrator shall coordinate with parents and the special education staff or cooperative to ensure all applicable statutes are followed in accordance with U.S. Department of Education guidelines.

#### Student Attendance

The Board of Trustees authorizes the supervising teacher, building principal or district administration to set an attendance policy for students that takes into account the location of instructional services, the applicability of proficiency-based instruction, the student's grade level, and the health and safety of the student and their household. Students are expected to complete assigned work. If a student is not present for the instructional day, the student shall be permitted



Cross Reference: Policy 1902 – Alternative Grading  
Policy 2016 – Guidance and Counseling  
Policy 2029 – Special Education  
Policy 3131 – Graduation  
Policy 2020 – Grading and Progress Reports  
Policy 2021 – Promotion and Retention  
Policy 2039 – Suicide Training and Awareness  
Policy 3125 – Homeless Students  
Policy 3112 - Attendance Policy  
Policy 3114 - Student Discipline

Policy History:

Adopted on: 4/27/2020

Reviewed on:

Revised on:

Terminated on:

## Plains School District

### COVID-19 Emergency Measures

1907

#### School District Declaration of Emergency

The Board of Trustees is authorized to declare that a state of emergency exists within the community. A declaration issued by the Board of Trustees is distinct from any declaration in effect or previously issued by local, state or federal authorities. An emergency declaration issued by the Board of Trustees authorizes the School District to take extraordinary measures to protect students and staff while delivering education services in a manner authorized by law. The method and location of instruction and related educational services shall be implemented in a manner that serves the needs of students, their families, and staff and preserves the School Districts full entitlement of funding.

Legal Reference:	Section 20-9-801 - 802, MCA	Emergency School Closure
	Section 20-9-806, MCA	School closure by declaration of emergency
	Section 20-9-805.	Rate of reduction in annual apportionment entitlement.

#### Policy History:

Adopted on: 4/27/2020

Reviewed on:

Revised on:

Terminated on:

# **Section 2000 Instruction**

## **2010 District Goals**

It is the goal of School District No. 1 to offer the most effective education possible, and to offer equal opportunity and access to that education. The board recognizes that doing this requires consideration of the local public's wishes, the latest in educational trends, and appropriate legal mandates.

In pursuit of this goal, the district will develop and implement programs which:

1. are fundamental to present and future learning in all walks of life.
2. help students solve problems and think productively.
3. help students relate effectively with other people and cultures.
4. promote physical and mental fitness.
5. help students become prepared for the world of work.
6. assist students in adapting to technological change.
7. enable students to use free time in a self-satisfying manner.
8. assist students in understanding how beliefs and values affect one's actions.
9. promote good citizenship and community involvement.

When necessary, the board will direct that measurable program or school-year objectives be established. Teams representing personnel affected by such action will then write these objectives, and the necessary assessments, for board approval.

No programs or methods shall imply, teach, or encourage bias, discrimination, nor denial of basic human rights.

Revised and adopted February 21, 1995.

## **2011 Curriculum Adoption and Development**

As students educational needs change, program offerings must respond. Consequently, at appropriate times, the superintendent will advise the board of such needs. The board will then decide to add, eliminate, or modify programs, using district goals and objectives as guidelines. (See policies 2010 and 2015) No course of study will be added or eliminated without approval of the board.

All classes shall be accessible to all students. Classes may have specific entry-level performance standards when approved by the board. The superintendent or a designee is responsible for establishing course goals, materials, and evaluation procedures.

Courses and curricula will be reviewed on a regular schedule. In addition to considerations above, the following will be the purpose of such review:

- to assure the appropriateness of course goals in relation to district goals.
- to assure the alignment between courses, with an emphasis on avoiding overlap while strengthening key skills.

Revised and adopted February 21, 1995.

### **2013 Curriculum Guides**

A curriculum guide shall be prescribed for each course of study offered within the school district. For purposes of this policy, a curriculum guide shall contain the objectives of the course of study, concepts and skills to be taught, necessary prerequisite skills and/or knowledge, materials to be used, suggested activities designed to achieve the objectives, and criteria to be used to determine the extent to which objectives have been achieved. A guide may be in the form of a district-developed manual, a commercially-developed product or a textbook accompanied with a teacher's manual.

Each teacher shall conduct the assigned course of study in accordance with the guide. Any deviation from its content must be approved by the building principal.

Each principal shall be responsible for the preparation, distribution, and use of curriculum guides. Copies of the curriculum guides shall be available for public inspection.

### **2014 Lesson Plans**

To insure proper planning and continuity of instruction, the board requires that each teacher prepare lesson plans for daily instruction. The format and time factors for the lesson plan will be specified by the building principal and shall be reviewed on a regular basis. The plan book must be readily available when a substitute teacher is needed.

## **2015 Program Evaluation and Assessment**

The superintendent will be responsible for carrying out both general and specific evaluations of district programs, using both formal and informal methods. Such evaluations will be reported to the board at a time and in a manner suitable for deciding whether:

- specific objectives are being met. (see Policy 2010).
- assessments in use are appropriate.
- programs meet district goals. (see Policy 2010).
- program or staff changes are necessary. (see policies 2011, 5017, and current bargaining agreement).

The superintendent will also be responsible for preparing such reports or directives which communicate evaluation information to staff, students, and parents as appropriate.

Each September a list of all formal assessment methods such as achievement tests, Special Ed services, and aptitude tests will be published in the local newspaper and/or be made available to parents. The superintendent or a designee will be responsible for ordering, administering, scoring, and reporting of formal assessments.

Assessment methods, large-scale or small, should be chosen or planned along the following guidelines.

An effective system of student assessment should:

- promote learning, not simply measure it.
- be determined by the desired results, and by the purpose and audience for the assessment.
- involve the student in thoughtful application of knowledge and skills in real issues and problems.
- allow the student to demonstrate understanding in a variety of ways.

Revised and adopted February 21, 1995.



## **2016 Guidance and Counseling**

The district recognizes that guidance and counseling is an important part of the total program of instruction and should be provided in accordance with state laws and regulations, district policies and procedures, and available staff and program support.

The general goal of this program is to help students achieve the greatest personal value from their educational opportunities.

Such a program should:

- provide staff with meaningful information which can be utilized to improve the educational services offered to individual students.
- provide students with planned opportunities to develop future career and educational plans.
- refer students with special needs to appropriate specialists and agencies.
- aid students in identifying options and making choices about their educational program.
- assist teachers and administrators in meeting the academic, social and emotional needs of students.
- provide for a follow-up of students who further their education and move into the world of work.
- solicit feedback from students, staff and parents for purposes of program improvement.
- assist students in developing a sense of belonging and self-respect.

All staff shall encourage students to explore and develop their individual interests in career and vocational technical programs and employment opportunities without regard to sex including reasonable efforts encouraging students to consider and explore "nontraditional" occupations for men and women.

## **2017 Variations from Regular Course of Study**

### **I. Correspondence Courses:**

The board will permit a student to enroll in a correspondence course from a school approved by a regional association of colleges and secondary schools (Northwest, North Central, Northeast, Midwest, Southwest, and Southeast Association of Colleges and Secondary Schools) in order that a student may include a greater variety of learning experiences or to correct graduation deficiencies within his/her educational program.

The principal shall approve each correspondence course. The counselor shall prepare recommendations which include the needs and qualifications of the student, course objectives, and the teacher assigned to assist the student

### **II. Temporary Changes:**

To assist students with health situations, family disruptions, or other unforeseen circumstances, principals may make temporary adjustments to the regular course of study. Such changes will be reported to the Board. Any program changes which would affect more than the current school year must be approved by the Board in advance.

### **III. Early Graduation:**

Students who wish to graduate from Plains High School before the end of their senior year must apply in writing to the guidance counselor no later than April 30 of their junior year if intending to graduate at the end of their seventh semester, and no later than the September Board of Trustees meeting of their junior year if intending to graduate at the end of their sixth semester.

One letter is required by these dates from the parents or legal guardians. A second letter is required from the student, listing reasons for the request. Before the Board will consider the request, the counselor must verify that all required credits will be successfully completed by the anticipated graduation date.

The Board will grant permission for enrollment in an institution of higher learning, enlistment in a military service, or the best interest of the individual, as verified by school authorities.

No early graduates may be named valedictorian or salutatorian, nor will they be eligible for fee waivers granted to PHS from state universities or colleges, nor may they be ranked with the graduating class. Their GPA will be ranked with their own usual class.

A **B** average and compliance with attendance policies must be maintained. It is the responsibility of the early graduate to make arrangements for cap and gown, graduation date, practice times, etc.

### **IV. Section 504:**

This civil rights statute requires schools to adjust the educational program of a student when extended illness or other health problems may interrupt the student's education for a long term. Parents and school staff work together to form a plan under 504 guidelines.

Adopted July 23, 2001

## 2018 Instructional Resources

Each school shall be provided with a variety of textbooks and other learning resource materials to meet the unique needs of the students. A library/media center will be used to support and extend the classroom program of instruction. Print and non-print materials, audio-visual equipment and supplies, and other instructional aids will be catalogued in a manner that will enable such materials, equipment, and supplies to be accessible to students and teachers immediately before, during, and immediately after regular school hours throughout the school year. Each center will be appropriately staffed to assist teachers and students in the use of the collection as well as in the production of teacher and/or student developed materials. Library/media staff will assist students and teachers in securing materials from other sources.

**Instructional materials** shall be defined as all printed, filmed or recorded materials furnished by the district for student use and/or included on students' reading lists. **Textbooks** are defined as instructional materials meeting either of the following criteria: (a) any instructional material held in six or more copies in a given classroom; (b) the major instructional material for a given course. When a course is built around a collection of pamphlets, periodicals, etc., rather than a single text, the collection shall be considered a text.

Supplementary materials are defined as items supplementing the major text of a course and held in five or fewer copies in a given classroom.

The board is legally responsible for the approval of all instructional materials used in the district. The responsibility for preparing all student reading lists and for examining, evaluating and selecting all supplementary materials is delegated to the professional staff of the district. Textbooks shall be adopted by the board prior to their use in schools except for trial-use texts of a pilot nature, which may be authorized by the superintendent for use for a period of no more than one school year prior to board adoption.

Materials approved for trial use shall be restricted to classes specified.

Basic instructional course material or textbooks in the fundamental skill areas of language arts, mathematics, science, social studies, must be reviewed at intervals not exceeding five years. All instructional materials should be sequential and must be compatible with previous and future offerings.

Texts shall be initially *selected* by such certificated staff as the superintendent may designate. Supplementary materials shall be selected by certificated staff using such materials with the understanding that while such materials do not require item-by-item approval of the Board of Trustees, they must be selected under the criteria detailed below and are subject to normal reconsideration procedures.

Texts shall be *adopted* by the board prior to their use in classrooms. Texts selected previously are exempt from this requirement. Supplementary materials shall not require board adoption.

#### Criteria for Selection of Instructional Material:

Staff are expected to place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the instructional program. Instructional materials selected shall include, but are not limited to, those which:

- enrich and support the curriculum, taking into consideration the varied instructional needs, abilities, interests, and maturity levels of the students served.
- stimulate student growth in conceptual thinking, factual knowledge, physical fitness and literary and ethical standards.
- provide sufficient variety so as to present opposing views of controversial issues in order that young citizens may develop the skills of critical analysis and informed decision making.
- contribute to the development of an understanding of the ethnic, cultural, and occupational diversity of American life.
- present objectively the concerns of and build upon the contributions, current and historical, of both sexes, and members of the several specific religious, ethnic and cultural groups. The district recognizes that under certain conditions biased materials may represent appropriate resources in presenting contrasting and differing points of view.
- provide models which may be used as a vehicle for the development of self-respect, ethnic pride and appreciation of cultural differences, based on respect for the worth, dignity, and personal values of every individual.

#### Citizen Protest of Instructional Material:

A citizen wishing to protest use of any instructional materials in the school system must use the form for requesting reconsideration of instructional materials. These forms are available from the district superintendent's office. The complainant will deliver the completed request form to the superintendent who will take the following steps to assure timely consideration of requests:

1. Set a time and place for a review of the complaint by the superintendent. Such review shall be within 30 days of the receipt of the completed request form.
2. Notify the complainant and appropriate staff, including those using the materials, of the time and place of the review. Such notification shall include an invitation to present relevant information, oral or written.
3. Assemble such data, including reviews and professional opinions of the materials, the staff member's objectives in using the materials, and the specific objections of the complainant, as may be necessary for the request for reconsideration to be properly judged.

The review of a citizen's request for reconsideration shall be open to the public. All matters presented shall be considered and reasonable credit given to such matters according to the weight to which they are reasonably entitled. If the citizen is dissatisfied with the decision of the superintendent and desires to appeal the decision to the next level of authority, the superintendent will place the item on the agenda for review by the trustees

at the next regularly scheduled board meeting.

## **2019 Grouping for Instruction**

A student will be assigned to an instructional group or a classroom which will best serve the needs of that individual. Factors to be considered in classroom assignments are class size, peer relations, student-teacher relations, learning style of individual students and teaching style of individual teachers and any other variables that will affect the performance of the student.

Age or grade differences should not constitute a barrier to grouping for instruction. The criteria for grouping should be based upon the learning goals and objectives being addressed and the student's ability to achieve those purposes.

Parental requests will be considered in making room assignment as long as such requests are made in a timely fashion and do not involve transferring students after school has started.

## **2020 Grading and Progress Reports**

The board believes that the cooperation of school and home is a vital ingredient in the growth and education of the student and recognizes the responsibility to keep parents informed of student welfare and progress in school.

The issuance of grades and progress reports on a regular basis serves as the basis for continuous evaluation of the student's performance and determining changes that should be made to effect improvement. These reports shall be designed to provide information that will be helpful to the student, teacher, counselor and parent.

The board directs the superintendent to establish a system of reporting student progress and shall require all staff members to comply with such a system as part of their teaching responsibility.

Parent teacher conferences shall be scheduled as the school calendar allows.

## **2021 Promotion/Retention**

### Part I: General considerations:

The Board recognizes that students of the same age are at many intellectual and developmental levels and that these differences are a normal part of human development. Because of these differences, the administration and teaching staff are directed to make every effort to develop curricula and programs which meet the individual and unique needs of all students and allow them to remain with their age cohorts.

It is the philosophy of the District that students thrive best when placed or promoted to grade levels with other students who have compatible age, physical, and social/emotional status. It is our philosophy to promote students who demonstrate effort within those compatibilities. It is equally our philosophy and practice to retain students who do not make a reasonable effort to meet grade level expectations, as long as those expectations are commensurate with the individual student's ability and rate of learning.

Retention may be considered when any student is not demonstrating minimum academic progress, or when a capable student has refused to follow the prescribed course of instruction (MCA 20-5-201), or when a high school student has not accumulated the usual number of credits. Regardless of other factors, retention's central purpose is to improve the likelihood of acceptable academic progress.

### Part II: Grades K-8:

Whenever a student is considered for retention, the teacher will confer with the principal and parents no later than the end of the third quarter. Information will be presented to explain why retention is being considered and parents will be advised on how they might assist the student during the balance of the school year. At least two weeks prior to the end of the school year, the teacher, principal, and parents will again review the student's progress and determine whether the student's needs would best be served by promotion or by retention.

Students who perform at the novice level when taking the Montana Comprehensive Assessment System (MontCAS) test will be monitored throughout the next school year (novice in 2008-09 will be monitored during 2009-10). If, during that school year, the student is failing in the areas of math and/or language arts at his/her grade level and performs consistently low in district provided assessments (STAR , DIBELS, etc.), that student will be recommended for retention for the following year.

If the parent(s) wish the student be promoted regardless of school officials' recommendations for retention, the parent(s) will be asked to sign a form reflecting this decision. This over-ride will be allowed one time only.

Revised: November 1999

Revised: 9/18/06

Revised: 6/09/09

## **2022 Homework**

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized; must be viewed as purposeful to the students; and must be evaluated and returned to students in a timely manner.

Homework may be assigned for one or more of the following purposes:

- practice: to help students master skills which have been presented in class.
- preparation: to help students gain the maximum benefits from future lessons.
- extension: to provide students with opportunities to transfer specific skills or concepts to new situations; and
- creativity: to require students to integrate skills and concepts in order to produce original responses.

The purposes of homework assignments, the basis for evaluating the work performed and the guidelines and/or rules should be made clear to the student at the time of the assignment.

The school principal shall establish guidelines which clarify the nature and use of homework assignments to improve school achievement.



## 2023 Copyright Compliance

The Board directs that School District employees adhere to all provisions of Title 17 of the United States Code, entitled "Copyrights", and other relative federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.

The Board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio, visual, or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, new reporting, teaching scholarship, or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes:

1. the purpose and character of the use: must be for such purposes as teaching or scholarship and must be non-profit.
2. the nature of the copyrighted work: single copies of book chapters for use in research, introduction or preparation for teaching; articles from periodicals or newspapers; short stories, essays, or poems; and charts, graphs, diagrams, drawings, cartoons, or pictures from books, periodicals, or newspapers in accordance with these guidelines.
3. the amount and substantiality of the portion used: copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
4. the effect of the use upon the potential market for or value of the work: if resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement and making multiple copies presents the danger of greater penalties.

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the district's copying procedures and obey the requirements of the law:

- the school librarian shall be the copyright officer for the school district and the individual will see that copyright records be maintained.
- school employees cannot be required or directed to violate the copyright law.
- school employees may not use copying equipment to substitute for the purchase of copyrighted materials.
- all pre-recorded video cassettes will be used specifically for instructional purposes and will be chosen under the district selection policy guidelines.
- employees must follow the copyright law and copyright guidelines.
- the district will support an employee subject to legal action if that employee felt the copying in question was legal under the fair use guidelines.

## **2024 Co-Curricular Program**

The district recognizes that activities are an integral part of school life and require careful planning and supervision. Activities can be both curricular and co-curricular in nature. A broadly based, balanced and varied activities program can contribute to the intellectual, physical, social and emotional growth of students.

Activities include but are not limited to service and interest clubs of all types, student government activities, musical activities, athletic, intermurals and extramurals, publications and travel and exchange programs.

When an activity is conducted using the name of a class, organization or school, it shall be coordinated under the general supervision of appropriate school officials with the students' interest and safety of paramount concern.

Students shall be eligible to become involved in approved activities without regard to race, creed or sex. Activity groups shall not be secretive in nature.

The general criteria for selecting district activities are:

- the activity should provide learning in the intellectual, physical or social areas;
- the activity should be acceptable to the community;
- the activity should have carry-over values into lifetime and/or leisure activities;
- the cost of the activity must not be prohibitive to student or district.

The board directs the superintendent to develop procedures for proper planning, funding, approval and implementation of all activities programs within the above guidelines.

The principal shall be responsible for the interscholastic program in each school. An opportunity will be made available in each school for students, including those with handicapping conditions, to participate in some aspect of such programs. A survey shall be conducted at least once every three years to assure that the activities program accurately responds to the needs and desires of both boys and girls.

### Specific Guidelines for Co-Curricular Program:

At the **elementary level**, activities will emphasize the maximum participation by all students. The activities selection shall be based on at least four criteria:

- the general criteria spoken to in policy.
- emphasis on individual skill development at different levels of performance;
- sportsmanship attitudes emphasized through game experiences; and
- competitive drive allowed to evolve from within the child rather than from the external forces by keeping competition "low key." News coverage shall be limited as much as possible.

Competition shall normally be limited to students within a given school.

At the **junior high** level, intramural, extramural and modified athletics program shall be built upon those criteria used at the elementary level. Again, the broad participation of students shall be stressed and encouraged with primary emphasis placed on the intramurals and extramurals and any competitive athletics kept at a minimum level and as an out-growth of intramurals.

The **high school** program should be based upon the general criteria spoken to in

this policy and the criteria which guide the programs at the earlier grades and should be open to all students who wish to pursue their respective interests and talents. At this level greater emphasis will be placed on competition.

Musical opportunities will be afforded students at all levels in order to develop the interests and talents of as many boys and girls as possible. The criteria for selection of these activities shall be consistent with those referred to earlier.

In many cases activities will be extensions of the music class and will provide individual students with increased opportunities for involvement in many facets of music. These activities should encourage students to use music as a means of self-expression and should also develop their understanding of the role of music in the life of the community.

The district endorses the development of appropriate service and interest clubs and other approved school organizations and activities for the purpose of implementing the instructional goals and reaching the interests of as many boys and girls as possible. To spread the benefits of these organizations the board encourages the establishment of a system which encourages the participation of as many students as possible.

The district also endorses the concept of student government and encourages the organization and maintenance of a realistic and meaningful student government program and related activities consistent with the general criteria of this policy.

Student exchange programs involving learning experiences and requiring domestic and international travel offer a desirable dimension to an educational program.

The board encourages the staff to foster student participation in these programs as opportunities and means will permit. Due to the variability and nature of these program, any travel exchange programs should be developed in a proposal for administrative and board review before involving students, teachers, or the community.

Student performance for the public can be an important part of the instructional and activities programs. These performances shall be consistent with the general ethics and standards of the community. All public performances must be approved by the appropriate principal or, if a district-wide program, by the appropriate program coordinator.

The district shall evaluate its recreational and athletic program at least once each year to ensure that equal opportunities are available to members of both sexes with respect to interscholastic, club, or intramural athletics which are operated, sponsored, or otherwise provided by the district.

#### Independent Non-school Social Activities:

For activities that function independently of the school and are usually held off campus, the sponsoring group assumes responsibility for all arrangements and management of the activities. The sponsoring groups and its leadership shall be clearly defined prior to any activity being held.

The high school administration is authorized to provide assistance to these functions by cooperating with the sponsoring group. Announcements made in the daily bulletin and school paper, selling of tickets and promotional activity will be permitted at the school. This cooperation shall in no way require the classroom teacher to supervise or

assist with the activity and shall involve the school administration only through lending guidance and cooperation. Any advertising promotion and tickets for independent activities shall carry a statement indicating the sponsorship of the activity.

A news release shall be issued in the school and local community paper prior to the holding of an independent activity announcing the activity and the facts regarding its sponsorship. Should the students and sponsoring group wish to hold these activities on campus, appropriate arrangements may be made.

## **2025 Education of Students with Handicapping Conditions**

### **Part I: Free and Appropriate Public Education (FAPE)**

All students with disabilities, ages 3 through 18, including those who have been suspended or expelled from school, will be provided FAPE in accordance with IDEA and Montana statutes and administrative rules. In addition, the district will provide FAPE to students with disabilities from birth through age 21, consistent with the timetable in the Montana State Plan for Part B of IDEA.

### **Part II: Child Find**

#### **A. Pre-school (birth through age 5)**

Pre-school screening is advertised in local newspapers and radio, letters to enrolled students' homes, letters to those home-schools listed with the county superintendent's office, and posters in the downtown district. Screening involves all pertinent school personnel and outside agencies, evaluating cognitive/verbal abilities, fine and gross motor skills, speech development, hearing, vision, and other areas. Parents are notified of results and referrals made to school personnel or outside agencies. Speech therapy and developmental training are provided as needed.

#### **B. School age (6 through 18)**

A pre-referral system initiates early interventions. If problems persist, a referral is made and parents contacted for permission to evaluate. A pre-evaluation conference with parents and teachers prefaces the actual evaluation. After intellectual, achievement, hearing, vision, and classroom performance information are collected, a Child Study Team (parents and any pertinent school personnel) meets to make recommendations. If such recommendations include the need for an Individual Education Plan, the team writes such a plan.

Regular-education teachers are trained in these procedures as needed. Parents are made aware of available services as stated above.

#### **C. Post-school (19-21)**

The district coordinates with Little Bitterroot Special Services, a work activity center for the developmentally-disabled, in screening, transitions, and communications seeking potential clients.

### **Part III: Evaluation and determination of eligibility**

Procedures for evaluation and determination of eligibility are conducted in accordance with the procedures and requirements of Secs. 300.530-536 and the following state administrative rules: 10.16.3320 Referral; 10.60.103 Identification of Children with Disabilities; 10.16.3321 Comprehensive Educational Evaluation Process; and 10.16.3322 Composition of a Child Study Team.

### **Part IV: Confidentiality**

The district follows provisions of the Family Educational Rights and Privacy Act (FERPA) and implements the procedures in Secs. 300.562 - 300.577; 10.16.350 ARM; and 20-1-213 MCA.

#### Part V: Individualized Education Programs

The district develops, implements, reviews, and revises IEP's in accordance with the requirements and procedures of Secs. 300.342 through 300.350, and 10.16.3342 ARM.

#### Part VI: Procedural Safeguards

The district implements the procedural safeguard procedures as identified in Secs. 300.350 -- 300.529, and 10.16.3129 ARM, and provides a copy of the brochure "Parental Rights in Special Education" to the parent a reasonable time before the district:

1. proposes to initiate or change the identification, evaluation, or educational placement of a child or the provision of FAPE to the child; or
2. refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of FAPE to the child.

#### Part VII: Least Restrictive Environment (LRE)

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are non-disabled, and that special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Educational placement decisions are made in accordance with 10.16.3340 ARM, and the requirements of Secs. 300.550 through 300.556, and a continuum of alternate placements are available as required in Sec. 300.551.

#### Part VIII: Children in Private Schools

The district implements services to children enrolled in private schools by their parents in accordance with the requirements and procedures in Secs. 300.453 - 300.462, and 10.16.3122 ARM. If a child with a disability is placed in or referred to a private school or facility by the school district, the district will provide special education and related services in accordance with the requirements and procedures of Sec. 300.401 and 10.16.3122 ARM.

#### Part IX: Documentation

The district will utilize and maintain forms for: student referral, notice of intent to conduct an evaluation, permission for evaluation, child study team report, and individualized education program.

## **2026 Non discrimination**

The district shall make non-academic and extracurricular services and activities available to students with handicapping conditions; provided that reasonable health and safety standards for all students are observed. Though a student's handicapping condition may prevent him/her from participating in a particular activity, reasonable effort shall be made to enable such a student to participate in alternative activities. (34 CFR 104)

## **2027 Noncurriculum-related Student Groups**

The board recognizes the Equal Access Act which requires a secondary school to permit a group of students to conduct noncurriculum-related meeting(s) before or after school subject to the approval of the principal. Such approval is granted provided that activities of the group are not disruptive to school operations and the members of the group comply with the rules established by the superintendent and/or school principals. The board authorizes the superintendent to develop administrative procedures to create or maintain a "limited open forum."

The principal shall approve the noncurriculum-related student meeting or activity provided that:

1. The meeting shall be voluntary and initiated by students.
2. The school or its staff shall not be a sponsor of the group.
3. The meeting will not materially and substantially interfere with the orderly operation of the school.
4. Students shall be responsible for the direction, control and conduct of the meeting. Guests must be registered and must not be regular participants.
5. Students shall not be required to participate in any religious activity.
6. The use of school funds for other than incidental and/or monitoring costs shall not be permitted.
7. A staff member shall not be compelled to attend when the meeting is contrary to his/her belief.
8. The constitutional rights of any person shall not be abridged.
9. The monitor, if such is a religious group, shall not participate.
10. The principal shall be responsible for the assignment of a room and for the approval and/or assignment of a staff member to monitor the meeting.

## **2028 Title I**

The Superintendent shall pursue funding under Title I of the federal Elementary and Secondary Education Act for compensatory instructional services and activities, to improve the educational opportunities of educationally disadvantaged and deprived children. The Superintendent shall also insure that the District appropriately uses any funds received.

### Title I Parent Involvement

The District endorses the parent involvement goals of Title I and encourages the regular participation of parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy the word “parent” also includes guardians and other family members involved in supervising the child’s schools.

Pursuant to federal law the District will develop jointly with, agree upon with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation, and evaluation of the program for the next school year. Proposed activities to fulfill the requirements necessary to address the requirements of parental-involvement goals shall be presented.

In addition to the required annual meeting, at least one (1) additional meeting shall be held at various times of the day and/or evening for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school’s Title I program, to the District level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings, through payment of transportation and childcare costs.



The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist at home in the education of their children.

Each school in the District receiving Title I funds shall develop jointly with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff, and students share the responsibility for improved student academic achievement in meeting state standards. The "School-Parent Compact" shall:

1. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their child's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an ongoing basis with, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Adopted on: 8/12/04

Amended on: 10/15/12

**2029 Special Education**

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (hereinafter "IDEA") and implementing provisions in Montana law, and the Americans with Disabilities Act.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities as provided in the current "Montana State Plan Under Part B of the Individuals with Disabilities Education Act."

The District may maintain a membership in one or more cooperative associations, which shall assist the District in fulfilling its obligations to the District's disabled students.

Adopted on: 8/12/04

### **2030 Recognition of Native American Cultural Heritage**

The District recognizes the distinct and unique cultural heritage of Native Americans and is committed in the District's educational goals to the preservation of such heritage.

In furtherance of the District's educational goals, the District is committed to:

- A. working cooperatively with Montana Tribes that are in close proximity to the District when providing instruction, when implementing educational goals, or adopting rules relating to the education of the students in the District;
- B. periodically reviewing its curriculum to ensure the inclusion of cultural heritage of Native Americans, which will include, but not necessarily be limited to:
  - 1. considering methods by which to provide books and materials which reflect authentic historical and contemporary portrayals of Native Americans; and
  - 2. taking into account individual and cultural diversity and differences among students.
- C. providing the necessary training to school personnel with the objective of gaining an understanding and awareness of Native American culture which will assist the District's staff in its relations with Native American students and parents.

The Board may require certified staff to satisfy the requirements for instruction in American Indian Students set forth in § 20-1-503, MCA.

Adopted on: 8/12/04

### **2031 School Closure**

The Superintendent may order the closure of schools in the event of extreme weather or other emergency, in compliance with established procedures for notifying parents, students, and staff.

Adopted on: 8/12/04

## **2032 Religion and Our School**

### Student Religious Activity at School

In keeping with the United States and Montana Constitutions and judicial decisions, the District may not support religion nor endorse religious activity. At the same time, the District may not prohibit private religious expression by students. The purpose of this policy is to provide direction to students and staff members about the application of these principles to student religious activity at school.

### Student Prayer and Discussion

Students may pray individually or in groups and discuss their religious views with other students, as long as they are not disruptive or coercive. The right to engage in voluntary prayer does not include the right to have a captive audience listen, to harass other students, or to force them to participate. Students may pray quietly in the classroom, except when they are expected to be involved in classroom instruction or activities.

### Staff Members

Staff members are representatives of the District and must “navigate the narrow channel between impairing intellectual inquiry and propagating a religious creed.” They may not encourage, discourage, persuade, dissuade, sponsor, participate in, or discriminate against a religious activity or an activity because of its religious content. They must remain officially neutral toward religious expression.

### Graduation Ceremonies

Graduation is an important event for students and their families. In order to assure the appropriateness and dignity of the occasion, the District sponsors and pays for graduation ceremonies and retains ultimate control over their structure and content.

District officials may not invite or permit members of the clergy to give prayers at graduation. Furthermore, District officials may not organize or agree to requests for prayer by other persons at graduation, including requests from students. The District may not prefer the beliefs of some students over the beliefs of others, coerce dissenters or nonbelievers, or communicate any endorsement of religion.

### Baccalaureate Ceremonies

Students and their families may organize baccalaureate services, at which attendance must be entirely voluntary. Organizers of baccalaureate services may rent and have access to school facilities on the same basis as other private groups but may not receive preferential treatment.

The District may not be identified as sponsoring or endorsing baccalaureate services. District funds, including paid staff time, may not be used directly or indirectly to support or subsidize any religious services.

### Assemblies, Extracurricular and Athletic Events

District officials may not invite or permit members of the clergy, staff members, or outsiders to give prayers at school-sponsored assemblies and extracurricular or athletic events. District officials also may not organize or agree to student requests for prayer at assemblies and other school-sponsored events. Furthermore, prayer may not be broadcast over the school public address system, even if the prayer is nonsectarian, nonproselytizing, and initiated by students.

### Student Religious Expression and Assignments

Students may express their individual religious beliefs in reports, tests, homework, and projects. Staff members should judge their work by ordinary academic standards, including substance, relevance, appearance, composition, and grammar. Student religious expression should neither be favored nor penalized.

### Religion in the Curriculum

Staff members may teach students about religion in history, art, music, literature, and other subjects in which religious influence has been and continues to be felt. However, staff members may not teach religion or advocate religious doctrine or practice. The prohibition against teaching religion extends to curricular decisions that promote religion or religious beliefs.

School programs, performances, and celebrations must serve an educational purpose. The inclusion of religious music, symbols, art, or writings is permitted if the religious content has an historical and/or independent educational purpose which contributes to the objectives of the approved curriculum. School programs, performances, and celebrations cannot promote, encourage, discourage, persuade, dissuade, or discriminate against a religion or religious activity and cannot be religious or religious-holiday oriented.

### Student Religious Clubs

Students may organize clubs to discuss or promote religion, subject to the same constitutionally acceptable restrictions that the District imposes on other student-organized clubs.

### Distribution of Religious Literature

Students may distribute religious literature to their classmates, subject to the same constitutionally acceptable restrictions that the District imposes on the distribution of other non-school literature. Outsiders may not distribute religious or other literature to students on school property, consistent with and pursuant to the District's policy on solicitations (Policy 4321).

### Religious Holidays

Staff members may teach objectively about religious holidays and about the religious symbols, music, art, literature, and drama that accompany the holidays. They may celebrate the historical aspects of the holidays but may not observe them as religious events.

Adopted on: 5/15/06

### **2033 School Wellness**

As part of their fundamental mission, schools provide young people with the knowledge and skills to become healthy, productive students and adults. Schools play a critical role in promoting student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity. Improving student health can increase students' learning capacity, reduce absenteeism, and improve mental alertness and physical fitness.

The Plains School District is committed to providing school environments that promote and protect student's health, well-being, and learning ability by supporting healthy eating and increased physical activity. In compliance with P.L. 108-265, the Child Nutrition Reauthorization Act and P.L. 111-296, the Hunger-Free Kids Act of 2010, the District shall establish a local wellness policy that, at a minimum, includes:

- Goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness awareness in a manner that the local educational agency determines appropriate;
- Nutrition guidelines for all foods available on the school campus; with the objective of promoting student health and reducing childhood obesity, and assuring that school meal guidelines are meeting federal guidelines;
- A plan for measuring implementation of the local wellness policy, including one or more persons charged with operational responsibility for ensuring that our school fulfills the District's local wellness policy;
- Involvement of parents, students, representatives of the school food authority, the school board, physical education teachers, administrators, and the public in the development of the school wellness policy.
- Guidelines for reimbursable school meals to ensure that the District offers school meal programs with menus meeting the meal patterns and nutrition standards established by the U.S. Department of Agriculture.
- Implementation, periodic assessment and public updates, including expanding the purpose of the team collaborators beyond the development of a local wellness policy to also include the implementation of the local wellness policy with periodic review and updates, inform and update the public every three years, at a minimum, (including parents, students, and others in the community) about the content and implementation of the local wellness policies, and to measure periodically and make available to the public an assessment of the local wellness policy, including:
  - The extent to which schools are in compliance with the local wellness policy;
  - The extent to which the LEA's local wellness policy compares to model local school wellness policies; and
  - The progress made in attaining the goals of the local wellness policy.

#### Nutrition Education

All students K-12 shall receive nutrition education that teaches the skills and knowledge needed to adopt healthy eating behaviors and is aligned with the *Montana's Health Enhancement and Physical Educators (SHAPE) Health and Physical Education Standards and Benchmarks*. Nutrition education shall be integrated into the curriculum. Nutrition information and education shall be offered throughout the school campus. Staff members that provide nutrition education shall have the appropriate training.

#### Health Enhancement and Physical Activity Programs

The District shall offer health enhancement opportunities that include the components of a quality Health Enhancement Program taught by a K-12 certified health enhancement specialist. Health enhancement shall equip students with the knowledge, skills, and values necessary for lifelong physical activity. Montana's Health Enhancement Society of Health and Physical Educators (SHAPE) Health Education and Physical Education Content Standards and Benchmarks.

All K-12 students of the District shall have the opportunity to participate regularly in supervised, organized or unstructured, physical activities to maintain physical fitness, and to understand the short and long-term benefits of a physically active and healthy lifestyle.

#### Nutrition Standards

The District shall ensure that reimbursable school meals meet the program requirements and nutrition standard found in federal regulations. The District shall encourage students to make nutritious food choices through accessibility and marketing efforts of healthful foods.

The District shall monitor all food and beverages sold or served to student, including those available outside the federally regulated child nutrition programs (i.e. a la carte, vending student stores, classroom rewards, and fundraising efforts). The District shall consider nutrient density and portion size before permitting food and beverages to be sold or served to students. The Superintendent, or designee, shall continually evaluate vending policies and contracts. Vending contracts that do not meet the intent and purpose of this policy shall be modified accordingly or not renewed.

#### Other School-Based Activities Designed to Promote School Wellness

The District may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity, such as staff wellness programs, non-food reward system and fundraising efforts.

#### Maintaining Student Wellness

The Superintendent, or designee, shall develop and implement administrative rules consistent with this policy. Input from teachers, parent/guardians, students, school food service program personnel, the school board, school administrators, and the public shall be



considered before implementing such rules. A sustained effort is necessary to implement and enforce this policy. The Superintendent, or designee, shall measure how well this policy is being implemented, managed, and enforced. The Superintendent, or designee, shall report to the Board, as requested, on the District's program and efforts to meet the purpose and intent of this policy.

Legal Reference: PL 108-265 The Child Nutrition and WIC Reauthorization Act of 2004. PL 111-296 The Healthy, Hunger-Free Act of 20140.

Policy History:

Adopted on: 8/14/06

Updated on: 1/16/17

## **2034 Policy for Dual Credit for High School Academic Enrichment Courses**

Dual Enrollment is combined enrollment in which the student is enrolled in Plains High School and simultaneously enrolled in an Institute of Higher Education (IHE) within the State of Montana. Grades from the IHE are provided to the Plains High School for coursework acknowledgment on the high school transcript.

### Purpose:

Dual credit for high school students provides for academic enrichment in accredited community colleges, 4 year colleges, and colleges of technology within the State of Montana through the Montana University system.

### Dual Credit at Institutions of Higher Education (IHE):

Courses may be traditional or online.

Course(s) must be from a community college or 4 year college within the State.

All enrollment obligations through the IHE are the responsibility of the student.

Students enrolled at an IHE shall be subject to all of the established rules, regulations,

and calendar of that institution.

### Student Eligibility:

Only Junior or Senior level High School students will be allowed to apply for a Dual Credit course(s).

A student is considered a Junior after the satisfactory completion of their 10<sup>th</sup> grade year (i.e. ten credits) for consideration of summer school dual credit coursework.

Each student must complete a Dual Credit Request Form prior to taking any course(s).

The Dual Credit Request Form must be signed by the parent(s) and the student prior to enrollment. The high school principal is responsible for validating student status for enrolled students.

The student must meet all prerequisite class requirements (as determined by the IHE) before enrolling in the chosen course(s).

Plains High School will only accept home school students who are concurrently registered with the Superintendent of Schools from his/her respective county.

Plains High school students taking an online or remote Dual Credit course(s) will be responsible for their computer hardware and software necessary to accept on-line instructional materials and video presentations. Students will be responsible for any and all computer hardware and software necessary to communicate homework, project, and testing materials back to the IHE.

Plains High School may, at the discretion of the Administration, make available computer hardware and software necessary to accept online instructional materials and video presentations and to provide homework back to the IHE for students unable to provide these materials. The technology packet will be available for use in-house. In such instances, the Administration will determine the costs for this "technology packet". This cost will be passed on to the student as a Dual Credit Technology Assessment Fee. This

Fee will be the responsibility of the student (or student's family) prior to accepting the technology packet.

#### General Policies:

Plains High School will have a Memorandum of Understanding (MOU) in place with each IHE utilized during the semester for Dual Credit enrollment. Students pursuing Dual Credit course(s) shall have access to the MOUs. (MOUs will identify tuition costs, enrollment fees, etc. that are the responsibility of the student at the specific IHE of interest.)

High school students taking a Dual Credit course(s) shall be responsible for any and all required tuition, fees, books, or materials required by the IHE necessary for the successful completion of the enrolled course(s).

High school students taking a Dual Credit course(s) will be responsible for their own transportation to and from the IHE.

Students must take IHE courses for graded credit to earn high school credit.

For traditional coursework through the IHE, the student is expected to attend classes as scheduled at the location determined by the IHE.

For non-traditional coursework (on-line, remote, etc.), the student is not required to be in attendance at Plains High School. However, the student may choose to receive information from the institution or work on Dual Credit coursework during the school day through an "independent study" session as part of a traditional high school schedule.

At the end of each IHE quarter, semester, or summer school session, the student will be responsible for requesting that the IHE mail an official transcript directly to Plains High School as evidence of course completion.

High school graduation credits will be awarded upon a student's presenting evidence from the IHE of successful completion of a Dual Credit course(s).

Plains High School will not factor a Dual Credit course grade(s) into the student's GPA. IHE coursework will be noted on the official high school transcript and given a P/F as determined by the grade received from the IHE.

Student application for Dual Credit coursework during the summer is permitted, but not on the Plains High School campus.

#### Funding Considerations:

The Principal must certify that the student is enrolled in Plains High School courses for a minimum of two hours of the school day during the semester that the request is to be met.

Each 3 credit semester class at the IHE is to be considered a half credit class for high school transcript and ANB purposes (i.e., will have the value of a traditional one period high school course over one semester.)

Dual enrollment classes should be counted as part of the school day course work.

Plains High School makes no expressed obligation regarding any rate of reimbursement for Dual Credit enrolled activities and expenses.

Policy History: Adopted: 6/15/09, Revised: 4/19/10

## **2035 Montana Digital Academy**

The School District recognizes that the District and students may have a need for greater flexibility in the educational program due to funding, teacher availability, individual learning styles, health conditions, employment responsibilities, lack of success in traditional school environments or a desire for students to accelerate their learning and work at the college level before leaving high school. The District acknowledges that online learning solutions offered by the Montana Digital Academy (MDA) may fulfill these needs.

The Superintendent, and/or designees, shall be responsible for developing procedures for the online learning program that meet the District standards.

Further, the online learning solutions providers ensure that:

- Online course providers are accredited by a nationally recognized accreditation program or agency or are approved and endorsed by the Montana Office of Public Instruction.
- Qualified district staff provides information and guidance to students and parents regarding the selection of appropriate online courses to meet their needs, as well as a suitable number of online courses in which a student may enroll.
- The curriculum requirements of the state and school district are met.
- All online courses taken by the students will be approved by the administration in advance of enrollment.
- All teacher-led online courses include licensed, highly qualified teachers.

### Digital Academy Classes

The District will permit a student to enroll in Montana Digital Academy (MDA) classes in order that such student may include a greater variety of learning experiences within the student's educational program or enroll in a class for credit recovery.

The District will allow students in grades 9-12 to enroll in the MDA program under the following conditions:

1. The student must be an enrolled student in the District.
2. A part-time student must be enrolled for a minimum of two courses. This can be a combination of one in-house class and one MDA class, or two MDA classes.
3. The student will have the option of taking the MDA class (es) in the school building, during school time, or outside the school building.
4. Students who wish to take MDA classes and participate in MHSA activities must follow all extracurricular eligibility rules, as a full-time enrolled student of the district. (See policy # 3136 and the student handbook)
5. The District will allow a student to enroll in a maximum of four (4) MDA courses per semester.

6. A student may enroll for one or more MDA classes, and as an enrollee will be required to follow all MDA policies and procedures, as well as the policies and procedures of Plains School District#1
7. The District will not be obligated to pay for a student's MDA course(s).
8. Enrollment in one or more MDA course(s) will not entitle a home school or private school student to participate in Montana High School Association activities through Plains School District #1.
9. Public school students may not take a MDA course already offered at Plains High unless the course is needed as credit retrieval and/or the on-site course does not fit into the student's schedule.
10. Individual student circumstances, including credit retrieval, will be evaluated and, if deemed in the best interest of the student, considered for approval by the principal.

Adopted: 7/20/11

### **2036 Gifted Program**

To the extent possible with available resources, all gifted and talented students will have the opportunity to participate in appropriate educational programs. "Gifted and talented students" are students of outstanding abilities, who are capable of high performance and who require differentiated educational programs beyond those normally offered in public schools, in order to fully achieve their potentials.

The Board authorizes the Superintendent to provide a gifted and talented program which includes:

1. Expansion of academic attainments and intellectual skills;
2. Stimulation of intellectual curiosity, independence, and responsibility;
3. Development of positive attitudes toward self and others; and
4. Development of originality and creativity.

The Superintendent will establish procedures consistent with state guidelines for nominating, assessing, and selecting children of demonstrated achievement, or potential ability in terms of general intellectual ability and academic aptitude.

Legal References: §§ 20-7-901 - 904, MCA  
10.55.804, ARM

Gifted and Talented Children  
Gifted and Talented

Adopted on: December 15, 2014

## **2037 Response to Intervention**

It is the Plains Elementary District's policy to ensure that all students receive high quality, scientific, research-based general education core instruction and, as appropriate, strategic and intensive intervention supports matched to students' needs. The Plains Elementary District will strive to utilize the core principles of the Response to Intervention (RTI) process, which combines systematic assessment, decision making and multi-tiered services delivery model to improve educational and behavioral outcomes for all students.

When using the RTI model, the Plains Elementary District will use a process that identifies students' challenges early and provides appropriate instruction to support students' successful learning in the general education classroom. In implementing the RTI process, the District shall apply:

1. Scientific, research-based interventions in the general education setting.
2. Measure the student's response to intervention; and
3. Use data to inform instruction.

The Administrator shall develop procedures to implement student interventions; and use teacher observations, and classroom, school, or district assessments to identify students who are at risk of academic or behavioral problems and thereby in need of scientific, research-based interventions, as required by State and federal law.

### Parent Involvement in the RTI Process

The Plains Elementary District shall inform parents regarding the use of scientific, research-based interventions, including: a) the state's policies regarding the amount and nature of students' performance data collected and the general education services provided; b) strategies used to increase the student's rate of learning; c) and the parents' right to request a special education evaluation.

Legal Reference: Individuals with Disabilities Education Act §§ 1413(f); 414(b)(6)(B)  
34 CFR §§ 300.226; 300.307(a)(2)

Adopted on: December 15, 2014

### **2038 Family Engagement Policy**

The Plains School District #1 believes that engaging parents/families in the education process is essential to improve academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families, and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component.

Parent/Family involvement in education requires a cooperative effort with roles that may include the Office of Public Instruction (OPI), the district, parents/families, and the community.

The Board of Trustees recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families, and other members of the community. The district supports the following rationales of family engagement:

1. Promote families to actively participate in the life of the school and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class;
2. Promote families and school staff to engage in regular, two-way meaningful communication about student learning;
3. Promote families and school staff to continuously collaborate to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively;
4. Empower parents to be advocates for their own, to ensure that students are treated equitably and have access to learning opportunities that will support their success;
5. Encourage families and school staff to be partners in decisions that affect children and families and inform, influence, and create policies, practices, and programs; and
6. Encourage families and school staff to collaborate with members of the community to connect students, families, and staff to expand learning opportunities, community services, and civic preparation.

The District's modes of supporting these rationales are:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all ages. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, USFS, Clark Fork Valley Hospital, Plains-Paradise area fire departments, et cetera) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Keep parents informed of opportunities for involvement and encouraging participation in various programs, provide access to educational resources for

parents/families to use together with their children, and keep parents/families informed of the objectives of district educational programs as well as their child's participation and progress within these programs.

3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members may be given opportunities to provide input into educational programs, and volunteer time within the classrooms and school programs.
4. Provide access, upon request, to any instructional material used as part of the educational curriculum.
5. If practical, provide information in a language understandable to parents.

Adopted on: 1/19/15



## **2039 Suicide Awareness and Prevention**

The Administrations shall develop and implement a youth suicide prevention program meeting minimum requirements set forth in 10.55.719, ARM.

The District will provide professional development on youth suicide awareness and prevention to each employee of the district who work directly with any students enrolled in the school district. The training materials will be approved by the Office of Public Instruction (OPI).

The District will provide at least two (2) hours of youth suicide and prevention training beginning the 2019-2020 school year. The District will provide, at a minimum, two (2) hours of youth suicide awareness and prevention training every five (5) years thereafter. All new employees who work directly with any student enrolled in the school district will be provided training the first year of employment.

Youth suicide and prevention training may include:

- A. In-person attendance at a live training;
- B. Videoconference;
- C. An individual program of study of designated materials;
- D. Self-review modules available online; and
- E. Any other method chosen by the administration that is consistent with professional development standards.

No cause of action may be brought for any loss or damage caused by any act or admission resulting from the implementation of the provisions of this policy or resulting from any training, or lack of training, related to this policy. Nothing in this policy shall be construed to impose a specific duty of care.

Legal Reference: § 20-7-1310, MCA Youth suicide awareness and prevention training.

Adopted on: 10/21/2019

**Section 3000:  
Students**

### **3111 Admittance**

The Board of Trustees, recognizing the need for a safe and orderly educational environment for all students, and further, recognizing the need to accommodate special situations, hereby establishes the following policy:

#### **A. Age Limits:**

The school district shall admit any child residing in the district if that child is five years old or older on or before September 10th of the year of enrollment, but has not yet reached his/her 19th birthday.

Since success in school is often dictated by developmental maturity, the Board of Trustees strongly urges parents of children who reach age five in the summer immediately preceding enrollment to meet with the elementary principal to discuss delaying school enrollment for one year.

Students who reach age 19 during a school year will be allowed to complete the year. The trustees may admit a nineteen-year-old adult if there are exceptional circumstances which merit waiving the age provisions of this policy.

While the district does maintain an open enrollment policy with adjacent districts, parents residing outside the district must, immediately upon registering their students, sign an attendance agreement for the county superintendent's use on forms in effect at the time. Furthermore, out-of district students may be affected by other sections of this policy.

#### **B. Student Immunization:**

The Board requires all students to present evidence of their having been immunized against the following diseases: diphtheria, pertussis (whooping cough), poliomyelitis, measles (rubeola), mumps, rubella, and tetanus. Pertussis immunization is not required for students who are seven (7) years or older. Haemophilus influenza type "b" immunization is required for students under age five (5).

Upon initial enrollment, an immunization status form shall be completed by the student's parent or guardian. The certificate shall be made a part of the student's permanent record.

A pupil who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of immunization. Within thirty (30) days after a transferring pupil ceases attendance at the school of origin, the District must receive the original immunization records for the pupil who transfers into the District.

Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed annually. The statement for an exemption shall be maintained as part of the student's immunization record. The permanent file of students with exemptions shall be marked for easy identification should the Department of Health order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

The Superintendent may allow the commencement of attendance in school by a student who has not been immunized against each disease listed in § 20-5-403, MCA, if that student has received one or more doses of polio, measles (rubeola), mumps, rubella, diphtheria, pertussis, Haemophilus influenza type "b", and tetanus vaccine.

The District shall exclude a student for noncompliance with the immunization laws and properly notify the parent or guardian. The local health department may seek an injunction requiring the parent to submit an immunization status form, take action to fully immunize the student, or file an exemption for personal or medical reasons.

C. Grade placement:

See Policy 3138--student transfers

D. Behavior Requirements:

In the case of students who are transferring from another district but remaining residents of that district, the Plains Schools may refuse entrance for the following reasons:

1. Student has been convicted of selling drugs, or has been involved in assault, repeated fighting, or other dangerous behavior, on- or off-campus.
2. Student has been expelled from previous school(s).

For students residing within the district, probationary entrance may be established for the following reasons:

1. Previous documented behavior in this or other districts which violates the provisions of Plains district policy 3116, or of MCA 20-5-201, which deals with defiance, failure to obey school rules and policies, failure to follow prescribed course of study, etc.
2. Academic record which places student substantially behind others of his/her age group.

E. Probationary entrance defined:

If a student is allowed entrance on a probationary basis, the process will be as follows:

1. Documentation stating time limit of probation, expected behavioral standards, prohibited behaviors, expected academic performance, number of warnings and/or other notification before continued probation is denied, potential positive results (i.e. regular student status), and consequences of failure to meet provisions of the probation (i.e. expulsion, off-campus tutoring, other).
2. Written and oral communication of #1 to the student and parents or guardians.

F. Alternative schooling

The district may provide alternative schooling in the form of off-campus tutoring or correspondence courses. Costs of such alternatives will be covered by the district. Scheduling, choice of courses, and other related procedures remain at the district's discretion.

G. Authority and appeal

Administrators will make recommendations in entrance cases, and may make arrangements for temporary entrance, denial of entrance, or alternative schooling, but trustees make the final decision in formal meeting.

Students may appeal decisions according to procedures outlined in policy #3117.

## **3112 Attendance**

### I. Excused absences (EA):

Medically excused absences, doctor appointments, extreme weather conditions, family bereavement are included. Teachers are required to allow make-up work for full credit, and there is no penalty for this type of absence.

### II. Avoidable absences (AB):

Absence with the knowledge of parent/guardian, but for reasons other than those listed above, such as shopping, hunting, sleeping in, family vacations, tournament attendance, etc.

Pre-arranged make-up work is recommended, and forms are available in the office. Teachers are not required to allow make-up work for avoidable absences which are not pre-arranged; however, for any avoidable absence, teachers may assign a reduced credit value for work missed.

### III. Unexcused absences (UA):

These occur when:

1. students leave the building without first checking out through the office. While parents may be aware of the circumstances, the absences will remain unexcused for attendance purposes.
2. truancy, or absences without the knowledge of parent/guardian. Parents will be notified, and time missed will be made up. Teachers may assign a grade of zero (0) to work missed on account of unexcused absences.

### IV. Tardiness (T):

Students must be in their assigned rooms prior to the tardy bell. Two tardies will count as one absence, which could affect grades according to the attendance policy. Also, one 30-minute detention may be assigned for each tardy.

Adopted June 2001

### **3113 Weapons/firearms**

Except when given prior approval by the principal or superintendent, students shall in no case bring weapons onto school property. Doing so is considered among the most serious of behavioral incidents and will be treated as such, including a potential for suspension, reporting to law enforcement, and/ or expulsion. The term "weapons" includes knives, arrows, swords, or any other item intended for throwing, stabbing, cutting or other uses which may harm another person, in addition to firearms.

(Legal references: MCA 45-8-328, 331, 344, 345, 351, 361)

Furthermore, in accordance with the provisions of the Gun-Free Schools Act, 20 USC 3351, any student who brings a firearm onto school property, except as provided below, shall be expelled for a period of not less than one calendar year unless modified by the board of trustees, upon a recommendation from the district superintendent.

In accordance with the provisions of the Gun-Free School Zones Act, 18 USC 922(q), students may bring unloaded firearms onto school property for use in an approved program with the prior written permission of the Board of Trustees.

No student shall possess any firearm, without authorization, on the way to and from school, or during intermission or recess. Violation of this provision shall result in discipline to up and including expulsion.

#### Gun-Free Schools

A student who uses, possesses, controls, or transfers a firearm, or any object that can reasonably be considered to be, or looks like, a firearm, shall be expelled for a period of time of at least one (1) calendar year. The Board, however, may modify the expulsion period on a case-by-case basis. The building administrator shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school. Anyone bringing a firearm, onto school property, fitting the following legal description will be subject to the same consequences of this paragraph.

The term "firearm" shall be defined as provided in 18 USC 921. This term shall include any weapon which is designed, or may be readily converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

The Board of Trustees may allow authorized persons to display firearms or other dangerous objects for educational purposes. Advance written permission must be received before such objects may be brought onto school property. The firearm must be unloaded and in a condition which renders it incapable of being fired. No ammunition for the firearm may be on school property concurrently with the firearm. At the conclusion of the display, the firearm must be immediately removed from school property.

If a student violating this policy is identified as a child with disabilities either under the IDEA or Section 504, a determination must be made whether the child's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures for changes in placement must be followed for suspensions of greater than ten days.

Any student subject to expulsion shall be entitled to a hearing before the board of trustees in accordance with Section 20-5-202, MCA. Nothing in this policy shall prevent the board of trustees from making an alternative placement for a student in lieu of

expulsion provided that such placement removes the student from the regular school program.

The District shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to other governmental agencies as required by law.

Legal References: 18 USC 921; 20 USC 3351; 20 USC 1400; 29 USC 701; 20-4-302, MCA; 20-5-201, MCA; and 20-5-202, MCA. Adopted 10-18-94, Revised 1-15-01, Revised 1/16/06

### **3114 Student Discipline**

Students have the right to a safe, orderly, and academically productive school environment. To ensure that environment, and to reduce the number and intensity of behavioral incidents as much as possible, the Board establishes discipline policy and directs the administration to establish discipline procedures. These procedures are outlined in administrative and student handbooks or, in the case of identified IDEA students, in current Special Education manuals.

Teachers and principals shall have the authority to discipline students who fail to comply with established rules. Only principals or the superintendent may suspend students, and only the Board of Trustees has authority to expel students. In no case will any school personnel inflict corporal punishment as a means of discipline. However, physical contact or restraint may be used within the guidelines of MCA 20-4-302.

It is the responsibility of the teacher or administrator to notify parents or guardians at the earliest practical time if disciplinary actions could result in out-of-school suspension, expulsion, legal charges, or other formal sanctions. Disciplinary-referral forms will be kept on all formal disciplinary procedures. Annually, the principal shall make available to students, parents, and staff, written statements pertaining to student rights, conduct, and discipline. Also at least annually, principals and staff shall review conduct expectations and discipline procedures.

Discipline procedures shall:

- Allow for the exercise of professional judgement.
- Be consistent from day to day and student to student.
- Be understood and carried out by all staff members.
- Be balanced against the severity of the misconduct.
- Be appropriate to the student's nature and prior behavior.
- Be fair to the student, parent, and others involved.
- Be effective, and when possible, be educational rather than punitive, low-key rather than confrontational.
- Comply with applicable state and federal laws.
- Involve academic sanctions only when offenses are related to schoolwork.

At the time of adoption of this policy, specific procedures have been adopted from the Time to Teach classroom management program. This program, and these procedures, will be in effect for the foreseeable future.

Legal References: 20-4-302; 20-5-201; IDEA; Section 504

Other: Time to Teach manual and/or other related materials

Revised 1-15-01



### **3115 Sexual Harassment, Hostile Environment, Hazing, Intimidation, Bullying**

Part I: The Board of Trustees forbids discrimination, harassment, or intimidation against any student on the basis of sex. Further, the Board will not tolerate actions which are of a non-sexual nature but which create a hostile atmosphere for students. Provisions of this policy apply, as appropriate, to sexual or non-sexual situations, to interactions between students, between district employees, from employees to students, and from students to employees. (see also Policy 5024, Sexual Harassment)

#### Definitions

##### A. Conduct of a sexual nature:

This may include, but is not limited to, verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments of a sexual nature regarding physical or personality characteristics; sexually oriented "kidding" or teasing; double entendres and sexually-oriented jokes; sexually-explicit posters or slogans; and any conduct to which a student would not be subjected but for such person's gender.

##### B. Unwelcome conduct:

In general, any use of one's position of authority to apply direct or indirect coercion of a sexual nature is considered unwelcome conduct. Specifically, any conduct of a sexual nature directed toward students by district employees is unwelcome. Similar directives apply between students when pertinent.

Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed person has indicated that it is unwelcome. However, a person who has initially welcomed such conduct by active participation must, in order for any such subsequent conduct to be deemed unwelcome, give specific notice to the alleged harasser that such conduct is no longer welcome.

##### C. Harassment:

Harassment may also be defined as sexual intimidation, sexual coercion, or other similar semantic variations. It is sexual harassment if:

1. submission to the conduct is made either an explicit or implicit condition of award of grades or other measures of student achievement; or
2. submission to or rejection of the conduct is used as a basis for any decision affecting a student; or
3. the conduct substantially interferes with a student's performance, or creates an intimidating, hostile, or offensive school environment; or
4. any employee subjects a student to any conduct of a sexual nature, including, but not limited to: unsolicited discussion of student sexual activities; pressure for dates or sex; love poems or letters; demeaning gender-based comments; words or actions of a sexual nature which make a student uncomfortable enough to change his/her course of activity or travel.

Furthermore, it is harassment when a student is subjected to actions which constitute threats or a threatening atmosphere.

#### Prohibitions:

All unwelcome sexual advances or other activity by the above definitions are prohibited by this policy. Any student who knowingly and/or repeatedly engages in such activities shall be subject to sanctions as described below.

## Part II: Hazing

Hazing is defined as harassment by: demanding disagreeably, demeaning, frightening, or 'embarrassing' comments/ activities; verbal attacks intended to ridicule, degrade, threaten, or force the breaking of moral or religious codes; physical attacks, whether within or outside of school activities.

Students are prohibited from organizing, engaging in, or being willing participants in, any form of hazing as part of initiation to clubs, teams, other school organizations, or any other aspect of student life.

Hazing will be treated as a serious disciplinary problem which may lead to suspension or expulsion. Dangerous or threatening hazing incidents will also be reported to law enforcement officials.

Students who are aware of hazing activities should report them to school staff members. Students forced to participate in hazing should file a written complaint as with any other form of harassment.

It is the intent of this policy that there be no hazing within the district. Consequently, the policy should become part of student handbooks, student orientations, and employee orientations. Further, incidents of hazing should be thoroughly investigated and documented by the principal as should the district's efforts to educate students and staff on the subject.

## Part III. Bullying, Intimidation, or Menacing

"Bullying, Intimidation, or Menacing means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school sponsored activity, on school-provided transportation, or at any official school bus stop, and that has the effect of:

- a. physically harming a student or damaging a student's property;
- b. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c. creating a hostile educational environment
- d. a threat or act intended to tamper with, substantially damage, or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury, on the basis of age, race, religion, color creed, national origin, sex, ancestry disability, or marital status.
- e. Any act intended to place a school employee, student, or third party in fear of imminent serious physical injury

### Reporting, Investigation, and Sanctions

1. Students who feel they have been subjected to harassment, hostile environment, hazing, intimidation, or bullying under the definitions of this policy are urged to report the situation to a teacher, counselor, Title IX coordinator, or the principal. Students who are uncomfortable discussing the situation are urged to take along a friend or other trusted person when reporting.

2. The principal is the primary investigator of any of these types of claims. He/she may delegate some or all of the task to a teacher, counselor, or Title IX coordinator as appropriate. If personnel doing the investigating may appear to have a

conflict of interest, responsibility for the investigation should be shifted to other personnel.

3. Confidentiality will be maintained. However, within the course of due process, the accused may eventually demand to face the accuser(s).

4. Reprisals or retaliation will not be tolerated as a result of good-faith reporting of violations of this policy, and will themselves be considered offenses subject to sanctions as listed below.

5. In determining whether alleged conduct constitutes a violation of policy, the nature of the conduct, the context in which the conduct occurred, and the number of incidents will be considered.

6. Students found to have engaged in these acts will be subject to sanctions including, but not limited to: reprimands, mandatory counseling or education, making compensation, suspension, expulsion, depending upon the nature and number of offenses.

7. Conduct which may be construed as a legal violation will be reported to appropriate law-enforcement agencies.

Revised/adopted: June, 2001, June 20, 2005

### **3116 Suspensions or Expulsions**

All pupils shall comply with the policies of the trustees and the rules of the school which he or she attends; and shall pursue the required course of instruction, and shall submit to the authority and to the control of the teachers, principal, and district superintendent while he/she is in school or on school premises, traveling to and from school, or involved in a school sponsored activity on or off school district property.

Any pupil who continually and willfully disobeys the provisions of this section, shows open defiance of the authority vested in school personnel by this section; defaces or damages any school building, school grounds, furniture, equipment or book belonging to the district; or harms or threatens to harm another person or his property shall be liable for punishment, suspension, or expulsion.

The appropriate principal is charged with responsibility for investigation of incidents which may lead to punishment and is authorized to suspend pupils for up to 10 days as a disciplinary measure short of expulsion, and may recommend expulsion, but only the board of trustees in formal hearing can expel a student.

Legal reference: MCA 20-5-201, 202

Reviewed and re-adopted: 1-15-01

### **3117 Appeal Process for Disciplinary Action**

Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

If the parent is not satisfied with the informal hearing, an appeal can be made to the district superintendent. The superintendent shall, within five school days, schedule an informal hearing to discuss the matter with the parent and principal. The superintendent must reply in writing to the parent within five school days.

Within 30 days after receiving the written reply from the superintendent, the parent can appeal to the board of trustees by making a written request to the clerk of the board. The board shall hold a hearing at a time designated for that purpose, and reply to the appeal within five days from the hearing.

Should the parent wish to continue the appeals process the parent has the right, under MCA 20-3-210, to appeal to the county superintendent of schools.

Revised and adopted February 21, 1995.

### **3118 Hearing Process for Expulsion**

If a principal believes a pupil has acted in such a way as to warrant expulsion, the principal shall bring the matter to the attention of the superintendent. The superintendent will review the situation and if he/she feels that the expulsion is warranted, will make a recommendation to the school trustees at a board meeting that the pupil be expelled from school.

Within 10 school days of the infraction, the school board shall hold a meeting to hear the superintendent's recommendation. The chairman of the board will determine whether the meeting will be held in open or in closed session. At the meeting the student, parents and/or counsel, and school administrators will have an opportunity to present evidence, witnesses, and testimony and the opportunity to engage in cross-examination. The trustees shall have the right to ask questions of either side. The school board will determine reasonable time limits for each party.

Any decision by the board to affirm, deny, or modify the recommendation will be made only by those trustees who have heard or read the evidence, those trustees who have not acted as witness in the matter or are not directly involved as a close relative, and a quorum of the board.

Prior to adjournment the board shall agree to one of the following procedures:

1. In closed session involving only appropriate trustees and district clerk, deliberate on the basis of testimony or other information submitted. Immediately following such deliberation, in open session, make its decision and cause to have its findings recorded. If the hearing has been held in closed session, confidentiality should be maintained by not using names as part of actions taken in open session.

2. Schedule a special meeting within five school days of the first hearing to hear further arguments, following the same procedures as explained above.

Reviewed and approved February 21, 1995.

### **3121 Student Privacy**

The right to privacy is a fundamental tenet of human liberty. Staff shall take particular care to respect students' privacy. At the same time they must protect the health and safety of all students and promote the effective operation of the schools. The principal, the superintendent or other such staff designated by the superintendent or principal shall have the authority to conduct student searches. They shall do so only upon reasonable cause and in the manner prescribed by school rules and regulations.

See also policy 3125 and 3126.

### **3122 Freedom of Assembly**

Individual students and student organizations may meet in school rooms or auditoriums, or at outdoor locations on school grounds after securing permission from the school principal to discuss, pass resolutions, and take other lawful action respecting any matter which directly or indirectly concerns or affects them whether or not it relates to the school. Such activities shall not be permitted to interfere with the normal operation of the school including the class schedule and/or a student's responsibility to attend class.

Peaceful demonstrations by students are permissible, though they are to be held in designated places where they shall present no hazards to persons or purports and at designated times that shall not disrupt classes or other school activities.

### **3123 Freedom of Expression**

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is to be encouraged so long as it does not substantially disrupt the operation of the school.

The principal shall develop guidelines assuring that students are able to enjoy free expression of opinion while maintaining orderly conduct of the school.

### **3124 Student Publications**

Student publications produced as part of the school's curriculum or with the support of the student body funds are intended to serve both as vehicles for instruction and student communications. They are operated and substantively financed by the student body and the district.

Material appearing in such publications should reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided that they are treated in depth and represent a variety of viewpoints. Such materials may not be libelous, obscene, or profane nor may it cause a substantial disruption of the school, invade the privacy of others, demean any race, religion, sex, or ethnic group, advocate the violation of the law, or advertise any tobacco product, alcohol, illicit drugs or drug paraphernalia.

The principal shall develop guidelines to implement these standards and shall establish procedures for the prompt review of any materials which appear not to comply with the standards.

Revised 3/17/08

### **3125 Searches and Seizure**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

#### School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice or consent of the student. This applies to student vehicles parked on school property. Building principals may require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle and personal effects therein, when reasonable suspicion of wrongdoing exists.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

#### Students

School authorities may search the student and/or the student's personal effects in the student's possession, when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

#### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Adopted on: 3/17/03 – Replaces #3125 Locker Searches and #3126 Searches of Students and Their Property

### **3127 Distribution of Printed Materials**

Publications and other materials may be distributed and posted on school premises with the permission of the principal by students, provided that such materials and/or their distribution are not likely to be disruptive or libelous, or are not obscene. Advertisement for the sale of goods or services for non-school business are not allowed.

## **3128 Nondiscrimination/Section 504**

### A. General provisions:

This policy shall encompass all students and employees of the district, and consequently is listed under both student and employee divisions of the district policy handbook. Wherever appropriate, district procedures are augmented or guided by the current Montana OPI Guidelines for Educators: Section 504 manual, pertinent provisions of which are hereby adopted by reference.

The district shall provide equal educational opportunity and treatment for all students and employees without regard to race, creed, color, national origin, gender, marital status, or non-program-related physical, sensory, or mental handicaps.

The district will annually appoint one member of the staff to coordinate the compliance procedures (504 officer or coordinator). Staff and students will be notified of this appointment.

### B. Nondiscrimination in personnel procedures:

The district will make reasonable accommodations for handicapped employees unless such accommodation would impose an undue hardship upon the operation of the program. Employment screening procedures will not contain elements which might eliminate or otherwise discriminate against handicapped persons.

### C. Nondiscrimination in student procedures:

The district will make programs and activities accessible to handicapped persons within limits of law, physical facilities, and safety considerations. Using pertinent procedures of the OPI guidelines, individual evaluations and education plans will be carried out for any student believed to be handicapped. This includes appropriate parent notification of screening, placement or change of placement.

### D. Due process:

The following grievance procedure is hereby established.

1. Any employee or student who feels that he/she has been denied the protection of the regulations shall first discuss such violation with the proper administrative authorities.

2. If not satisfied with the decision of the administrators, they may then refer the matter in writing to the coordinator. the coordinator will within ten school days investigate the complaint by:

- a. Delivering a copy of the complaint to the proper administrator.
- b. The administrator must then submit an answer in writing to the coordinator within ten school days. Copies of this answer shall be submitted to the complainant by the administrator.
- c. The coordinator will then meet individually or collectively with the parties and attempt to mediate the complaint.
- d. The coordinator shall submit an opinion to the parties in writing within thirty days of the date of the initial complaint.



If the complaining party is not satisfied with the opinion of the coordinator, or if the administrator does not agree to comply with the opinion, the complainant may refer the matter to the board of trustees. Such a referral must be presented to the clerk of the school district in time to be considered in the next regular meeting. At their next regular meeting the board of trustees shall set a date for a hearing to be held within thirty school days from the board meeting.

Upon making the request to the board of trustees, the complainant shall provide each member of the board with copies of the complaint, the administrative answer, and the opinion of the coordinator.

The board of trustees shall consider the written briefs mentioned above and shall conduct a hearing following the generally accepted procedure for hearings within rules established by the board of trustees.

Within twenty days after the hearing, the board of trustees shall enter their decision. The decision will be reduced to writing with copies submitted to all parties.

Should the coordinator be a party to the complaint, the board of trustees shall appoint another person to serve in that capacity.

All parties are entitled to be represented by counsel throughout the appeal process, with the exception that during a closed hearing, the board of Trustees may dictate who will or will not be called for testimony before the board. Also, as per federal statute, at any point in the process the complainant may refer the matter to the Montana Human Rights Commission.

Copies of this policy will be given to all employees on an annual basis.

Revised 11/18/02

### **3129 Student Records**

Responsibility for student records is specifically assigned to the school principal, who may designate another employee as official registrar. Such designation shall require approval of the board of trustees and does not relieve the principal from responsibility.

1. Student records shall be defined as any material concerning individual students, including educationally related disciplinary actions, maintained by teachers and/or other school officials, except personal notes in the sole possession of the recorder and in no way revealed to anyone else.

2. The school will send a certified copy of a student's permanent file and special education records to another public or accredited school within five days receiving a written or electronic request. If the records cannot be forwarded within five days, Plains School will notify the requesting school and explain why the five-day rule cannot be met, and when the records will be transferred. The school will transfer records regardless of student or parent fines or other financial obligations to the school.

3. All records on a student shall be open to that student's legal guardian, or to parents regardless of who has custody, except when statute or legal documents specifically revoke this right in cases of divorce, separation, or custodial dispute.

4. The school staff shall provide whatever assistance is necessary to enable the parent, guardian, or student to understand the material in the records.

5. The eligible student and his/her parents or legal guardian shall be allowed to submit material to the records, including but not limited to responses to unfavorable material.

6. The written consent of one parent or guardian shall be required each time the student's records are divulged to any person except district personnel with a need to know, and except that such records can be transferred to other schools. Consent of parent or guardian is not required if the student is 18 years of age or older, but in this instance the student himself/herself must grant consent.

7. Parents, guardians, and eligible students may request that specific information be removed from the student's file. Such request must be based on an assertion that the information is false, or that it serves no useful purpose to the school, or is in violation of law.

Such request must be made to the school principal. If dissatisfied with the decision of the principal, the complainant may request a hearing before the superintendent. The hearing must be held within five school days after the request is made. The principal shall attend the hearing along with the complainant. If dissatisfied with the decision of the superintendent, the complainant may by written request obtain a formal hearing before the board of trustees at their next regular meeting. The decision of the board of trustees will be final.

8. Any research involving student records shall be subject to the provisions of this policy. Any reports or publications based on such research shall not contain the names of individual students.

9. The school will annually notify parents through public media of their rights pertaining to student records.

10. In accordance with the Educate America Act of 1994, parents have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation

as part of a federal program. Further, no student as part of a federal program shall, without parental consent, be required to submit to a survey, analysis, or evaluation that reveals information covering: political affiliations; potentially embarrassing psychological problems, sex behavior or attitudes; anti-social and demeaning behavior; critical appraisals of family members; legally privileged relationships; income (except for determining eligibility to receive financial aid).

Legal references: MCA; Sp.Ed. and Title I handbooks; FERPA '88; Educate  
America  
Act of 1994

Revised 10-20-97

### **3130 Student Record System**

1. A directory card is required for each student, K-12, who registers in the Plains School. This card need only be completed at the initial registration of the student.

While it is permissible by law to consider directory information as available to the public upon request, the district's policy is to divulge such information only when it serves a compelling interest of students in the judgement of the Board of Trustees.

The directory card contains the following information:

- Name and address of student
- Date of entrance and grade placement at entrance
- Name of parent or guardian
- Address of parent or guardian
- Date of high school graduation, transfer, or drop

The card will be kept in a fireproof file in perpetuity. A computer record can be substituted for this card, but the record must be updated annually, as well as having a printout made annually which is kept on record in perpetuity.

2. Cumulative folders are initiated upon registration and are maintained continuously while the student is in school.

The cumulative folder will contain:

- Health records which may be maintained by the nurse when one is employed;
- Standardized test results, intelligence, aptitude, interest, or personality tests
- Educational and vocational plans
- Objective teacher evaluations or reports
- Reports of serious or recurrent behavior patterns
- Parental authorization or prohibitions

The cumulative folder will be kept in locked fireproof storage. The cumulative folder will be destroyed two years after that student leaves the district upon checking against the directory and record card.

3. Student records are completely transferable to another school upon receipt of a properly executed request signed by the receiving school, parent or eligible student.

4. Special education students cumulative folders will contain, in addition to the information kept in the regular cumulative folder, the following additional information:

- An access log
- Current referral forms
- Permission for evaluation
- Individual Educational Plan Team reports along with accompanying evaluation data
- Individualized education programs
- Permission for program placement
- Other special education records as required.

Special education cumulative folders will be destroyed after five years from the end of the student's education program. Reasonable effort will be made to notify the parent or eligible student of the intent to destroy records.

5. Permanent record card (K-12) will be maintained for each student who is in attendance and earns high school credits or grade promotion.

The record is kept in card form and must include:

- Name and address of student
- Name and address of parent(s) or guardian
- Date of birth
- Academic work and grades completed on an annual basis
- Level of achievement (e.g. grades, grade level completed, high school scores)
- Immunization record
- Attendance data

The permanent record card is maintained and kept in a fireproof vault in perpetuity.

Copies ONLY will be transferred to another school upon receipt of a properly executed request form signed by the parent or the student upon reaching the age of adult status.

6. In-house collection instruments will include, but are not limited to, grade books and grade sheets.

Grade books will be maintained by each teacher in a legible fashion. The grade book can be destroyed at the end of one year following the year of attendance.

Grade report sheets will be completed by each teacher and submitted to the school principal as the principal may direct, at least once annually. Grade sheets will be kept for a period of four years. Computer records can be substituted for the Grade Sheet requirement, but must be maintained for a four year period.

The school principal may require additional records.

Revised 1-15-01

### **3131 High School Graduation Requirements (Effective through June 30, 2020)**

Candidates for graduation must satisfy the following requirements:  
Beginning with the Class of '99: twenty-two (22) recognized high school credits, including the following:

- 4 credits of English
- 2 credits of science
- 2 credits of mathematics
- 3 credits of social studies
- 2 credits of health enhancement earned in two separate years
- 1 credit of computer applications or substitution approved by the administration
- 1 credit of fine arts
- 1 credit of vocational/practical arts (JMG is considered vocational)

Courses may include correspondence and/or university credits if there has been prior approval from the high school principal. (see Policy 2017) Rules, definitions, credit values of courses, and other matters related to graduation and/or curriculum standards shall be drafted by the high school principal in consultation with the teaching staff and superintendent, and submitted to the board of trustees for approval.

Only the board of trustees can waive or alter graduation requirements. However, the principal, upon notifying the board, may waive or substitute certain courses for credit.

Students who re-enroll, or students who take more than four years to graduate, will meet graduation requirements established by the most current policy. Students who have not met the graduation requirements will not be allowed to participate in the graduation ceremony.

A student with a disabling condition will satisfy those competency requirements incorporated into the individualized education program (IEP). Satisfactory completion of the objectives incorporated in the IEP will serve as the basis for determining completion of a course.

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Revisions drafted 1995 and '96, approved by board April 1996; reviewed and re-approved 1-15-01; amended 12/15/02. Amended 9/17/12 Amended 3/16/15

Cross-reference: policy 2017, 3112.

### 3131A High School Graduation Requirements

Candidates for graduation must satisfy the following requirements:  
Beginning with the Class of 2021: twenty-two (22) recognized high school credits, including the following:

- 4 credits of English
- 2 credits of science
- 2 credits of mathematics
- 3 credits of social studies
- 2 credits of health enhancement earned in two separate years
- 1 credit of computer applications or substitution approved by the administration
- 1 credit of fine arts
- 1 credit of vocational/practical arts
- 1 credit of Business Essentials or JMG (*Students are exempted from this credit requirement if they have met MUS rigorous core requirements by the completion of their junior year.*)

Courses may include correspondence and/or university credits if there has been prior approval from the high school principal. (see Policy 2017) Rules, definitions, credit values of courses, and other matters related to graduation and/or curriculum standards shall be drafted by the high school principal in consultation with the teaching staff and superintendent, and submitted to the board of trustees for approval.

Only the board of trustees can waive or alter graduation requirements. However, the principal, upon notifying the board, may waive or substitute certain courses for credit.

Students who re-enroll, or students who take more than four years to graduate, will meet graduation requirements established by the most current policy. Students who have not met the graduation requirements will not be allowed to participate in the graduation ceremony.

A student with a disabling condition will satisfy those competency requirements incorporated into the individualized education program (IEP). Satisfactory completion of the objectives incorporated in the IEP will serve as the basis for determining completion of a course.

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Revisions drafted 1995 and '96, approved by board April 1996; reviewed and re-approved 1-15-01; amended 12/15/02. Amended 9/17/12 Amended 3/16/15  
Amended 3/18/19

Cross-reference: policy 2017, 3112.

### **3133 Chemical Use and Dependency by Students**

(See also Policy 5023)

Because school property is a drug-free zone, students are forbidden the use of alcohol, tobacco, or illegal drugs while in school, at school-sponsored events, or on school property. Student handbooks will reflect appropriate rules on this subject. Further, possession or use is a breach of law and may be dealt with through law enforcement officials as situations warrant.

However, recognizing its responsibility to intervene and prevent when possible, the board also requires school officials to provide programs or procedures which aid in prevention of student use or dependency, and provide means of intervention with students whose education or personal life is being affected by use or dependency.

### **Tobacco-Free Schools**

#### **1. PURPOSE AND GOALS**

**INTENT.** All students shall possess the knowledge and skills necessary to avoid all tobacco use, and school leaders shall actively discourage all use of tobacco products by students, staff, and school visitors. To achieve these ends, district leaders prepare, adopt, and implement a comprehensive plan to prevent use that includes:

- A sequential educational program to prevent tobacco use that is integrated within the school health education curriculum; that is aimed at influencing students' attitudes, skills, and behaviors; and that is taught by well-prepared and well-supported staff;
- Establishment and strict enforcement of completely tobacco-free school environments at all times;
- Prohibition of tobacco advertising;
- Appropriate counseling services and/or referrals for students and staff to help them overcome tobacco addiction;
- Cooperation with community-wide efforts to prevent tobacco use;
- Strategies to involve family members in program development and implementation.

**NOTE:** The district is not responsible for any costs for counseling or cessation services and/or referrals to counseling or cessation services to help students or staff overcome tobacco addiction.

**RATIONALE.** Cigarette smoking is considered the chief preventable cause of premature disease and death in the United States. Schools have a responsibility to help prevent tobacco use for the sake of students' and staff members' health and the well-being of their families. Research conclusively proves that regular use of tobacco is ultimately harmful to every user's health, directly causing cancer, respiratory and cardiovascular diseases, adverse pregnancy outcomes, and premature death' and second-hand smoke is a threat to personal health of everyone, especially persons with



asthma and other respiratory problems.

**DEFINITION.** For the purposes of this policy “tobacco” is defined to include any lighted or unlighted cigarette, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

## **2. TOBACCO-FREE ENVIROMNENTS**

**TOBACCO USE PROHIBITED.** No student, staff member, school visitor or person/group using or renting school property is permitted to smoke, dip, or chew tobacco at any time, including non-school hours, on school property. This includes any building, facility, or vehicle owned, leased, rented, or chartered by the district; school grounds, athletic grounds, or parking lots; or any school-sponsored event(s) off campus. In addition, no student is permitted to possess a tobacco product.

**TOBACCO PROMOTION PROHIBITED.** Tobacco promotional items, including clothing, bags, lighter, and other personal articles, are not permitted on school grounds, in school vehicles, or at school-sponsored events. Tobacco advertising is prohibited in all school-sponsored publications and at all school-sponsored events. The use of curricular materials from tobacco companies is prohibited.

**TOBACCO LAW ENFORCEMENT.** School authorities shall consult with local law enforcement agencies to explore community-base strategies to enforce laws that prohibit the possession of tobacco by minors within the immediate proximity of school grounds.

**NOTICE.** The district shall notify student, families, education personnel, and school visitors of the tobacco-free policy through such means as handbooks and newsletters, on posted notices or signs at every school entrance and other appropriate locations, and by other efficient means. To the extent possible, schools and districts will make use of local media to publicize the policies and help influence community norms about tobacco use.

**POLCIY ENFORCEMENT.** Violation of this policy by students will be subject to actions outlined in the student discipline policy. Violation of this policy by visitors will be subject to local board determination. Any tobacco product found in the possession of a minor student shall be confiscated by staff and discarded after checking with the building Principal.

## **3. TOBACCO-USE PREVENTION EDUCATION**

**INSTRUCTIONAL PROGRAM DESIGN.** Tobacco-use prevention education shall be integrated within the Health Enhancement program and be taught at every grade level,

pre-kindergarten, through twelfth grade. The educational program shall be based on theories and methods that have been proven by published research and consistent with the state's/district's/school's Health Enhancement standards/guidelines/framework.

**STAFF PREPARATION.** Staff responsible for teaching tobacco-use prevention shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program as planned. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and skill practice in effective instructional techniques and strategies for presenting problem-specific activities.

**EDUCATION REINFORCEMENT.** Tobacco-use prevention education shall be closely coordinated with other components of the school health program. Tobacco-use prevention concepts shall also be integrated into the instruction of other subject areas to the greatest extent possible.

To send consistent messages to students and their families, school instructional staff shall collaborate with agencies and groups that conduct tobacco-use prevention education in the community. Guest speakers invited to address students shall receive appropriate orientation to the relevant policies of the school/district.

#### **4. ASSISTANCE TO OVECOME TOBACCO ADDICTION**

**PROGRAM AVAILABILITY.** The school health program may make referrals to community resources and programs to help students and staff to overcome tobacco addiction. School counselors or community agencies are encouraged to establish voluntary tobacco-use cessation programs at school.

**NOTE:** The district is not responsible for any costs for counseling or cessation services and/or referrals to counseling or cessation service to help students or staff overcome tobacco addiction.

Funding for such programs will come first from outside sources such as Drug-Free Schools grants, and second, from the district's general fund.

Revised and adopted February 21, 1995.

Revised 2/20/07

### **3134 Missing School Children**

#### **Responsibility of the School District:**

It shall be the responsibility of the school district or designee to distribute the list of missing school children provided by the State Superintendent of Public Instruction to each school building within the district. This list will be placed on an appropriate bulletin board accessible to faculty members and other staff members.

In the event staff members suspect that a missing child is enrolled in the school, they shall notify the appropriate building principal and/or district superintendent immediately. The district superintendent shall notify the county attorney's office and the sheriff's department.

#### **Responsibility of Parent/Guardian:**

Parents, guardians, or legal custodians of school children must report the following information to the building principal:

1. In the event the child will be absent from school, the parent shall report that absence to the building principal and/or designee.
2. The parent shall report the absence of the child every day the child is absent from school.
3. Parents, guardians, or legal custodians will provide a telephone number where they may be contacted in the event of an emergency or when the child is absent from school.
4. In the event the parent does not maintain a home telephone, he/she shall provide an alternative telephone number where he/she may be contacted if the child is absent.

#### **Responsibility of Building Principal or Designee:**

When a parent, guardian, or legal custodian notifies a school that a child will be absent from school, the building principal and/or designee shall log the date and person from whom the call came.

In the event a parent, guardian, or legal custodian fails to notify the school of the child's absence, the building principal and/or designee shall attempt to contact the parent, guardian, or legal custodian by the end of the school day as follows:

1. The principal or designee will attempt to telephone the parent, guardian, or legal custodian at the residential or alternative telephone number provided under #3 or #4 above.
2. If the school official is unable to make telephone contact with the parent, guardian or legal custodian, after EACH school day he/she shall mail a written notice to the parent, guardian, or legal custodian indicating the child's absence from school on those dates.
3. If the school official suspects foul play, he/she shall immediately notify the district superintendent and/or appropriate law enforcement agency.
4. If a child is present for only part of a school day and if the parent has not reported that partial-day absence, the school official shall follow the procedure outlined as if the child were absent from school the entire day.
5. In the event a school official cannot determine the appropriate procedure in a particular case, he/she shall notify the building principal and, in turn, the district

superintendent who may consult with the district's legal adviser and/or county attorney for direction.

Legal References: MCA 4-2-503, 506, 507, 511

### **3135 Student Services**

The sale of school student activity tickets is restricted to students who are registered in Plains Public Schools.

With the exception of pre-school age children who have been determined to be in need of special services through the school psychologist, speech therapist, and special education teacher, all school services and activities will be restricted to students registered in the Plains Public Schools.

Exceptions shall be made as mandated by federal law primarily in the area of Chapter I and Chapter II of the Elementary and Secondary Education Act.

### **3136 Conditions for Attendance/Participation by Home-School Students**

Federal law requires the district to notify home-school parents annually of their children's right to participate in programs which receive federal dollars. This includes Special Education, and Title I, as well as vocational/technical programs when such programs receive federal aid. The district intends to comply with this participation requirement except in the case where enrollment of home-schooled students would displace the district's own enrolled students in a specific class.

Participation in extracurricular and/or co-curricular activities is a privilege and not a right. Students who wish to participate in extracurricular and/or co-curricular opportunities made available by the School District must be willing to accept the responsibilities, as well as the benefits that are associated with extracurricular and co-curricular activities.

Extracurricular and/or co-curricular activities provided by the district are open only to full-time enrolled students. Full-time enrollment for extracurricular and/or co-curricular activities is defined as the following:

- Students must be enrolled for a minimum of six (6) classes per semester.
- Two of these classes must be from the district's current core curriculum (history, math, science, or English)
- Only two (2) of the classes may be on-line classes.
- MDA classes may not supplant current district class offerings.

The Principal may modify a student's extracurricular and/or co-curricular enrollment status on a case by case basis if deemed necessary by the principal.

Amended: 7/20/11

### **3137 Enrollment by Non-Resident Students**

The district encourages non-resident students to enroll in the school(s) available in the district of residence. However, Plains will accept non-resident students under the following conditions:

1. A school representative from the student's resident district participates in the formation of the student's Individual Education Plan (IEP) for students in need of special education services.

2. When special education services required for a student, as determined by the student's IEP, are in excess of services available in Plains School District, the district of the student's residence will be billed for additional costs associated with those services. The additional service will become a contractual obligation for the district of residence.

Revised and adopted 9/9/91

### **3138 Student Transfers**

Plains School will admit students transferring from non-state accredited or home schools, either from within or outside District boundaries. Students transferring from non-state accredited schools may be subject to the following upon admission to determine grade placement as deemed necessary by the administration:

- scholastic tests,

- other tests or series of tests deemed appropriate by the administration,
- study team, consisting of the principal, a guidance counselor, a certified teacher, and a parent or guardian.

The final determination for grade placement will be made by the principal.

Credit for high school courses taken by correspondence from a non-state accredited school will be considered on a course by course basis. Recommendations will be made to the Board of Trustees by the high school principal in consultation with the teaching staff. The final decision will be made by the Board of Trustees.

### **3139 Extracurricular Activities Drug Testing Policy**

The District has a strong commitment to the health, safety, and welfare of its students. Results of studies throughout the United States indicate that education alone, as a preventative measure, is not effective in combating substance abuse. Our commitment to maintaining the extracurricular activities in the District as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

#### **Definitions**

**Drug:** Any substance considered illegal under federal, state or local statute controlled by the Food and Drug Administration.

**Extracurricular Participant:** Any student participating in extracurricular activities under the control and jurisdiction of the Plains School District and/or the Montana High School Association (MHSA).

**Sport Season:** Fall, Winter, and Spring seasons begin on the first day of practice allowed by the MHSA and end the day prior to the beginning date of practice for the next season.

**Extracurricular Activities:** The following activities that have a paid sponsor/coach: Athletics, Cheerleaders, Pep Band, Select Choir, Montana Career Association, Honor Society, Drama and Student Government.

#### **Purpose**

The drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while they have drug residues in their bodies, and it is the purpose of the program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free participation. No student shall be expelled or suspended from school as a result of any verified positive test conducted by his/her school under this program, other than as stated herein.

#### **Scope**

Participation in extracurricular activities is a privilege. This policy applies to all District students in grades 9-12 who wish to participate in extracurricular activities that are listed in the current student handbook and any other school-sponsored extracurricular activities not listed.

## Consent Form

It is **MANDATORY** that each student who participates in extracurricular activities must sign and return the Consent Form prior to participation in any extracurricular activity. Failure to comply will result in non-participation.

Each extracurricular participant shall be provided with the Consent Form, which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is agreeing to participate in the random drug-testing program at Plains High School.

## Testing Procedures for Urinalysis

1. The selection of participants to be tested will be done randomly by the principal/administrative designee, and selections will be made from time to time throughout the school year. Names will be drawn from one (1) large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing.
2. If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student.
3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid testes or outside influences.
4. Upon being selected for a urinalysis under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a follow-up test, a student will be required to provide a sample of fresh urine, according to the quality control standards and policy of the laboratory conducting the urinalysis. A person of the same gender will supervise the specimen collection.
5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to twenty-four (24) ounces of fluid. If still unable to produce a specimen within two (2) hours, the student will be taken to the principal's office and told that he/she is no longer eligible for any of the extracurricular activities. A refusal to provide a sample or the alteration or falsification of a specimen or test result will be treated as a resignation from all extracurricular activity programs for one calendar year.
6. There is a temperature strip on each of the specimen bottles, indicating the validity of the urine specimen. All specimens registering below 90.5 degrees Fahrenheit will be invalid. If this occurs, another specimen must be given by the student.



7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extracurricular activities for the remainder of the current school year. This will be reported to the parent/guardian.
8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time, date, and sign the pass.
9. The specimens will then be turned over to the testing laboratory, and each specimen may be tested for alcohol, nicotine, and street drugs (which may include all drugs listed as controlled substances under the laws of the State of Montana). Also, performance enhancing drugs, such as steroids may be tested.
10. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

#### Testing Procedures for Oral Screening (Saliva Test)

1. The selection of participants to be tested will be done randomly by the principal/administrative designee, and selections will be made from time to time throughout the school year. Names will be drawn from one (1) large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing.
2. If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student.
3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid testes or outside influences.
4. Upon being selected for an oral screening under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a follow-up test, a student will be required to provide a sample of fresh saliva, according to the quality control standards and policy of the laboratory supplying the screening device.
5. All students will remain under school supervision until they have produced an adequate specimen. If unable to produce a specimen, the student will be given up to

twenty-four (24) ounces of fluid. If still unable to produce a specimen within two (2) hours, the student will be taken to the principal's office and told that he/she is no longer eligible for any of the extracurricular activities. A refusal to provide a sample or the alteration or falsification of a specimen or test result will be treated as a resignation from all extracurricular activity programs for one calendar year.

6. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all extracurricular activities for one calendar year. This will be reported to the parent.

7. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time, date, and sign the pass.

8. If a screening shows a positive result, the screening device will be sent to the testing laboratory for verification.

### Chain of Custody

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain of custody. To maintain anonymity, the student's number, not name, will be used.

2. The principal/administrative designee will be responsible for escorting students to the collection site. The student will bring all materials with him/her to the collection site and will not be allowed to go to his/her locker. (The administrator should not bring all of the students drawn from the pool to the collection site simultaneously. Calling four (4) or five (5) students at a time allows the collections to be carried out quickly and will not cause the students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice).

3. Before the student's urine or saliva sample is tested by the laboratory, students will agree to fill out, sign, and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking prescription medication.

4a. For urinalysis, a sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.

4b. For the oral screening, the school nurse or the school resource officer will provide an oral screening device to the student and supervise the specimen collection. The nurse and/or resource officer, with the principal, will examine the results of the screening. If a

screening shows positive for any substance, the specimen and device will be sealed and sent to the laboratory for verification.

5. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again, to provide a fresh sample, but he/she will remain eligible for extracurricular activities subsequent to a retest.

6. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results to the principal/designee.

7. In order to maintain confidentiality, the urine or saliva specimen container to be tested, will have the student's random identification number on the container instead of the student's name. Also, the results sheet for the analysis will be mailed to the principal/designee; identified by the student's random identification numbers.

### Test Results

1. This program seeks to provide needed help for students who have a verified positive test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.

2. The principal/administrative designee will be notified of a student testing positive. The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information, which will be considered in determining whether a positive test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the same urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.

3. If the test is verified positive, the principal/administrative designee will meet with the student and his/her parent/guardian at the school. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact. A student will be prevented from participating in extracurricular activities until a negative drug test result is obtained. The student will be subject to the appropriate provisions of the Horsemen/Trotters Extracurricular Code for Tobacco, Drugs, and Alcohol.

### Self Referral

In accordance with this policy, a student may initiate a self referral under the following conditions:

1. A self referral may not occur on the day the student is to be randomly drug tested.

2. A student may self refer one time during his/her high school career.

3. A student must have never received a confirmed positive result from a drug test under this policy.

Immediately upon a self referral the student will be ineligible to participate in any extracurricular activities. A principal/parent conference will be required for the student to enroll in a six (6) week mandatory drug education program. This student will become eligible to participate in extracurricular activities after successful completion of the mandatory drug education program and written notification to the Superintendent/designee of a negative drug test from the laboratory selected by the Superintendent and approved by the Board, at the student's expense. Failure to enroll and complete the mandatory drug education program within the time period set by the Superintendent/designee will be treated as a confirmed positive result.

#### Financial Responsibility

1. Under this policy, the District will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial follow-up drug tests. (Once a student has a verified positive test result and has subsequently tested negative from a follow-up test, any future follow-up drug test that must be conducted will be paid for by the student or his/her parent/guardian).
2. A request, on appeal, for another test of a positive specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies are the financial responsibility of the student or his/her parent/guardian.

#### Confidentiality

Under this drug-testing program, any staff, coach, or sponsor of the District who may have knowledge of the results of a drug test will not divulge, to anyone, the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the District's commitment to confidentiality with regard to the program.

#### Other Rules

Apart from this drug-testing program, the Montana High School Association (MHSA) and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce these rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

#### Policy History

Adopted on: January 19, 2004, Revised 8/15/05, Revised 9/18/06

### **3140 Cell Phones and Other Electronic Equipment**

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. Students in grades 9-12 may also use such devices during the lunch period. These devices must be kept out of sight and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian and not the student. Repeated unauthorized use of such devices will result in disciplinary action.

Adopted: 11/21/05

### **3141 Communicable Diseases**

**Note:** For purposes of this policy, the term “communicable disease” refers to the diseases identified in 16.28.202, ARM, Reportable Diseases, with the exception of common colds and flu.

The District is required to provide educational services to all school-age children who reside within its boundaries. Attendance at school may be denied to any child diagnosed as having a communicable disease which could make the child’s attendance harmful to the welfare of other students. In the instance of diseases causing suppressed immunity, attendance may be denied to a child with suppressed immunity in order to protect the welfare of the child with suppressed immunity when others in the school have an infectious disease which, although not normally life threatening, could be life threatening to the child with suppressed immunity.

The Board recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. The District shall rely on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

Management of common communicable diseases will be in accordance with Montana Department of Health guidelines and communicable diseases control rules. A student who exhibits symptoms of a communicable disease which is readily transmitted in the school setting may be temporarily excluded from school attendance.

Students who complain of illness at school may be referred to the school nurse or other responsible person designated by the Board and may be sent home as soon as the parent or person designated on the student’s emergency medical authorization form has been notified.

The District reserves the right to require a statement from the student’s primary care provider authorizing the student’s return to school. In all proceedings related to this policy, the District shall respect the student’s right to privacy.

When information is received by a staff member or volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify the school nurse or other responsible person designated by the Board to determine appropriate measures to protect student and staff health and safety. The school nurse or other responsible person designated by the Board, after consultation with and on the advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student’s condition.

Only those persons with direct responsibility for the care of the student or for determining appropriate educational accommodation will be informed of the specific nature of the condition, if it is determined there is a need for such individuals to know this information.

Parents of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular student who has the disease.

## HEAD LICE

Plains Public School maintains a “no nit” policy. This means that anyone found to have a live louse or evidence of lice through the presence of nits in their hair will not be permitted to remain in the classroom.

- The school nurse will conduct periodic classroom screenings to detect the presence of head lice in the school.
- If a child is found to have a case of head lice, their parent/guardian will be contacted to come and pick them up.
- All children in a classroom where head lice have been found will be sent home with a parent letter containing information about lice.
- More detailed information and instructions on how to eradicate lice in the home are available from the school nurse.

All children sent home for lice may return to school after they have been treated and all nits have been removed. Affected children must be checked by the school nurse for the presence of nits before being allowed back in the classroom.

- If the affected child is found to be nit free, he/she will be permitted to return to class.
- If the parent does not wish the nurse to check their child after a lice event, they have the option of having their child inspected by a doctor and bringing to school written confirmation from that doctor that their child has been treated with an anti-lice shampoo and is nit free.

Adopted: 2/20/06      Revised: 2/20/07

### **3142 Management of Sports Related Concussions**

The Plains Public Schools, District #1, recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. Therefore, all K-12 competitive sport athletic activities in the District will be identified by the administration.

Consistent with guidelines provided by the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, the National Federal of High School (NFHS) and the Montana High School Association (MHSA), the District will utilize procedures developed by the MHSA and other pertinent information to inform and educate coaches, athletic trainers, officials, youth athletes, and their parents and/or guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury. Resources are available on the Montana High School Association Sports Medicine page at [www.mhsa.org](http://www.mhsa.org), U.S. Department of Health and Human Services page at [www.hhs.gov](http://www.hhs.gov), and the Centers for Disease and Prevention page at [www.cdc.gov/concussion/sports.index.html](http://www.cdc.gov/concussion/sports.index.html).

Annually, the District will distribute a head injury and concussion information and sign-off sheet to all parents/guardians of student athletes in competitive sport activities prior to the student athlete's initial practice or competition.

All coaches, athletic trainers, officials, including volunteers participating in organized youth athletic activities, shall complete the training program at least once each school year as required in the District procedure. Additionally, all coaches, athletic trainers, officials, including volunteers participating in organized youth athletic activities will comply with all procedures for the management of head injuries and concussions.

District Management of Sports Related Concussions Procedure:

A. Athletic Director or Administrator in Charge of Athletic Duties:

1. Updating: Each spring, the athletic director, or the administrator in charge of athletics if there is no athletic director, shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the MHSA or the MHSA Web site, U.S. DPHHS, and CDCP web site. If there are any updated procedures, they will be adopted and used for the upcoming school year.
2. Identified Sports: Identified sports include all organized youth athletic activity sponsored by the school or school district.

B. Training: All coaches, athletic trainers, and officials, including volunteers shall undergo training in head injury and concussion management at least once each school year by one of the following means: (1) through viewing the MHSA sport-specific rules clinic; (2) through viewing the MHSA concussion clinic found on the MHSA Sports Medicine page at [www.mhsa.org](http://www.mhsa.org); or by the district inviting the participation of appropriate advocacy groups and appropriate sports governing bodies to facilitate the training requirements.

C. Parent Information Sheet: On a yearly basis, a concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent and/or guardian



prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet which allows students to participate in extracurricular athletics and should include resources found on the MHSA Sports Medicine page at [www.mhsa.org](http://www.mhsa.org), U.S. DPHHS, and CDCP websites.

D. Responsibility: An athletic trainer, coach, or official shall immediately remove from play, practice, tryouts, training exercises, preparation for an athletic game, or sport camp a student-athlete who is suspected of sustaining a concussion or head injury or other serious injury.

E. Return to Play After Concussion or Head Injury: In accordance with MHSA Return to Play Rules and Regulations and The Dylan Steigers Protection of Youth Athletes Act a student athlete who has been removed from play, practice, tryouts, training exercises, preparation for an athletic game, or sport camp may not return until the athlete is cleared by a licensed health care professional (registered, licensed, certified, or otherwise statutorily recognized health care professional). The health care provider may be a volunteer.

Adopted on: December 15, 2014

### **3143 District-Provided Access to Electronic Information, Services, and Networks**

The District makes Internet access and interconnected computer systems available to District students and faculty. The District provides electronic networks, including access to the Internet, as part of its instructional program and to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District expects all students to take responsibility for appropriate and lawful use of this access, including good behavior on-line. The District may withdraw student access to its network and to the Internet when any misuse occurs. District teachers and other staff will make reasonable efforts to supervise use of network and Internet access; however, student cooperation is vital in exercising and promoting responsible use of this access.

#### **Curriculum**

Use of District electronic networks will be consistent with the curriculum adopted by the District, as well as with varied instructional needs, learning styles, abilities, and developmental levels of students, and will comply with selection criteria for instructional materials and library materials. Staff members may use the Internet throughout the curriculum, consistent with the District's educational goals.

#### **Acceptable Uses**

1. Educational Purposes Only. All use of the District's electronic network must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.
2. Unacceptable Uses of Network. The following are considered unacceptable uses and constitute a violation of this policy:
  - A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
  - B. Uses that cause harm to others or damage to their property, including but not limited to some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, or other harmful form of programming or vandalism; participating

in “hacking” activities or any form of unauthorized access to other computers, networks, or other information.

- C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
- D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.

### **Warranties/Indemnification**

The District makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Any user is fully responsible to the District and will indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by a user. The District expects a user or, if a user is a minor, a user’s parents or legal guardian to cooperate with the District in the event of its initiating an investigation of a user’s use of access to its computer network and the Internet.

### **Violations**

Violation of this policy will result in a loss of access and may result in other disciplinary or legal action. The principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with that decision being final.

### **STUDENTS**

All use of electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication.

These

procedures do not attempt to state all required or proscribed behaviors by users.

However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

### **Terms and Conditions**

1. Acceptable Use – Access to the District’s electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges – The use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or principal) will make all decisions regarding whether

or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.

3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another, without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
  - a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.
10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
  - a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
  - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e. Student work may only be published if there is written permission from both the parent/guardian and the student.

### **Internet Safety**

1. Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.

3. Each staff/student computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and determined by the Superintendent or designee.
4. The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.
5. The system administrator and principal shall monitor student Internet access.

Legal Reference: Children's Internet Protection Act, P.L. 106-554 33  
Broadband Data Services Improvement Act/Protecting Children in  
the 21<sup>st</sup> Century Act of 2008 (P.L. 110-385)  
20 U.S.C. § 6801, et seq. Language instruction for limited English  
proficient and immigrant students

Adopted on: 5/21/18

## **3144 Pupil Online Personal Information Protection**

### Compliance

The School District will comply with the Montana Pupil Online Personal Information Protection Act. The School District shall execute written agreements with operators who provide online applications for students and employees in the school district. The School District will execute written agreements with third parties who provide digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of pupil records. The written agreements will require operators and third parties to the School District for K-12 purposes or the delivery of student or educational services to comply with Montana and federal law regarding protected student information. All pupil records accessed by the operator or third party during the term of the agreement or delivery of service to the application will continue to be the property of and under the control of the school district.

### Operators of Online Applications

Operators providing online applications to the School District shall not target advertising to students, sell student information, or otherwise misuse student information. Operators shall not use information to amass a profile about a pupil, except in furtherance of K-12 school purposes. Operators shall not sell a pupil's information, including protected information unless authorized by law. Operators shall not disclose protected information unless the disclosure is made in accordance with School District policy, state or federal law, or with parent consent. Operators shall implement and maintain reasonable security procedures and practices appropriate to the nature of the protected information and safeguard that information from unauthorized access, destruction, use, modification, or disclosure. Operators shall delete a pupil's protected information if the school or district requests the deletion of data under the control of the school or district.

### Third Parties Providing Software and Services

Third parties providing digital education software and services to the School District shall certify that pupil records will not be retained or available to the third party upon completion of the terms of the agreement. Furthermore, third parties shall not use any information in pupil records for any purpose other than those required or specifically permitted by the agreement with the operator. Third parties shall not use personally identifiable information in pupil records to engage in targeted advertising.

Third parties providing digital education software and services to the School District shall provide a description of the means by which pupils may retain possession and control of their own pupil-generated content. Third parties shall provide a description of the procedures by which a parent, legal guardian, or eligible pupil may review personally identifiable information in the pupil's records and correct erroneous information. Third parties shall provide a description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of pupil records. Third parties shall provide a description of the procedures for notifying the affected parent, legal guardian,

or pupil if 18 years of age or older in the event of an unauthorized disclosure of the pupil's records;

Failure to Comply and Legal Review

An operator's or third party's failure to honor the law, agreement or School District policy will result in termination of services. The School District will report any operator who fails to honor the law to the appropriate authorities for criminal prosecution.

All contracts and agreements executed under this agreement will be reviewed by the School District's legal counsel.

Legal Reference:      Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34  
                                 C.F.R. 99  
                                 Montana Pupil Online Personal Information Protection Act, Title  
                                 20, chapter 7, part 13, MCA

Policy History:

Adopted on: 3-25-2020



**Section 4000:  
Community Relations**

#### **4010 Public Information Program**

The district shall strive to maintain effective two-way communication channels with the public. Such channels shall enable the board and staff to interpret the schools' needs to the community and provide a means for citizens to express their needs and expectations to the board and staff.

The superintendent shall establish and maintain a communication process within the school system and between it and the community. Such a public information program shall provide for news releases at appropriate times, arrange for news media coverage of district programs and events, provide for regular direct communications between individual schools and the patrons they serve and assist staff in improving their skill and understanding in communicating with the public.

Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses and other such events or activities which may bring staff and citizens together. At times board meetings may be scheduled so that residents may express their particular desires to the board. Survey instruments and/or questionnaires may be developed in order to gain a broad perspective of community opinion.

The board is a nonpartisan public body and as such shall not endorse political candidates. Neither staff nor students shall be asked to disseminate candidate's campaign materials from the schools nor shall any of the district's facilities or communications services be used to disseminate such material.

The superintendent shall identify staff who have significant public information responsibilities and establish guidelines for their work. The guidelines shall address such matters as authority for making releases and the nature and content of bulletins to parents.

Principals are encouraged to initiate media coverage of their school programs and activities. The superintendent shall authorize the release of information when the topic being covered involves more than one building. The following guidelines relate to the public information program:

1. Media representatives shall be supplied factual information with the request that they not publish or broadcast any facts which are injurious to staff or students or which would serve no constructive purpose.

2. Media representatives should be kept fully informed on all aspects of the program so that any reporting shall be done on the basis of a complete and accurate overview.

3. Any photograph which is of a controversial nature or which might invade an individual's right of privacy should not be sanctioned. A release form should be completed before a student is interviewed or photographed.

4. Media representatives may attend school functions to which the public is invited.

5. During regular school hours, all media representatives must report to the building office for identification and authorization before going to any part of the building or contacting any individual.

6. Media representatives must have authorization from the principal to cover activities to which the public is not invited.

## **4011 Parental Involvement Policy**

### **PART I. GENERAL EXPECTATIONS**

The Plains School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

## **PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. The Plains School District will have at least one parent of a Title I student participate in the planning of the parental involvement plan under section 1112 of the ESEA.
2. The Plains School District will have at least one parent of a Title I student involved in the process of school review and improvement under section 1116 of the ESEA.
3. The Plains School District will provide the necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
4. The Plains School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under Title II and Title V by meeting at least once a year with a school wide committee including at least one parent representative and staff representatives from all departments.
5. The Plains School District will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
6. The Plains School District will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve

student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators

B. The school district will provide materials and training to help parents work with their children to improve their children's academic achievement.

C. The school district will, with the assistance of parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities in Titles I, II, and V.

E. The school district will ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

Adopted: 6/21/04

#### **4012 Citizens' Advisory Committees**

The board may appoint a citizens' advisory committee as is necessary to establish interaction with the community about selected issues. The committee shall study school matters and submit their findings and recommendations to the superintendent and/or board. This committee shall be formed by authorization of the board. Such authorization shall include a description of the responsibilities and reporting relationships and shall specify the duration of the committee's existence.

The following guidelines have been prepared to assist an ad hoc citizens' advisory committee:

1. A specific charge or assignment shall be made to the committee.
2. The board shall appoint a committee member based upon the person's interest and the board's judgment of the individual's potential contribution to the accomplishment of the committee's task.
3. The committee shall be advisory only. The board does not and, under the law cannot, relinquish its decision-making responsibilities.
4. The committee shall make periodic progress reports to the board; such interim reports as well as the committee's final findings and recommendations shall become matters of public record by virtue of their presentation to the board in a public board meeting.
5. Minority recommendations, as well as those of the majority, shall be welcomed by the board.
6. The duration of the committee shall be indicated when it is established. The board may authorize the committee to continue its work beyond the original termination date.
7. Staff consultants and other resource assistance shall be made available. The committee may elect to request advice or opinions from others as well, including representative citizens of the community.
8. Committee meeting guidelines are as follows:
  - The frequency of meetings, meeting times, meeting places and the nature of the meeting announcements shall normally be determined by the committee.
  - The committee may invite public attendance if it feels such attendance shall facilitate the accomplishment of its goals.
  - The committee shall develop meeting procedures which shall assist in the orderly pursuit of its task.
9. Expenses of the committee may be allowed if authorized in advance.
10. Appointment of the committee chairman shall be the prerogative of the board.
11. By agreeing to serve on the committee, a person indicates his/her willingness to comply with the board's guidelines for an ad hoc citizens' advisory committee and with specific guidelines and procedures developed for the committee.

#### **4013 Complaints Concerning Staff or Programs**

Constructive criticism can be helpful to the district. At the same time, the board has confidence in its staff and programs and shall act to protect them from unwarranted criticism or disruptive interference. Complaints received by the board or a board member shall be referred to the superintendent for investigation.

Most complaints can be resolved by informal discussions between the citizen and the staff member. Should the matter not be resolved, the principal shall attempt to resolve the issue through a conference with the citizen and the staff member.

The following procedures apply to the processing of a complaint which cannot be resolved in the manner described above:

1. If the problem is not satisfactorily resolved at the building level, the citizen should file a written complaint which describes the problem, and a suggested solution. The superintendent should send copies to the principal and staff member.
2. The staff members shall respond to the superintendent in writing or in person.
3. The superintendent shall then attempt to resolve the matter through a conference with the citizen, staff member, and principal.
4. If the matter is still not resolved, the superintendent shall present the issue to the board. If the complaint is against a staff member, the complaint shall be handled in executive session in the presence of the staff member. The board shall attempt to make a final resolution of the matter. Any formal actions by the board must take place at an open meeting. If such action may adversely affect the contract status of the staff member, the board shall give written notice to the staff member of his/her rights to a hearing.

#### **4014 Community Schools' Program**

As a method of extending educational opportunities to the entire community through a fuller utilization of school facilities, a community schools' program may be established to provide adult education, adult basic education and public recreation. The program shall be financed by federal, state and local funds available for this purpose. The use of school facilities for these purposes shall be secondary.

#### **4015 Relations with Law Enforcement Agencies**

A law enforcement officer shall contact the principal upon entering a school building.

An officer may request and be granted such student information as address, telephone number, parents' names, date of birth and attendance information. Information contained in the student's cumulative folder and any supplementary records shall be available for inspection on evidence that a student is the subject of an investigation for a specific offense. The district shall release records when presented with a subpoena or court order. The district may release records to a law enforcement officer without a subpoena provided that a responsible effort is made to notify the parent in advance of releasing the information.

While the district encourages interrogations of students to take place off school premises, the principal shall permit a law enforcement officer to conduct any necessary questioning. The principal shall cooperate with the officer while he/she is conducting necessary investigations. The officer shall advise and afford a student the same legal rights as an adult.

If a student is under twelve years of age, the school shall require a parental waiver before allowing the interrogation to take place.

An officer is not required to have a warrant in order for the school to release the student into law enforcement custody. In the event a student is taken into custody by a law enforcement officer, the school will immediately notify the parent or guardian.

#### **4016 Relations with Child Protective Agencies**

A child protective services worker shall contact the principal upon entering a school building.

A child protective worker may request and be granted such information as address, telephone number, parents' names, date of birth and attendance information. Information contained in the student's cumulative folder and any supplementary records shall be available for inspection on evidence that a student is a ward of the state or that the student is the subject of an investigation involving child abuse or neglect.

While the district encourages interviews of a student to take place off school premises, the principal shall permit a child protective worker to conduct any questioning when child abuse or neglect is involved. The principal and school staff shall cooperate fully during such investigations. Interviews shall be conducted in the presence of a professional staff member.

A child protective worker is required to have a warrant in order for the school to release custody of the student. However, if the child protective worker is accompanied by a law enforcement officer, no warrant shall be required. In the event a student is taken into custody, the school shall duly notify the parent or guardian.



#### **4017 Cooperative Programs with Other Districts and Public Agencies**

Whenever it appears to the economic, administrative and educational advantage of the district to participate in cooperative programs with other units of local government, the superintendent shall prepare and present for the board's consideration an analysis of each cooperative proposal.

Cooperative agreements shall comply with the requirements of the Interlocal Cooperation Act, with assurances that all parties to the agreement have the legal authority to engage in the activities contemplated by the agreement.

#### **4018 Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events**

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event may be ejected from the event the person is attending and/or denied admission to school events for up to a year, after a Board hearing. Examples of unsportsmanlike conduct include, but are not limited to:

- I. using vulgar or obscene language or gestures;
- II. possessing or being under the influence of any alcoholic beverage or illegal substance;
- III. possessing a weapon;
- IV. fighting or otherwise striking or threatening another person;
- V. failing to obey the instructions of a security officer or school district employee; and
- VI. engaging in any activity which is illegal or disruptive.

The Superintendent may seek to deny future admission to any person, by delivering or mailing a notice, sent by certified mail with return receipt requested, containing:

- I. The date, time, and place of a Board hearing;
- II. A description of the unsportsmanlike conduct;
- III. The proposed time period that admission to school events will be denied.

Legal Reference:       § 20-1-206, MCA       Disturbance of school – penalty  
                              § 20-4-303, MCA       Abuse of teachers  
                              § 45-8-101, MCA       Disorderly conduct

Adopted on: 1/16/06

**Section 5000:  
Personnel**

## **5010 General Employment Policies** (see also policy 3128)

### A. Goals:

In order to promote the effectiveness of the district's programs, it is the policy of the district to employ the most highly-qualified staff in the judgement of the board of trustees, and to provide professional development opportunities for that staff. Further, it is the intent of the district to provide the best possible working conditions within the district's resources, since employees who gain personal and professional satisfaction from their duties will make the fullest contribution to education.

### B. Affirmative Action and Non-discrimination:

The district shall provide equal employment opportunities and treatment for all applicants and employees, without regard to race, creed, color, national origin, age, sex, marital status, on non-job-related handicaps of a physical, sensory, or mental nature, except as such handicaps cannot be circumvented by reasonable accommodations.

The district is committed to affirmative action in employment, including review of programs, setting of goals, and implementing of corrective employment procedures where needed.

### C. Responsibilities:

The board has the legal responsibility of employing all staff, but assigns responsibility for recruitment and screening to the superintendent. The superintendent will recommend potential employees to the board, but such recommendations must be affirmed by a majority vote of the trustees.

The superintendent may recommend new or additional certified or classified positions within the budgets set by the board, but positions are established only by the board. When recommending positions, the superintendent shall prepare a job description with appropriate title, as well as a list of desired competencies and other qualifications needed.

The superintendent is also responsible for screening procedures for all applicants.

In the event an authorized position must be filled before the board can take action, the superintendent has the authority to fill the position with a temporary employee. The board will act on the superintendent's recommendation to fill the vacancy at the next regular meeting.

### D. Recognition of Bargaining Units:

It is the policy of the board to negotiate with and sign contracts with the duly authorized employee organizations.

(item D first adopted March '94)

Revised and re-adopted 1-15-01

## **5011 Specific Employment Procedures**

### A. Screening:

In the employment of teachers, the school principal will be part of whatever screening process is used. When possible, trustees will be involved in final screening and selection. All interview committees will include one or two board members. This means that interviews are subject to the open meeting laws and must be posted in advance as public meetings. However, it does not mean that anyone outside the committee would have a part in the interviews. Neither will any member of the public have access to application materials or background checks for any applicants.

Supervisors of classified personnel, and head coaches and/or athletic director, will be involved whenever possible in screening and interviewing applicants. It is expected that different positions may require different screening procedures.

The district reserves the right to conduct background checks on prospective employees, including the use of fingerprinting, and the right to terminate employment if such checks determine convictions or other legal problems which may affect the district's functions, and which had not been disclosed to the district during screening procedures.

### B. Interviewing and Hiring:

1. The district does not receive or accept applications unless a vacancy exists.
2. A job description will be available for each position.
3. Vacancies, including extra-curriculars, will be advertised in the local newspaper and, when deemed appropriate by board or superintendent, in a regional newspaper and/or professional placement services. (see applicable bargaining agreement for contractual rights due to district employees regarding vacancies).
4. Applicants will submit the following before the closing date:
  - appropriate district application form
  - letter of application and resume when requested
  - transcripts, certificates, or licenses appropriate to the position
5. Interview committees, including those for extra-curricular positions, will include board member(s), if possible.
6. All head coaches will be recommended for re-hire/non-renewal by the Athletic Director's evaluation at the end of each coaching season. The recommendation will be submitted through the administration to the board for approval. Incumbent head coaches must submit an acceptance form for the next season when recommended. Approval by the Board will void any need for advertising that position. Interim coaches will be required to re-apply for the position at the end of the current season. If new hires are required, procedures B. 1-5 will be enacted. Those individuals approved by the Board for coaching positions will be offered a contract and be required to return it within 30 days. Individuals receiving contracts in June will be required to return it by June 30<sup>th</sup> of the current year. Unsigned contracts will be cause for re-opening the position(s) through advertising.
  - a. Head coaching positions will be processed through the application screening committee with recommendations made by the Superintendent to the Board for hiring.

- b. Head coach, AD, and Administration serve in the chain-of-command process to bring recommendations to the Board for hiring assistant coach positions.

C. Assignment, re-assignment, transfer:

Classified and certified staff shall be subject to assignment, re-assignment, and/or transfer of position and duties by the superintendent. Such actions will be according to law, policy, and pertinent bargaining agreement provisions.

Vacancies shall be published in-house (see bargaining agreements). The wishes of certified or classified staff members who voluntarily request re-assignment or transfer will be honored to the extent that such change does not conflict with the operational requirements and best interests of the district. Staff members who do not want to be transferred will be accommodated under the same considerations. Nothing in this policy shall prevent the re-assignment or transfer of a staff member during the school year.

Revised and re-adopted 1-15-01

Revised 11/17/03

Revised 4/19/04

Revised 9/18/06

Revised 7/20/09

#### D. Fingerprints and Criminal Background Investigations

It is the policy of the Board that any finalist initially recommended for hire after July 1, 2002 for a paid or volunteer position with the District involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency. All remaining volunteers, not having regular unsupervised access to students, are subject to recommendation for name-based and fingerprint criminal background investigations as determined by the Superintendent and recommended to the board for approval. Any offer of employment or appointment shall be contingent upon results of the fingerprint criminal background check, which must be acceptable to the Superintendent, or designee, in his/her sole discretion. The district will accept another agency's background investigation report provided it was conducted within the past twelve months.

The following applicants for employment, as a condition for employment, shall be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal or drug offenses:

- a certified teacher seeking full- or part-time employment within the District;
- an educational support personnel employee (including substitutes) seeking full- or part-time employment within the District;
- an employee of a person or firm holding a contract with the District, if the employee is assigned to the District and has REGULAR unsupervised access to students;
- a volunteer assigned within the District who has REGULAR unsupervised access to students.

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who shall decide whether the applicant shall be declared eligible for appointment or employment. Arrests resolved without conviction shall not be considered in the hiring process unless the charges are pending.

#### Legal Reference:

- |                 |  |
|-----------------|--|
| § 44-5-301, MCA | Dissemination of public criminal justice information   |
| § 44-5-302, MCA | Dissemination of criminal history record information that is not public criminal justice information |
| § 44-5-303, MCA | Dissemination of confidential criminal justice information   |
|                 | Public Law 105-251, Volunteers for Children Act  |

Adopted on: January 20, 2003, Revised on 10/18/04, Revised on 10/21/13

## **5012 Nondiscrimination/Section 504**

### A. General provisions:

This policy shall encompass all students and employees of the district, and consequently is listed under both student and employee divisions of the district policy handbook. Wherever appropriate, district procedures are augmented or guided by the current Montana OPI Guidelines for Educators: Section 504 manual, pertinent provisions of which are hereby adopted by reference.

The district shall provide equal educational opportunity and treatment for all students and employees without regard to race, creed, color, national origin, gender, marital status, or non-program-related physical, sensory, or mental handicaps.

The district will annually appoint one member of the staff to coordinate the compliance procedures (504 officer or coordinator). Staff and students will be notified of this appointment.

### B. Nondiscrimination in personnel procedures:

The district will make reasonable accommodations for handicapped employees unless such accommodation would impose an undue hardship upon the operation of the program. Employment screening procedures will not contain elements which might eliminate or otherwise discriminate against handicapped persons.

### C. Nondiscrimination in student procedures:

The district will make programs and activities accessible to handicapped persons within limits of law, physical facilities, and safety considerations. Using pertinent procedures of the OPI guidelines, individual evaluations and education plans will be carried out for any student believed to be handicapped. This includes appropriate parent notification of screening, placement or change of placement.

### D. Due process:

The following grievance procedure is hereby established.

1. Any employee or student who feels that he/she has been denied the protection of the regulations shall first discuss such violation with the proper administrative authorities.

2. If not satisfied with the decision of the administrators, they may then refer the matter in writing to the coordinator. the coordinator will within ten school days investigate the complaint by:

- a. Delivering a copy of the complaint to the proper administrator.
- b. The administrator must then submit an answer in writing to the coordinator within ten school days. Copies of this answer shall be submitted to the complainant by the administrator.
- c. The coordinator will then meet individually or collectively with the parties and attempt to mediate the complaint.
- d. The coordinator shall submit an opinion to the parties in writing within thirty days of the date of the initial complaint.

If the complaining party is not satisfied with the opinion of the coordinator, or if the administrator does not agree to comply with the opinion, the complainant may refer the matter to the board of trustees. Such a referral must be presented to the clerk of the school district in time to be considered in the next regular meeting. At their next regular meeting the board of trustees shall set a date for a hearing to be held within thirty school days from the board meeting.

Upon making the request to the board of trustees, the complainant shall provide each member of the board with copies of the complaint, the administrative answer, and the opinion of the coordinator.

The board of trustees shall consider the written briefs mentioned above and shall conduct a hearing following the generally accepted procedure for hearings within rules established by the board of trustees.

Within twenty days after the hearing, the board of trustees shall enter their decision. The decision will be reduced to writing with copies submitted to all parties.

Should the coordinator be a party to the complaint, the board of trustees shall appoint another person to serve in that capacity.

All parties are entitled to be represented by counsel throughout the appeal process, with the exception that during a closed hearing, the board of Trustees may dictate who will or will not be called for testimony before the board. Also, as per federal statute, at any point in the process the complainant may refer the matter to the Montana Human Rights Commission.

Copies of this policy will be given to all employees on an annual basis.

Adopted 11/18/02



### **5013 Family Medical Leave**

In accordance with provisions of the Family Medical Leave Act of 1993 (FMLA), a leave of absence of up to twelve (12) weeks during a twelve-(12)-month period may be granted to an eligible employee for the following reasons: 1) birth of a child; 2) placement of a child for adoption or foster care; 3) a serious health condition which makes the employee unable to perform functions of the job; or 4) to care for the employee's spouse, child, or parent with a serious health condition.

An employee is eligible to take FMLA leave, if the employee has been employed for at least twelve (12) months and has worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) months immediately prior to the date leave is requested and there have been at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year.

Employees will be required to use appropriate paid leave while on FMLA leave. Workers' compensation absences will be designated FMLA leave.

The Board has determined that the twelve-(12)-month period during which an employee may take FMLA leave is July 1 to June 30.

The Superintendent has discretion to require medical certification to determine initial or continued eligibility under FMLA, as well as fitness for duty.

Adopted on 11/15/04

## **5019 Substitute Employment**

The board authorizes the employment of a certificated substitute in the absence of a certificated staff member. In addition, the district may use a substitute in place of a regularly contracted staff member when enrollment uncertainties exist at the beginning of a school year, or when resignations of regular staff do not allow sufficient time for the district to employ an immediate replacement.

On either occasions the district shall employ a contracted staff person within a reasonable time.

The superintendent shall be responsible for establishing procedures by which teachers request substitutes and by which substitute teachers are assigned, employed and compensated.

Substitute teachers who have served for 30 full consecutive working days in the same assignment shall, from the 31st day of service on, be paid according to the regular salary schedule of certificated staff.

The board authorizes the employment of a classified substitute in the absence of a classified staff member when a program will be adversely affected by the regular staff member's absence and when a substitute can perform the duties without impairing the program. The superintendent is authorized to establish procedures relating to the use of substitute classified staff.

## **5020 Employee Job Descriptions and Evaluations**

Staff are subject to the policies of the district, provisions of staff agreements in effect, board of public education regulations, and other applicable state law.

The superintendent shall be responsible for developing administrative procedures to assure that staff know what is expected of them and how these expectations may be achieved.

In general, each staff member shall receive a job description that shall also serve as a foundation for evaluation. Job descriptions shall be reviewed and revised when appropriate.

Furthermore, teachers will be evaluated using forms and/or procedures specifically aimed at measuring teaching performance. Such forms and procedures may be proposed or changed by agreement between teachers and administration, but are in effect only after approval by the Board of Trustees.

Revision Adopted 3/15/94

## **5021 Classified Employment**

Classified personnel are employed under terms of pertinent state and federal laws, district policy, and collective bargaining agreements.

### ***Irregular Time Worked***

All additional time worked must be approved in writing in advance by the superintendent or his/her designee if the superintendent is unavailable. Classified employees are not to be at their place of work after regular work hours unless approved.

### **Definitions and Policy**

*Work Week:* For the purposes of determining overtime/comp time, a work week begins at 12:01 a.m. on Sunday and shall continue for the next seven days until Saturday at 12:00 midnight.

*Overtime:* Hours worked over 40 hours in a work week which will be paid at 1.5 times the employees hourly rate. Any work performed in excess of 40 hours in a work week must be approved by the superintendent, or his/her designee if the superintendent is unavailable, prior to the actual performance of additional hours. Overtime will be paid in place of earning compensatory time only in special cases when agreed upon in advance by the superintendent.

*Compensatory Time (Comp Time):* Hours worked over 40 hours in a work week which will earn leave time off with pay at 1.5 times the hours worked over 40. Any work performed in excess of 40 hours in a work week must be approved by the superintendent, or his/her designee if the superintendent is unavailable, prior to the actual performance of additional hours. Comp time will be credited at 1.5 hours for every hour worked over 40 in a work week. An employee may earn comp time up to a maximum of 240 hours. Comp time shall be kept by the business manager/clerk and use of such time shall be requested on the standard leave forms. As with all leave requests, the district reserves the right to deny unreasonable requests. Employees who do not work over the summer recess may be paid, at their option, for their unused comp time at the end of the school year. Upon termination, any unused comp time shall be paid at a cash rate equal to the employee's current rate of pay.

Adopted 2/25/02 for employees not covered by a union.

## **5022 Payroll: Insurance, 403(b) Plans, Retroactive Retirements**

### A. Insurance:

School District No.1 will, as required by law, afford personnel leaving the employ of the school district the opportunity to continue health insurance coverage under the following provisions:

1. To be eligible the employee must be covered by the insurance at the time of leaving school employ.
2. As per the law a decision to continue such coverage must be made by the employee within 60 days from the time they are notified that their employment will end or when they decide to leave the employment of the school and are notified that they are eligible to retain coverage.
3. The employee is responsible for the payment of all premiums on or before pay day for current school employees. Failure to pay the premium will result in cancellation of the insurance. Once canceled, no further coverage under the school plan is allowed. The district, The board of trustees, or their employees cannot be held liable for any payment of premiums should they not be received on or before the pay day for current school employees. The school district will not pay in lieu of the payment of any premium not received from the employee.

### B. 403(b) Plans:

The district will deduct specified amounts from salary payments for Section 403(b) plans under the Internal Revenue Service rules and regulations.

Deductions will be continued until canceled in writing by the employee. The school, in making the deduction, does not accept any liability for the 403(b) plans; the school's responsibility is specifically limited to making the deduction and forwarding the amounts as per the written instruction of the employee.

The district will contract the services of a third party administrator (TPA) to perform the administrative functions of 403(b) plans. The participant fee(s) charged by the district's TPA will be paid by the school for employees who have established 403(b) plans with the district as of 2/28/10. Upon termination, the participant fee(s) will be the responsibility of the terminated employee. The participant fee(s) charged by the district's TPA will be the responsibility of the employee for 403(b) plans established after 2/28/10 and will be withheld from his/her paycheck accordingly. In addition, an amount equal to five times the annual participant fee(s) will be withheld from the final paycheck for an employee terminating employment with the district regardless of the date of the 403(b) plan establishment. This amount will be reimbursed, less actual expenses incurred by the district, to the employee upon proof of zero balance(s) of their 403(b) account(s).

### C. 457 – Defined Contribution Plans:

The district will deduct specified amounts from salary payments for tax sheltered 457 plans purchased as Section 457 plans under the Internal Revenue Service rules and regulations.

Deductions will be continued until canceled in writing by the employee. The school, in making the deduction, does not accept any liability for the plans; the school's responsibility is specifically limited to making the deduction and forwarding the amounts as per the written instruction of the employee.

### D. Retroactive PERS payment claims:

In retroactive retirement payment claims to PERS, the district will pay the employer's portion of the claim, but no accrued interest.

Revised and re-adopted 1-15-01, 2-22-10

## **5023 Drug and Tobacco Free Workplace Policy**

(See also Policy 3133)

The Plains School Board believes that illegal drugs and alcohol in the workplace are a danger to everyone involved. They impair safety and health, promote crime, lower productivity and quality, and undermine public confidence in the job of educating children.

In accordance with federal law, Plains School District intends to support and enforce the Drug-free Workplace Act and the Drug-free Schools and Communities Act in order to provide an environment free of drugs. Therefore, the School Board prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the school workplace.

"Workplace" is defined as the site for the performance of work. This includes any place where work is performed, including a school building or other school premises; any school-owned vehicle, or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the School District.

"Controlled substance" is defined as any substance controlled under the rules, ordinances, statutes or laws of local, county, state, or federal governing agencies. The following are examples of controlled substances: alcohol, narcotics, hallucinogens, barbiturates, sedatives, tranquilizers, cannabis, stimulants, depressants, inhalants, cocaine, crack, and "designer drugs."

The District will inform employees about the dangers of drug abuse in the workplace. To assist an employee to overcome substance abuse, the District will offer information about community resources for assessment and treatment. The District may also offer medical benefits to medical insurance subscribers for substance abuse treatment. Further, the District supports all state and federal laws that might be applicable pertaining to drug abuse violations while committing itself to the exercise of appropriate due process.

All employees will be required, as a condition of continued employment within the district to:

- support the District's intent to maintain a drug-free environment.
- notify the superintendent of any drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

While bus drivers are not employees of the district, their approval by the Board is immediately withdrawn if they test positive for drug use. (See policy 8020.) Approval will be withheld until the Board is satisfied that all safety and legal requirements have been met. Any employee violating the above policy is subject to discipline, up to and including termination of employment.

Also, in accordance with the Pro-Children Act of 1994, and with the intention of maintaining a tobacco-free school environment, the Board of Trustees prohibits smoking within school buildings and on any property owned by the district. The general public will be given time to become aware of and comply with this policy.

Revised 01/16/96, Revised 2/20/07

## **5024 Sexual Harassment Policy**

The Board of Trustees forbids discrimination against any student, any employee, or any applicant for employment on the basis of sex. Further, the Board will not tolerate sexual harassment activity of or by students or district employees. This policy also applies to non-employee volunteers or any other persons who work subject to the control of school authorities. And, the Board will not tolerate actions which are of a non-sexual nature but which create an intimidating, hostile, or threatening atmosphere for students or employees. Provisions of this policy apply as appropriate to sexual or non-sexual situations.

### Definitions

#### A. Conduct of a sexual nature:

This may include, but is not limited to, verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments of a sexual nature regarding physical or personality characteristics; sexually oriented "kidding" or teasing; double entendres and sexually oriented jokes; and any conduct to which an employee or student would not be subjected but for such person's sex.

#### B. Unwelcome conduct of a sexual nature:

The Board of Trustees presumes that in general, any use of one's position of authority to apply direct or indirect coercion of a sexual nature is unwelcome. Specifically, any conduct of a sexual nature directed toward students by teachers or other school employees is unwelcome.

Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed person has indicated that it is unwelcome. However, a person who has initially welcomed such conduct by active participation must, in order for any such subsequent conduct to be deemed unwelcome, give specific notice to the alleged harasser that such conduct is no longer welcome.

#### C. Harassment:

The Board of Trustees presumes that harassment may also be defined as sexual intimidation, sexual coercion, or other similar semantic variations. Further, it is sexual harassment if:

1. submission to the conduct is made either an explicit or implicit condition of employment, award of grades, or other measures of student or employee achievement; or,
2. submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee, or any decision affecting a student; or
3. the conduct substantially interferes with an employee's or student's performance, or creates an intimidating, hostile, or offensive work or school environment; or
4. a manager or supervisor uses his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment; or



5. a non-administrative or non-supervisory employee subjects another such employee to unwelcome conduct of a sexual nature; or
6. any employee of the district subjects a student to any conduct of a sexual nature, including, but not limited to: unsolicited discussion of student sexual activities; pressure for dates or sex; love poems or letters; demeaning gender-based comments; words or actions of a sexual nature which make a student uncomfortable enough to change his/her preferred course of activity or travel.

#### Harassment Prohibited

All unwelcome sexual advances or activity by the above definitions is prohibited by this policy. Any Plains School employee who engages in such activity, or who knowingly tolerates such activity by other employees, shall be subject to sanctions as described below.

#### Reporting, Investigation, and Sanctions

It is the express policy of the Board of Trustees to encourage reporting of sexual harassment claims. This may be done through direct reporting or through the employee grievance procedure.

1. Employees are encouraged to report sexual harassment claims to the appropriate administrator and may choose to have another person in attendance when reporting at any level. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of authority.
2. Confidentiality will be maintained. However, during the course of due process, accused may demand to know/meet accuser(s).
3. Reprisals or retaliation will not be tolerated as a result of good-faith reporting of violations of this policy, and will themselves be considered offenses subject to sanctions as listed below.

In determining whether alleged conduct constitutes sexual harassment, the nature of the conduct, the context in which the conduct occurred, and the number of incidents will be investigated.

Any employee found to have engaged in sexual harassment shall be subject to sanctions including, but not limited to: warning or reprimand, suspension, or termination. In addition, conduct of a sexual nature directed from employee to student, shall be reported as child abuse for investigation by appropriate law enforcement authorities.

Revised and re-adopted 1-15-01.

### **5025 Hatch Act**

The Hatch Act prohibits partisan political activity by state and local employees paid with federal funds. Specifically, district employees paid with federal funds may not: use their influence for the purpose of interfering with or affecting the results of an election or nomination for office; advise or command a district employee to contribute to a political party, organization, or candidate for political office; or, be a candidate for public elective office in a partisan primary, general election, or special election.

### **5026 Evaluation of Extra-Curricular Positions**

Evaluations for athletics, drama, pep band, speech pep club, drill team, and athletic director positions are to follow the process as outlined below. Athletic coaches will be evaluated on the form provided and approved by the board. All other personnel will have evaluations recorded by a written narrative.

All extra-curricular personnel will be observed at least four times during each season; two observations of team or group practice sessions, and two observations of competitive games or matches.

Head coaches will evaluate assistant coaches. The athletic director and secondary principal will evaluate head coaches. The principal and superintendent will evaluate the athletic director. Each evaluator will rate the individual independently on separate forms.

Evaluations will be submitted to the superintendent for review and filing in the permanent personnel record of the employee. The superintendent will make the final recommendation for rehire or non-renewal on all positions to the Board of Trustees.

### **5027 Progressive Discipline**

In situations deemed necessary by supervisors, the following disciplinary steps will normally be used. However, should the individual situation warrant, steps may be skipped.

1. Oral warning or reprimand
2. Written warning or reprimand (mentioned in collective bargaining agreement as Performance Deficiency Form)
3. Suspension with pay
4. Suspension without pay
5. Discharge

This procedure is also subject to provisions of bargaining agreements between district and employees.

Adopted 3/15/94

## **5028 Significant Writing Program**

It is the practice of the district to intersperse required English classes of large enrollment, with electives of fewer students so that English teachers carry from 100-110 students rather than the potential 150 allowed by standards. The reason for this is to accommodate the quantities of student work which English teachers must read.

Under this policy no teacher will have a “significant writing program” pursuant to ARM 10.55.713 (5) which states: “Teachers with a significant writing program, as determined by the local board of trustees, shall have a maximum load of 100 students.”

### Significant writing program defined:

A significant writing program would be one which demanded that teachers concentrate all their time and resources on student writing, and would have to be, at minimum, half again the number of students per teacher, since teachers currently have ample opportunity for activities such as literature and public-speaking.

## **Policy 5029 Acceptable use of Internet**

The district provides Internet access free-of-charge to employees, under the following provisions:

1. Access is provided to assist in carrying out the employee's job duties, primarily those in teaching, and all employees should restrict Web activities to sites pertaining to such duties. Use for personal purposes, including E-mail, must not encroach upon assigned duties, work time, or prep time, nor may it involve financial cost to the district.
2. Access will in no case be used to generate or receive correspondence or materials that would be construed as fraudulent, illegal, harrassing, obscene, indecent, profane, or intimidating.
3. Web browser software, or any district-provided software package, will not be contaminated with externally-generated programs or add-ons that potentially could introduce viruses into the district's computer environment.
4. Copyright or licensing laws will be strictly followed.
5. Programs or accessories not specifically authorized for use by the district, will not be downloaded or circulated among district staff.
6. Information on district Internet usage is a matter of public record, and no user is assured anonymity regarding their degree of Internet use and the specific sites visited. Consequently, in the event that unacceptable sites or materials are accessed inadvertently, employees must immediately notify their principal and the system manager so as to avoid the appearance of unacceptable use.
7. Browser software will be closed when not being actively used, so as to limit connection time. For similar reasons, only one streaming program per room may be used at any given time, and then only for uses specifically related to teaching needs.

Failure to comply with policy may result in removal of Internet software and/or any other disciplinary measures deemed appropriate by the district.

Legal reference: MCA 2-2-121  
Adopted January 2001

### **5030 Pupil Instruction Related (PIR) Professional Development Policy**

The District recognizes that additional training and study as well as occasional professionally related activities are advantageous for the continued growth and ability of District employees.

As part of a continuous program of instructional and administrative improvement, the District shall provide a minimum of three (3) days of PIR professional development annually for certified employees. A day of PIR professional development is defined as six (6) hours of actual contact time. PIR professional development time may be divided into no less than two-(2)-hour increments to facilitate delivery of professional development programs.

A PIR professional development committee consisting of one teacher (K-6), one teacher (7-8), one teacher (9-12), one administrator, and one trustee shall be established each year. This committee will plan three (3) days of State-approved in-service for the certified staff. Each certified employee must have three days of PIR in-service. The certified staff can select from the following options:

1. Attend an MEA or State-sanctioned in-service.
2. Attend the District-sponsored in-service.
3. Attend a workshop or school visitation that has been approved by the Superintendent or Building Principal. If a teacher does not attend a workshop approved by the committee on the MEA days and wishes to make it up, it must be made up on a non-work day. (Approval must be consented to before the PIR day or program time)

Adopted on: 1/19/15

# **Section 6000: Administration**

### **6110 Superintendent**

The superintendent, as executive officer of the board, shall be responsible for the administration of the school under applicable laws, policies of the board, and the authority vested in the position. All official business, unless specified otherwise, shall be transacted through the superintendent.

Superintendent's duties are as listed on the current job description. These duties shall be the basis for evaluating the superintendent's performance annually. Items on the job description checklist deemed not to meet board expectations shall be explained in writing. The superintendent shall have the opportunity for confidential conferences with the board on no less than two occasions each school year, the purpose of which shall be to aid the superintendent in his/her performance. On the basis of the evaluation, the board may renew and/or extend the superintendent's contract for periods not to exceed three years.

In the event that a majority of the board wishes to terminate the superintendent's services after the second successive contract, the superintendent shall be notified in writing by February 1 of the final year of the contract.

The superintendent's job description is found in the appendix to the policy manual.

Revised and approved February 21, 1995.

### **6112 Superintendent & Board Relations**

The board shall exercise those powers that are expressly required by law, those implied by law, and those essential to the purposes and goals of the district. To this end the board shall delegate to the superintendent such powers as may be required to manage the district in a manner consistent with board policy and state and federal law.

The superintendent shall supervise all phases of district operations. The superintendent may delegate to other staff the exercise of any powers and the discharge of any duties imposed upon the superintendent by this authority or by vote of the board.

The delegation of power or duty shall not relieve the superintendent of responsibility for the action taken under such delegation.

### **6113 Superintendent & Board Relations: Definitions**

The board shall select the superintendent and delegate to him/her all necessary administrative powers. The superintendent shall serve as chief executive officer of the district.

The board shall adopt policies for the operation of the school system and review administrative procedures. The superintendent shall recommend policies or policy changes to the board and develop procedures which implement board policy.

The board shall formulate a statement of goals reflecting the philosophy of the district. The superintendent shall provide leadership in the development, operation, supervision, and evaluation of the educational program.

The board shall review courses of study. The superintendent shall approve courses of study.

The board shall adopt textbooks, library books, and teacher materials. The superintendent shall recommend textbooks, library books, and supporting materials.

The board shall review annual report on district programs. The superintendent shall develop annual reports of district programs.

The board shall approve the annual budget. The superintendent shall prepare and submit the annual budget.

The board shall employ certificated and classified staff upon recommendation of the superintendent. The superintendent shall recommend candidates for employment as certificated and classified staff.

The board shall authorize the allocation of certificated and classified staff time. The superintendent shall recommend staff needs based on student enrollment.

The board shall approve contracts for construction. The superintendent shall recommend contracts for major construction.

The board shall approve payment of vouchers and payroll. The superintendent shall recommend payment of vouchers and payroll and serve as purchasing officer for the district.

The board shall approve proposed changes of school plant and facilities. The superintendent shall prepare reports regarding school plant and facilities needs.

The board shall negotiate and approve collective bargaining agreements. The superintendent shall assist in the negotiation of collective bargaining agreements.

The board shall establish criteria and processes for evaluating staff. The superintendent shall recommend criteria for evaluating staff.

The board shall appoint citizens and staff to serve on special committees. The superintendent shall recommend formation of ad hoc citizens' committees.

The board shall serve as final arbitrator for staff, citizens, and students. The superintendent shall inform the board of appeals and implement any such forthcoming board decisions.

## **6115 Principals**

Principals' specific duties are listed on the current job description. In general the principal is in charge of all operations within his/her assigned school, and is expected to carry out his/her assignment in a pleasant and professional manner. Performance will be evaluated annually using the job description as a foundation. Evaluations will be done directly from the job description, with items marked does not meet expectations: requiring written explanation. Principals are encouraged to document actions taken within categories of the job description.

Principals' job descriptions are in the appendix to the policy manual.



**Section 7000:  
Fiscal Management**

## **7010 General Budgeting Considerations:**

### **A. Budget Planning**

A district's annual budget expresses the services to be provided, consistent with goals and available resources; it also establishes priorities within broad program areas.

Prior to presentation of the proposed budget for adoption, the superintendent shall prepare for the board's study and consideration, documentation supporting his/her recommendations. Program planning and budget development shall provide for staff participation and the sharing of information with patrons prior to action by the board.

Initial budget-planning figures will be presented to the board when financial information becomes available. The figures will be updated as needed.

### **B. Responsibilities and reporting**

1. In addition to duties in A above, the superintendent is assigned to maintain responsible surveillance over the financial system, and to alert the board to any existing or potential financial problems. The superintendent is authorized to direct expenditures and purchases within the limits of the detailed budget. Board approval for purchase of capital outlay items is required when the aggregate total or a requisition exceeds \$40,000. However, the superintendent may make capital outlay purchases without advance approval when necessary to protect interests of the district or health and safety of students or staff.

2. The district clerk/business manager has surveillance responsibilities, but additionally, has primary responsibility for all accounting practices. At regular monthly meetings the clerk shall present to the board a listing of all warrants for approval, a statement of quarterly balances of each budgeted fund, and other such reports that may be important to understand the financial status of the district.

3. Staff who obligates the district without prior authorization may be held personally responsible for payment of such obligations.

Amended: 7/20/11, Amended: 2/24/14

## **7011 Purchasing: Bids and Contracts**

### A. Contracts over \$80,000.00

The superintendent shall establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except for books), or public works projects the cost of which is estimated to be in excess of \$80,000. (MCA 20-9-204)

Formal bids shall be called for by issuing public notice placed in the newspaper reaching the largest number of people within the district once each week for two consecutive weeks. The second publication shall be made not less than five days or more than twelve days before consideration of bids. Clear and definite specifications shall be prepared and made available to all vendors interested in submitting a bid.

The district will comply with provisions of Montana statutes dealing with public contracts as they apply to schools. No contract shall be let to any contractor who is not licensed or registered as required by the laws of this state. Nor shall a contractor be granted a contract unless a statement is submitted and sworn to which states that the contractor is in compliance with the state laws relating to prevailing wage and residence requirements for public works and with state and federal laws relating to non-discrimination in hiring. In addition, the contractor must provide proof of liability insurance coverage and coverage or exemption from workers compensation insurance.

### B. Contracts under \$80,000.00

The district will comply with provisions of Montana statutes dealing with public contracts as they apply to schools. Except in the case of an emergency, no contract shall be let to any contractor formally or informally who is not licensed or registered as required by the laws of this state. In addition, the contractor must provide proof of liability insurance coverage and coverage or exemption from workers compensation insurance.

Revised 1/19/04, Revised 5/10/07, Revised 1/20/14

## **7012 Accounting Considerations: District Funds**

Financial Records will be kept in compliance with Generally Accepted Accounting Principles (GAAP). 20-9-201 (2) MCA.

### A. Capitalization:

Expenditures for tangible personal property which has an expected life of three years or more and which has a unit value of \$5000 or more will be capitalized and recorded as a General Fixed Asset in accordance with state laws and procedures. Computer software is excluded.

### B. Materiality:

Only material transactions will be entered on the accounting records at year end. Such transactions will be considered material if they equal or exceed five percent (5%) of the total assets of the fund.

However, pursuant to OPI recommendations the significant factor for recording Inventory for Consumption shall be ten percent (10%) of the total assets of the fund with the exception of the School Food Services Fund for which all inventory shall be considered significant including the fair market value of the USDA Commodities on hand at year end.

### C. Depreciation:

If capitalized items require depreciation, the straight line method shall be used.

### D. Inventory:

Items not considered material, but considered theft-attractive, will be recorded on individual classroom or work-area inventories, in addition to material items.

### E. Payment of bills:

Bills must be received on or before the last day of the month for payment at the next regular meeting of the board of trustees. Bills will be properly classified and submitted to the board at that meeting.

Warrants will be submitted for signature by the chairperson of the board, and countersigned by the clerk.

The clerk and superintendent sign vouchers for charges not entered on purchase orders. Original invoices will be attached to purchase orders and stored as required by law.

### F. Purchasing procedures:

With the exception of emergencies jeopardizing safety of people or condition of facilities, expenditures should remain within the scope of approved departmental budgets. Exceptions greater than 5% must have prior approval of the board.

1. Orders will be submitted on a requisition form available in the office. After approval, the clerk will encumber the funds, record the transaction in an encumbrance journal, and process the purchase order.
2. The person unpacking orders will check for condition and completeness of the order, noting such information on the purchase order copy, and signing the copy. This copy goes to the clerk for attachment to the original invoice for payment.
3. See policy 8030 for procedures for school food service
4. The maintenance supervisor, or in his/her absence, other maintenance or custodial employees, may purchase without prior approval in two instances:
  - a. minor items essential to repair, with an open monthly account at local

businesses, after filing a requisition and receiving a purchase order number for each supplier and each month, not to exceed \$100 each.  
b. a variety of items purchased for a specific project at one or more suppliers, if the project is approved with an initial filing of a requisition. Charge slips must be submitted to the clerk's office by the purchaser.

G. Expenditure guidelines: employee travel:

The scale for providing travel expenses shall be as follows:

\$6.00 for breakfast

\$10.00 for lunch

\$15.00 for evening meals

Actual cost of lodging

Mileage at the IRS approved rate if the school car is not available. If the school car is available and the employee chooses to take his/her own vehicle, mileage is paid at half rate. Employees are encouraged to use the school vehicle whenever possible.

The preferred method of payment for travel expenses for school employees shall be by reimbursement to the employee after attendance. Upon approval of the superintendent, purchase orders can be used to cover motel and meal costs if deemed necessary.

Travel advances will be made at the request of the employee of 75% of his/her estimated expenses with payment to be made through the travel revolving service account in the student association checking account. The remaining 25% will be paid in the same manner upon his/her return after rendering all necessary receipts to the business office. The travel advances will be reimbursed by the district through the regular accounts payable procedures on a monthly basis.

Reviewed and re-adopted January, 2001; Amended 12/16/02; Amended 4/17/06

## **7013 Accounting Considerations: Student Activity Funds**

### **A. Responsibilities:**

The board of trustees accepts the responsibility of funding certain non-instructional activities, consistent with the needs of students and availability of funds, within the laws, accounting guidelines, and auditing requirements of the state of Montana.

The board designates the high school principal as the official custodian of the Student Activity Fund; the principal must sign all checks drawn on activity accounts, and issue such purchase orders except as provided below.

The assistant clerk is designated as the student activity accountant. Checks will be drawn by the accountant, signed by the principal, countersigned by the clerk. Or, in the absence of these parties, the superintendent and/or activity accountant are authorized to sign checks and/or purchase orders.

### **B. Funding:**

First level -- gate receipts.

Second level -- sale of activity tickets. The athletic share of these receipts from this sale will be equally divided between football, girls basketball, boys basketball, wrestling, and volleyball.

Third level -- general fund budget.

Fourth level -- fund drives (see policy 7014).

These funds must be placed in a separate account within the student activity system (e.g.. "P" Club). These funds are in addition to any budgeted amounts.

All money collected by students for student activities must be deposited in student activity funds. No separate bank accounts are authorized.

Interest earned from invested student activity funds is to be credited to the student council.

Service accounts are established only to hold money for transfer to the appropriate accounts. Service accounts include, but are not limited to: food service, revolving, activity ticket clearance, travel revolving, family & consumer science revolving.

### **C. Duties:**

The Board of Trustees or its designated representative shall:

1. approve the admission of new clubs and activities to the extracurricular fund.
2. approve cancellation of checks when appropriate
3. approve "writing off" of all non-sufficient fund checks
4. review all inactive accounts by each June and determine which shall be discontinued. Any balance remaining in the discontinued account will be transferred to a related account approved the board or its designated representative.
5. not allow accounts to become overdrawn
6. require individual clubs to maintain separate financial records and see that each club's balance is in agreement with the control records of the fund custodian
7. insure that district insurance coverage for burglary, messenger, and forcible seizure includes the extracurricular fund moneys
8. insure that district bonding coverage includes activity funds
9. direct the senior class each May to dispose of any money remaining in class

funds by one of two methods:

- designate the balance for a specific purpose and authorize immediate expenditure
- transfer the balance to another account

10. restrict payments from school district funds to the extracurricular fund to reimbursements only

11. require any payroll obligations of the extracurricular fund be paid through the regular district payroll clearing account which is reimbursed by the extracurricular fund

12. direct that special student activity receipts will be deposited according to the following guidelines:

a. activity ticket receipts shall be allocated as follows:

- 10% to music
- 5% to drama
- 10% to student council
- 75% to athletics to be shared equally by those sports charging admission

b. income from the soft drink machines shall be allocated as follows:

- machines in the high school hallway to annual
- machine in the elementary teacher's room to student council
- machine in the Wildhorse Elementary to Wildhorse Elementary projects.

#### D. Purchasing:

All purchasing in any student activity account shall be by a duly authorized purchase order executed by the treasurer of the student group, faculty sponsor, and principal for non-athletic activities.

For athletic activities, the Athletic Director, principal, and accountant must sign all purchase orders.

Purchases made without a prior approved purchase order are the responsibility of the person making the purchase.

For elementary student activity funds, the elementary principal and accountant shall sign all purchase orders.

#### E. Tournaments:

A permanent, separate tournament fund is established under the following conditions:

1. The fund is established in the student activity account to carry forward from year to year. It applies to all high school athletic groups.
2. All official MHSAA tournament expenses will be paid from this fund. All official tournament receipts will be deposited in this fund.
3. A separate budgetary provision shall be made for this fund dependent on the resources of the school district and the needs of the fund.
4. Board members shall receive a separate accounting of all tournament receipts and expenses.
5. The expenses for cheerleaders, band, and drill team for participation in official Montana High School Association athletic tournaments shall be paid from the

tournament fund. Such attendance requires the prior approval of the principal and/or superintendent and board of trustees.

Because MHSAA approved meets are relatively stable, the participation costs of band, speech, and chorus should be paid from their respective budgets.

F. Expenditure guidelines: students

While on qualified activity trips, the general scale for providing food service to students shall be:

\$4.50 for breakfast

\$5.50 for lunch

\$8.00 for evening meal

The above listed amounts are listed as general guidelines. Circumstances may dictate some variation from this scale; however, sponsors are expected to remain within the daily per diem.

The preferred method of payment for food service and lodging is by the use of purchase orders issued prior to the trip. In unusual circumstances the distribution of cash to students for the payment of meals will be allowed with prior permission of the superintendent. This can only be done upon execution of the proper receipts that establish an audit trail.

Therefore, school employees are empowered to add a maximum of 15% of the bill as a gratuity for satisfactory service at their discretion for meals charged on purchase orders.

Reviewed, revised, and re-adopted June 2001

Revised 7/20/09



## **7014 Athletics Programs Funding Policy**

### A. Tiered Programs

The Athletics Programs shall be structured in a tiered format.

- Tier 1 Programs:
  - Football
  - Volleyball
  - Boys Basketball
  - Girls Basketball
  - Track
  
- Tier 2 Programs:
  - Cross-Country (Boys and Girls)
  - Golf (Boys and Girls)
  - Softball
  - Wrestling

### B. Tier 2 Program Issues

1. Self Funding of Cross Country, Golf, and Softball will be permitted.
2. Self Funding of Wrestling would be permitted; but, only if Softball remains as an active sport.

If softball is unable to provide necessary funds and must be eliminated as a program, wrestling shall be eliminated in order to meet gender equity requirements.

3. If general athletics funds are available, the funds shall be distributed to the Tier 2 sports as follows:

- Boys Cross Country – 12.5%
- Girls Cross Country – 12.5%
- Wrestling – 35%
- Softball – 40%

4. Any remaining shortages in needed funds would have to be self funded by the individual sport and would be subject to the criteria set forth below.

5. Should one or more Tier 2 programs be eliminated (due to self funding or other issues), it is recommended that the school administration pursue, subject to MHSA criteria, Co-op opportunities with other schools. This would provide opportunities for student-athletes to continue to participate in the subject Tier 2 sport.

### C. Self Funding Criteria

The following items would have to be satisfied in order for self funding of a sport to be approved.

1. Preliminary presentation by the Coach(es) of the program to the Board of ability to meet funding goals by the June School Board meeting for Tier II sports. This information shall be provided to the High School Athletic Director and the District Business Manager by June 1<sup>st</sup>. This will allow for administrative review (and clarification of issues as/if needed) prior to placement on the Board agenda.
2. Identification of satisfying gender equity issues.
3. Identification of projected participation.

4. Identification of proposed schedule.
  5. Method of transportation to events.
  6. Cost of transportation.
  7. Identification of volunteer coach(es).
  8. Identification of projected budget.
  9. Identification of necessary supplies – specifically identifying any safety related items – and related costs.
  10. Demonstration of methods to raise funds to meet projected budget.
- Note:** If a program is approved for self funding, Plains High School will pay the required MHSAA participation fee.

#### D. Other Self Funding Considerations

1. Should a program be approved for self-funding, that program would have to demonstrate to the Board that they have funds in hand by June 1<sup>st</sup> of the current year in order to being given consideration for participation in the following year.
2. In order to meet some of the unique cost issues surrounding self-funded programs (i.e. alternative methods of transportation), there may need to be modifications to existing school policies to enable these programs to meet the self funding criteria.
3. All funds raised as part of self-funding efforts shall be deposited into Activity Accounts for that program with the District Business Manager.

#### E. Coaching Positions, Team Sizes and Coaching Stipends

The number of coaches in any given sport shall be based on the number of participants and the needs of the individual sport (i.e. safety, supervision, specialized/position needs, etc.).

##### **1. Minimum Team Sizes and Coaching Positions:**

- Football – Varsity: 18 athletes & 2 paid coaches
- Football – JV: Additional 15 athletes. No additional paid coaches.
- Volleyball – Varsity: 8 athletes & 1 paid coach.
- Volleyball – JV: Additional 7 athletes & 1 additional paid coach.
- Volleyball – C squad: Additional 7 athletes. No additional paid coaches.
- Cross Country (Boys & Girls) – No minimums. 1 volunteer coach.
- Boys & Girls Basketball – Varsity: 8 athletes & 1 paid coach each.
- Boys & Girls Basketball – JV: Additional 7 athletes & 1 paid coach each.
- Boys & Girls Basketball – C squad: Additional 7 athletes. No additional paid coach.
- Wrestling – No minimums. 1 volunteer coach.
- Softball – 12 athletes & 2 volunteer coaches.
- Track (Boys & Girls) – No minimums. 2 paid coaches.
- Golf (Boys & Girls) – No minimums. 1 volunteer coach.

When a sport justifies a 3<sup>rd</sup> paid/stipend position, in no case shall 2 existing coaches be permitted to split the 3<sup>rd</sup> stipend.

Coaching positions shall be voluntary (i.e. no stipends) for all Tier 2 sports. If, at the end of the school year, adequate funds exist within the school's budget, the Board may elect to pay stipends to the Tier 2 coaches.

F. School Enrollment Effects on Policy

The policy shall be subject to full reconsideration should enrollment numbers result in reclassification to Class "C" (less than 120 students).

Adopted: July 20, 2009

Amended: July 20, 2011

**Section 8000:  
Non-Instructional Operations**

## **8010 Memorials**

Memorial gifts to School District No. 1 are very much appreciated. In the hope that these will develop in the future and to give some type of orderly development, the following policy is adopted.

1. All memorial projects must have the approval of the board of trustees and be so noted in the minutes of said board.
2. The school, as a matter of policy, would like to encourage contribution to a major project, rather than several small projects. The school assures each contributor that all contributions will be noted by an appropriate credit line to any projects concerned.
3. The school may from time to time designate projects that they would like to have considered for memorial contributions. This is not exclusive and contributions to any other project are always appreciated.

The district has two established memorial funds.

- a. *The McGowan Fund* is based on investments held by the McGowan Foundation. The funds are meant to be supplementary in nature and in no way can supplant funds which would normally be allocated for school purposes. It is stipulated that the district will report expenditures to the fund's custodians, the McGowan Foundation.
- b. *The Rittenour Trust Fund* was originally a grant of \$5000 to be used to pay fees and related expenses to allow a student to remain in school. There are no stipulations and the fund custodian is the Board of Trustees.

Scholarships will be established as necessary within the auspices of the endowment funds.

## **8020 Transportation**

It shall be the policy of this board to bring transportation as near to the patrons' homes as possible without duplicating service and without backtracking on routes. Buses will deadhead no more than one mile for one student.

### **A. Individual Transportation or Room and Board**

When it is impractical for transportation to be furnished to patrons because of road conditions or for other reasons, the board may elect, with the consent and approval of the County Transportation Committee, to provide individual transportation or room and board in lieu of transportation. This type of service will be provided when it is cheaper than providing regular bus service or when the time involved in bring bus service to these children would be detrimental to the others riding the bus route.

Transportation payments to holders of individual contracts will be made twice yearly at the conclusion of each semester.

### **B. Contract Service**

Contracts for school bus operation are authorized for a period of five years. Contractors will bid on specifications as called for in the approved request for bid form. All transportation payments to bus contractors must be made on a nine-month basis.

1. Drivers (regular or substitute): It is the contractor's responsibility to make sure the drivers' health examinations, chauffeur's licenses, and first aide certificates are current and in force. The contractor shall develop a driver's training program in accordance with state regulations and keep bus driver training records available for district and OPI audits. Bus drivers must conform to all standards established by the State of Montana and school policy. Beginning August 1, 1995, new drivers and new substitutes must provide proof of negative drug testing before certification will be granted.

All bus drivers must be approved by the board of trustees. Before operation in the fall, each contractor must submit a list of proposed drivers and alternates in time for them to be approved at a regular meeting of the board of trustees. Failure to provide a properly certified driver, approved by the board, shall constitute grounds for the revocation of the contract per the laws of the State of Montana.

Any approved driver who tests positive for drug or alcohol use in violation of state or federal law may not operate a school bus until the driver has complied with all legal requirements and has satisfied the board of trustees that he or she is a trustworthy driver. (See also policy 5023.)

A record of all complaints concerning school bus contractors or drivers will be maintained by the superintendent of schools. These records are to enable the board to better evaluate contractor's performance and adherence to contract terms.

2. Inspection of buses: All school buses are inspected twice each year by the Montana Highway Patrol. Should a bus not pass inspection it will not be allowed to operate. A prorated amount will be deducted from the contractor's payment.

3. Insurances: All drivers must be covered under Worker's Compensation paid by the contractor. Full comprehensive, collision, medical, and liability coverage is carried on each bus by the contractor with the district named as an additional insured.

4. Discipline: The bus driver has the responsibility and authority to maintain discipline on the bus. The principal is specifically designated as the authority for referral and assistance in disciplinary matters. Principals shall have authority over students on the school bus.

5. Drivers' Manual: The superintendent shall be responsible for the publication and distribution of a school bus drivers manual covering the rules and regulations for school bus operation and discipline. The manual must be submitted to the board of trustees for approval.

C. Student Travel

Student travel is confined to modes of travel officially authorized by school officials. Student drivers are not to be used in any school-related activities.

Revised 01/16/96

Revised 12/20/04

## **8030 School Lunch Program**

### Food Services

The District supports the philosophy of the National School Lunch Program and will provide wholesome, appetizing, and nutritious meals for children in District schools. The Board may authorize a portion of federal funds received in lieu of taxes to be used to provide free meals for federally connected indigent students.

The program shall operate under the jurisdiction of the superintendent of schools who shall be responsible for the operation of the program within the guidelines of the National School Lunch Program.

The district shall employ a School Lunch Supervisor who shall serve as head cook and be responsible for the purchase, preparation and serving of food as well as for the supervision and evaluation of other staff employed in the lunch program.

Note: The food service supervisor may order food without requisition forms, (an exception to district purchasing procedures) but he/she must check subsequent sales slips and sign them to validate the bills for payment. All non-food purchases require purchase orders except when ordered at the same time and billed with food purchases.

Because of the potential liability of the District, the food services program will not accept donations of food without approval of the Board. Should the Board approve a food donation, the Superintendent will establish inspection and handling procedures for the food and determine that provisions of all state and local laws have been met before selling the food as part of school meals.

### Commodities

The District will use food commodities made available under the Federal Food Commodity Program for school meals.

### Free and Reduced-Price Food Services

The District will provide free and reduced-price meals to students, according to the terms of the National School Lunch Program and the laws, rules, and regulations of the state. The District will inform parents of the eligibility standards for free or reduced-price meals. Identity of students receiving free or reduced-price meals will be confidential, in accordance with National School Lunch Program guidelines. A parent has the right to appeal to a designated hearing official any decision with respect to his or her application for free or reduced-price food services.

The Board may establish programs whereby meals may be provided in the District in accordance with National School Lunch Program guidelines.



The amount charged for such meals shall be sufficient to cover all costs of the meals, including preparation labor and food, handling, utility, and equipment depreciation costs.

### Meal Charge Policy

*Note: For the purpose of this policy, parent includes guardian, caretaker relative, and any adult responsible for the care of the child.*

The goal of the Plains Schools District #1 is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Food Services Department. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout Plains Public Schools. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, Plains Public Schools provides this policy as a courtesy to those students in the event that they forget or lose their lunch money, or have an unpaid balance in their lunch account.

**Full-Pay Students** –Students will pay for meals at the district’s published standard rate. A student will be allowed to charge a maximum of 10 meals to their account after their balance reaches zero.

**Free Meal Benefit:** Free status students will be allowed to receive a free breakfast and lunch each day.

**Reduced Meal Benefit:** Reduced status students will be allowed to receive a breakfast and lunch for the district established rate. A student will be allowed to charge a maximum of 10 meals to their account after the balance reaches zero.

**Adult Meals:** Adults are not allowed to charge meals or A la Carte purchases, as per USDA policy regarding school food service use of Federal NSLP funds.

Parents are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents at regular intervals during the school year.

Student meal accounts are maintained by creating an account at the district office. The district office and a computerized terminal at the school cafeteria maintain records of all monies deposited and spent for each student.

Students/Parents pay for meals in advance at the district office. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day.

Any remaining funds will be refunded at the end of the school year.

Unclaimed Funds must be requested by June 30<sup>th</sup> of the current school year. Unclaimed funds will then become the property of the Plains School District Food Service Program.

Balances Owed will be sent to collections per Federal guidelines.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child.

Amended 11/21/16

## **8040 Communicable Diseases**

It is the intent of School District No. 1 to attempt to protect students and employees from exposure to diseases while they are attending school or actively working for the school district. Decisions regarding communicable diseases shall utilize and apply the most current recommendations set down by the Center for Disease Control, the Montana Human Rights Act, and the Governmental Code of Fair Protection. Students and school district employees who have, or are suspected of having, a communicable disease shall be dealt with according to the most recent definitions of rules listed below.

### Definitions:

For purposes of this policy, the definition of "communicable disease" shall be the one established by the Montana Department of Health and Environmental Sciences (DHES), and shall include, but not be limited to, those contagious diseases reportable to the DHES. Thus, "communicable disease" means an illness due or suspected to be due to a specific infectious agent or its toxic products, which results from transmission of that agent or its products to a susceptible host, directly or indirectly.

### Confidentiality:

Steps will be taken to protect the confidentiality of any student or employee with a communicable disease. Therefore, the knowledge that any student or employee has a communicable disease will be confined to those persons who have a direct need to know as determined by the superintendent. Those persons will be provided with appropriate information and made aware of the requirements of confidentiality.

### Reporting:

If a school district employee has reason to believe a student or another school district employee has a communicable disease, he/she shall immediately report this information to his/her immediate supervisor or to the superintendent. If the supervisor who receives such a report believes that this information is accurate, he/she shall report to local health authorities who, in turn, shall notify the DHES and the superintendent if not previously notified.

### Appointment of health review team:

The superintendent or designee shall appoint an ad hoc Health Review Team (HRT) for the purpose of reviewing the cases of students and employees having, or suspected of having, a communicable disease. The HRT shall consist of the superintendent, principal, individual's physician, and the school health officer.

### Placement of affected student:

The affected student shall be allowed to remain in the classroom until HRT verifies whether the student has a communicable disease. The superintendent is authorized to arrange safe placement of the affected student.

### Employees with communicable diseases:

The determination of whether an infected school employee should be permitted to remain employed in a capacity that involves contact with students or other school employees should be made on a case-by-case basis. In making this determination, consideration should be given to: (1) the physical condition of the school employee; (2) the expected type of interaction with others in the school setting; and (3) the impact on both the infected school employee and others in that setting.

### HRT coordination and findings:

The HRT shall consult with the affected student's or employee's physician regarding any suspected case of communicable diseases as is deemed necessary by the superintendent. The HRT shall determine, within 72 hours after first being informed that a person has a communicable disease, whether or not the person should be in school. If the person is to remain in school the HRT has the responsibility to plan for the safety of the individual and all other students and employees. Homebound programs will be developed for students excluded from school. Employees excluded from work are eligible for all leave provisions.

Education about communicable disease:

The district shall take steps as determined by the superintendent to educate parents, students, and school employees regarding communicable diseases and their transmission. Such education would serve to minimize the risk of transmission to others, and to assist efforts to provide the best educational setting for infected students and a safe work environment for infected employees.

Acquired Immune Deficiency Syndrome: Attendance Guidelines

The question of individuals with AIDS/HIV attending school is not strictly a medical matter. Each person infected with HIV should be considered individually.

1. Schools should attempt to use the least restrictive means to accommodate the student's needs and the infection control recommendations.

2. Infected students should be allowed to attend school unless they (1) are not toilet trained or cannot control the evacuative functions, (2) are unable to control drooling, (3) are unusually physically aggressive, with a documented history of biting or harming others, or (4) have open sores or skin eruptions which cannot be covered. Students (K-12) who are excluded for these reasons should receive adequate alternative education through homebound or other programs.

3. Students and employees with AIDS/HIV should be temporarily removed from school if measles or chickenpox is occurring in the school population (e.g., cases occurring in the classroom or close non-classroom contacts). This also applies to other individuals with immune system abnormalities.

4. Students and employees with AIDS/HIV should be temporarily removed from school when they are acutely ill, as should any person.

5. The school nurse or other knowledgeable person should be appointed as the student's advocate to assist in problems that arise, provide educational materials, answer questions, and act as liaison with the student's physician.

**8301 District Safety**

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents shall be posted in compliance with Montana Safety Culture Act and the Montana Safety Act. Injuries and accidents will be reported to the District Office.

The Board of Trustees has identified the following local hazards that exist within the boundaries of the school district: high winds, earthquakes, flooding, and railroad hazards.

The building principal will develop a plan for fire, high winds, flooding, and earthquake warning, protection, and evacuation. This plan and procedure will be discussed and distributed to each teacher at the beginning of the school year. There will be at least eight disaster drills a year, four of which will be fire drills. All teachers will discuss fire procedures with their classes at the beginning of each year and will have them posted in a conspicuous place next to the exit door. A record will be kept of all fire drills. The drills will be held at different hours of the day or evening to avoid distinction between drills and actual disasters.

The Board of Trustees shall review the school safety plan periodically and update the plan as determined necessary by the trustees based on changing circumstances pertaining to school safety.

The Superintendent will develop safety and health standards which comply with the Montana Safety Culture Act.

Legal Reference:	§ 20-1-401, MCA	Disaster Drills
	§ 20-1-402, MCA	Number of drills required & varied
timing	§§ 39-71-1501, et seq., MCA Montana Safety Culture Act	

Adopted: June 16, 2014

**Section 9000:  
Facilities**

### **9010 Operation and Maintenance of District Facilities**

Facilities are to be maintained and operated in a safe, healthful condition and to preserve the district's investment. The superintendent, in cooperation with the fire chief and county sanitarian, shall inspect plant and facilities. He/she shall provide for a program to maintain the district physical plant by way of a continuous program of repair, maintenance and re-conditioning. Budget recommendations shall be made each year to meet these needs and any such needs arising from an emergency.

The superintendent in cooperation with the maintenance department shall formulate and implement energy conservation measures. Principals and staff are also encouraged to exercise other cost-saving procedures in order to conserve the resources of the district.

### **9011 Buildings and Grounds Maintenance**

The district shall provide for an adequate and trained staff of custodians and maintenance personnel. The operation and care of each facility and its equipment shall be the major responsibility of the custodians assigned to it.

The principal shall be responsible for the supervision of custodians assigned to his/her school. The principal shall, through the staff and students, seek to maintain as clean and pleasing an environment as possible.

Procedures shall be established for the periodic inspection of school buildings to insure that each has adequate light, heating and ventilation and that the premises are clean and sanitary and conform to current fire, safety and health codes.

## **9012 Safety Program**

The superintendent shall insure that each principal supervises the operation of his/her school so as to assure compliance with federal safety and health requirements and the Montana Safety Culture Act. Disrepair or hazards should be reported to the superintendent, and if they constitute a significant threat to the safety of students or others, school operations shall be altered in such a way as to eliminate the threat, but with as little disruption of the developed school program as possible. Rules and procedures shall provide for:

- a safe and healthy working environment
- an accident prevention program
- voluntary compliance with state and federal safety acts
- an accident reporting and recording system
- fire drills and practice in other emergency procedures

The Board acknowledges the importance of safety for students, staff, and others having business with the District. Safety education, accident prevention, and proper supervision are important as protective measures and also OSHA means to promote a culture of safety awareness.

The District will participate in the prosecution of any individual(s) who may disturb any school or school meetings, insult or abuse any school employee or student during the course of the school/work day, or otherwise violate the laws of the State of Montana regarding school disturbance or individual protection for school employees or students.

It shall be the Superintendent's responsibility to execute this program. The Superintendent may delegate this responsibility to other staff members.

The superintendent shall annually review with the board all guidelines and regulations dealing with the safety of students and staff and the safe operation of facilities. All deviations identified by the fire chief and county sheriff on their semi-annual inspections shall be reported to the trustees.

Revised on: 8/12/04



### **9013 Loan of School Equipment**

Loan of the school's equipment may not be given without prior permission from the instructor involved, the principal and the superintendent.

1. Any equipment or materials loaned will be signed out through the district office.
2. Students will not be allowed to use the shop except under the supervision of the instructor and in the instructor's presence.
3. School equipment may not be removed from the shop on loan except by the explicit permission of the superintendent; if such action is taken, he/she shall provide proper accounting and if the value of the equipment is over \$25, he/she will report it to the board.
4. School instructors in industrial arts or related shop classes should not use the school facilities or equipment for their own personal use except when it is a definite part of a training assignment. This should be done only when no other means are available. This also applies to any other staff members. Use of school facilities to do work for hire or for any work related to commercial resale is not allowed.

## **9014 Use of School Facilities**

1. Application for use of school facilities shall be made to the principal.
2. Sponsoring organizations shall provide sufficient, competent adult and/or special supervision, and the amount of adequate supervision shall be agreed upon at the time the authorization is issued.
3. Alcoholic beverages, tobacco products, and other narcotics shall not be permitted in school facilities or on school property at any time.
4. Adult organizations using the school facilities shall have direct supervision of minors accompanying them. Direct supervision of the children is impossible when the adult is participating in an activity.
5. All applicants for use of school facilities shall hold the district free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities. The organization shall sign a waiver of liability agreement prior to using the facility.
6. In the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be decided by the superintendent and approved by the board and a bill for damages shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
7. The superintendent possesses the authority to make the final decision on use of school facilities by a group. The group may appeal such decision to the board.
8. Because of their civic and recreational value, the district's fields and facilities may be used by all residents of the district. Activities must be intermittent or temporary, compatible with intended uses, and may not result in damage or undue wear. Activities which might pose serious hazard to students, bystanders, or district employees, may be restricted or denied. Should damage occur, the superintendent shall make reasonable effort to obtain restitution. There shall be no firearms on the premises except for those carried by on-duty law enforcement officials, or those given advance permission by the superintendent.
9. A custodian or other authorized staff member must be on the premises when any non school group is using school facilities, if deemed necessary by the Superintendent.
10. Non-paying organizations must clean up the facilities used and handle their own furniture moving. Other organizations granted the use of the facility shall pay fees and costs.
11. District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, group, or organization, nor for the purposes it represents. School facilities shall be made available to church groups on a short-term basis and shall not be rented as a permanent place of worship.
12. The administration shall approve and schedule the various uses of the school facilities. A master calendar will be kept in the office for scheduling dates to avoid conflicts during the school year. Should a conflict arise, the District reserves the right to cancel an approved request when it is determined that the facilities are needed for school purposes.
13. If deemed necessary by the Superintendent, the requesting organization or

individual shall provide the District with a certificate of insurance prior to the use of the facility. The certificate shall show coverage for comprehensive general liability insurance in an amount not less than \$1,000,000 for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility.

REVISED: 9/20/04, 3/17/08

### **9015 Custodial Services**

Duties of the custodians when non-school groups are using the buildings and when the custodians are receiving pay for their services are as follows:

1. open the building and lock it following the close of the event.
2. turn off all lights before the building is locked.
3. see that the area to be used is properly cleaned and, if requested, see that equipment needed by the organization is in place and ready for use.
4. be on the premises and available if needed.
5. after the event, clean the building and grounds as appropriate.
6. inspect for fire hazards, open windows, running faucets, etc.

Non-paying groups will not expect to receive items 3 and 4 when they use the building except that the building will be clean and ready for use.

### **9016 Schedule of Fees**

Charges are not made to charitable community groups which are not involved in a personal profit making venture.

Payment schedules for all profit-making ventures are as follows:

1. Gymnasium -- fund-raising activity: \$30
2. Gymnasium -- non-fund raising activity: \$20
3. Classroom: \$5
4. Kitchen: \$35

For any group including school groups to use the kitchen, the group must employ a minimum of one school cook at a rate agreeable with the cook and be paid directly to the cook.

## **9017 Fire and Safety Regulations**

Fire and Safety Regulations must be followed at all times that the facilities are in use.

1. Location of exits should be known to all.
2. Exit lights must be on whenever the gym is being used.
3. Cars should be parked at least 20 feet from the building providing an open fire lane. No cars shall be parked in front of the exits on the north side of the building.
4. Exits should never be blocked with seating or any other obstruction.
5. There should be a six-foot aisle down the middle and a four-foot aisle down the sides whenever seating is set up in the gym.
6. It is recommended that the Plains Volunteer Fire Department be contacted whenever crowds are expected for a function, and that the PVFD be invited to have two or three firemen check for hazards and control potential fire hazards.
7. It is also recommended that arrangements be made for someone to direct parking. Room should be left for fire equipment to get in an around all buildings.
8. A no-smoking policy is in effect in all school buildings.
9. Close supervision must be given in the use of all facilities and equipment, especially before and after each function. Fire or safety hazards should be brought to the attention of the principal.

## **9018 Non-Discrimination**

Any organizations or groups using school facilities are bound by and subject to the policies stipulated in this policy. Special attention is called to Policy 3128: Non-Discrimination, which is hereby extended to any group or organization that uses school facilities and requires that the group or organization shall provide for participation without regard for race, creed, color, national origin, sex, marital status, previous arrest or incarceration, or non-program related physical, sensory, or mental handicaps.