

GOALS

4000

The goals of the community relations program are:

1. To encourage and enhance communication, understanding, trust, and mutual support between the district and the people it serves;
2. To increase both the quality and quantity of public participation in school affairs, activities and programs, including policy development and decision making;
3. To strengthen and improve relations and interactions between staff, parents, students and other community members;
4. To promote understanding and cooperation between the schools and community groups.

Adopted: February 1996

Revised: April 17, 2006

COMMUNITY RELATIONS

4120

Public Relations

The district will strive to maintain effective two-way communications with the public to enable the Board and staff to interpret school needs to the community and provide a means for citizens to express their needs and expectations to the Board and staff.

The Superintendent will establish and maintain a communication process within the school system and between it and the community. A public information program will provide for news releases at appropriate times, arrange for media coverage of district programs and events, provide for regular direct communications between school and the citizens they serve, and assist staff in improving their skills and understanding in communicating with the public.

The district may solicit community opinion through parent organizations, parent-teacher conferences, open houses, and other events or activities which may bring staff and citizens together.

Legal Reference: Art. II, Sec. 8, Montana Constitution - Right of participation
Art. II, Sec. 9, Montana Constitution - Right to know

Adopted: April 17, 2006
Revised:

SCHOOL-SUPPORT ORGANIZATIONS

4210

The Board recognizes that parent, teacher and student organizations are an invaluable resource to the District and so supports their formation and vitality. While parent, teacher and student organizations have no administrative authority and cannot determine District policy, their suggestions and assistance are always welcome. Membership must be open and unrestricted.

PTO and/or special interest organizations may be formed to support and strengthen specific activities conducted within the school or District. All such groups must receive approval of the Board in order to be recognized as a support organization. Staff participation, cooperation and support are encouraged in such recognized organizations.

Adopted: December 18, 2000
Revised:

FUND-RAISING BY SCHOOL SUPPORT ORGANIZATIONS

4222

Fund-raising by school support organizations is considered a usual and desirable part of the function of such groups, subject to reasonable limitations. The specific fund-raising activities must be approved in advance by the Superintendent.

The Superintendent must be consulted prior to any expenditure of such funds. All such funds raised by school adjunct groups are to be used for the direct or indirect support of school programs. Equipment purchased by support groups and donated to the school becomes the property of the District and may be used or disposed of in accordance with District policy and state law.

Cross reference: 7260 Endowments and gifts
3530 Student fund raising activities

Adopted: December 18, 2000
Revised:

VISITORS TO THE SCHOOL

4301

The District encourages visits by Board members, parents and citizens to the school. The District also recognizes the need to ensure safety and to preclude disruption of the learning environment. Therefore, all visitors during the school day shall report to the main office upon entering the building.

Adopted: December 18, 2000
Revised:

PUBLIC COMPLAINTS AND SUGGESTIONS

4310

Public complaints and suggestions shall be submitted by the Uniform Grievance Procedure to Superintendent. Each complaint or suggestion shall be considered on its merits.

Unless otherwise indicated in these policies or otherwise provided for by law, no appeal may be taken from any decision of the Board.

Cross Reference: 1700 Uniform Complaint Procedure

Adopted: April 17, 2006
Revised:

DISRUPTION OF SCHOOL OPERATIONS

4313

The staff member in charge will immediately notify local law enforcement authorities if any person disrupts or obstructs any school program, activity or meeting or threatens to do so, or commits, threatens to imminently commit, or incites another to commit any act that will disturb or interfere with or obstruct any lawful task, function, process, or procedure of any student, official, employee, or invitee of the district.

The staff member in charge will make a written report detailing the incident no later than forty-eight (48) hours after the incident occurs. A copy of the report will be given to the Superintendent.

Cross Reference: 4301 Visitors to the Schools

Legal Reference: §20-1-206, MCA Disturbance of school - penalty
§20-5-201, MCA Duties and sanctions
§45-8-101, MCA Disorderly conduct

Adopted: April 17, 2006

Revised:

SPECTATOR CONDUCT AND SPORTSMANSHIP FOR ATHLETIC AND CO- CURRICULAR EVENTS 4315

Any person who behaves in an unsportsmanlike manner during an athletic or co-curricular event may be ejected from the event 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:

- Using vulgar or obscene language or gestures or derogatory communication;
- Possessing or being under the influence of any alcoholic beverage or illegal substance;
- Possessing a weapon;
- Fighting or otherwise striking or threatening another person;
- Failing to obey instructions of a security officer or District employee; and
- Engaging in any illegal or disruptive activity.

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

1. Date, time, and place of a Board hearing;
2. Description of the unsportsmanlike conduct; and
3. Proposed time period admission to school events will be denied.

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

Adopted: April 17, 2006
Revised:

ACCOMODATING INDIVIDUALS WITH DISABILITIES

4316

Individuals with disabilities will be provided opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination.

The District may provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

The Superintendent is designated the Americans with Disabilities Act Title II Coordinator and, in that capacity, is directed to:

- Institute plans to make information regarding Title II protection available to any interested party.

An individual with a disability should notify the Superintendent if they have a disability which will require special assistance or services and what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or of federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

Legal Reference : Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131, et seq.; 28 C.F.R. Part 35.

Adopted: April 17, 2006

Revised:

CONTACT WITH STUDENTS

4320

Students are entrusted to the District for educational purposes. Although educational purposes encompass a broad range of experiences, the District must not assume license to allow unapproved contact with students by persons who are not employed by the District. Teachers may arrange guest speakers on appropriate topics relative to the curriculum. The Superintendent may approve school assemblies on specific educational topics of interest and relevance to the school program. Other types of contact by non-school personnel will normally not be permitted. Outside organizations desiring to use the captive audience in the school for information, sales material, or special interest curricula will not be allowed access.

Cross reference: 3535 Distribution of Fund Drive Literature Through Students

Adopted: January 22, 2001

Revised:

COMMUNITY USE OF SCHOOL FACILITIES

4330

School facilities are available to the community for educational, civic, cultural, and other non-commercial uses consistent with the public interest, when such use does not interfere with the school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District’s conduct rules at all times.

Use of school facilities requires the Superintendent’s approval. Student-related and school-related organizations, granted the use of school facilities, may use them at no cost. Other organizations granted the use of the facility shall pay fees and costs. The Superintendent shall develop procedures to manage community use of school facilities, which shall be subject to Board review.

Legal Reference: § 20-7-805, MCA Public recreation
Lamb’s Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

Adopted: February 1996
 Revised: December 18, 2000

USE OF SCHOOL PROPERTY FOR POSTING NOTICES

4331

Non-school related organizations may ask the Superintendent’s permission:

- I. To display posters in the area reserved for community posters; or
- II. To have flyers distributed to students.

Posters and/or flyers subject to a request must be student oriented and have the sponsoring organization’s name prominently displayed. Permission will be denied to post or distribute any material that would:

- a. Disrupt the educational process;
- b. Violate the rights of others;
- c. Invade the privacy of others;
- d. Infringe on a copyright;
- e. Be discriminatory; or
- f. Be obscene, vulgar, or indecent.

No commercial publication shall be posted or distributed unless the purpose is to further a school activity, such as class pictures. No information from any candidates for non-student elective offices shall be posted in the school or distributed to the students.

If permission is granted to distribute information, the organization must arrange to have copies delivered to the school. Distribution of the material will be arranged by the administration.

Adopted: January 20, 2003
Revised:

CONDUCT ON SCHOOL PROPERTY

4332

In addition to prohibitions stated in other District policies, no person on school property shall:

1. Injure or threaten to injure another person;
2. Damage another's property or that of the district;
3. Violate any provision of the criminal law of the state of Montana or town or county ordinance;
4. Smoke or otherwise use tobacco products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess dangerous weapons at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the district's educational program or any other activity occurring on school property;
7. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
8. Willfully violate other district rules and regulations.

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. The Superintendent will take appropriate action as circumstances warrant.

Legal Reference: Pro-Children Act of 1994, 20 U.S.C. § 6081
Smoke Free School Act of 1994
§ 20-1-220, MCA Use of tobacco product in public school building or property prohibited
§ 20-5-410, MCA Civil penalty

Adopted: April 17, 2006
Revised:

PUBLIC ACCESS TO DISTRICT RECORDS**4340**

Within limits of an individual's right of privacy, the public will be afforded full access to information concerning administration and operations of the District. Public access to District records shall be afforded according to appropriate administrative procedures.

"District records" include any writing, printing, photo stating, photographing, etc. (including electronic mail), which has been made or received by the District in connection with the transaction of official business and presented for informative value or as evidence of a transaction, and all other records required by law to be filed with the District. "District records" do not include personal notes and memoranda of staff which remains in the sole possession of the maker and which are not generally accessible or revealed to other persons.

The Superintendent will serve as the public records coordinator, with responsibility and authority for ensuring compliance with the display, indexing, availability, inspection, and copying requirements of state law and this policy. As coordinator, the Superintendent will authorize the inspection and copying of District records only in accordance with the criteria set forth in this policy.

In accordance with Title 2, Chapter 6, MCA, the District will make available for public inspection and copying all District records or portions of records, except those containing the following information:

1. Personal information in any file maintained for students. Information in student records will be disclosed only in accordance with requirements of the Family Educational Rights and Privacy Act of 1974 and adopted District policy.
2. Personal information in files maintained for staff, to the extent that disclosure will violate their right to privacy.
3. Test questions, scoring keys, or other examination data used to administer academic tests.
4. The contents of real estate appraisals made for or by the District relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event will disclosure be denied for more than three (3) years after appraisal.
5. Preliminary drafts, notes, recommendations, and intra-District memoranda in which opinions are expressed or policies formulated or recommended, except a specific record shall not be exempt when publicly cited by the District in connection with any District action.

6. Records relevant to a controversy to which the District is a party, but which would not be available to another party under the rules of pretrial discovery, for cases pending resolution.
7. Records or portions of records, the disclosure of which would violate personal rights of privacy.
8. Records or portions of records, the disclosure of which would violate governmental interests.

If the District denies any request, in whole or in part, for inspection and copying of records, the District will provide the requesting party with reasons for denial.

If the record requested for inspection and/or copying contains both information exempted from disclosure and non-exempt information, the District shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide written explanation for the deletion.

The District will not provide access to lists of individuals, which the requesting party intends to use for commercial purposes or which the District reasonably believes will be used for commercial purposes if such access is provided.

The coordinator is authorized to seek an injunction to prevent disclosure of records otherwise suitable for disclosure, when it is determined reasonable cause exists to believe disclosure would not be in the public interest and would substantially or irreparably damage any person or would substantially or irreparably damage vital governmental functions.

Legal Reference: Title 20, Ch. 6, MCA School districts
§ 2-6-109, MCA Prohibition on distribution or sale of mailing lists-exceptions-penalty

Adopted: December 18, 2006

Revised:

NOTICE TO PARENTS BY NO CHLD LEFT BEHIND ACT OF 2001

4600

NOTE: This list of parental notice requirements may not be exhaustive. The notices described in this administrative procedure are paraphrased; please see the specific NCLB section cited for the exact requirements.

Improving Basic Programs Operated by Local Educational Agencies

1. As required by NCLB § 1111(h)(6)(A): At the beginning of each school year, a district that receives Title I funds shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the district will provide the parents on request, information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:
 1. Whether the teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 2. Whether the teacher is teaching under emergency or other provisional status.
 3. The teacher’s baccalaureate degree major and any other graduate certifications or degrees.
 4. Whether paraprofessionals provide services to the student and, if so, their qualifications.

2. As required by NCLB § 1111(h)(6)(B)(i): Districts must provide parents information on the level of achievement of the parent’s child in each of the state academic assessments.

3. As required by NCLB § 1111(h)(6)(B)(ii): Districts must provide parents timely notice that the parent’s child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who is not highly qualified.

Limited English Proficient Students

1. As required by NCLB § 1112(g)(1)(A) and (g)(2) and § 3302(a): Districts must inform a parent of a limited English proficient child identified for participation or participating in such a program, of the reasons for their child being identified, their child’s level of English proficiency, instructional method, how their child’s program will meet the child’s needs, how the program will help the child learn English, exit requirements for the program to meet the objectives of any limited English proficiency, and information regarding parental rights.

2. As required by NCLB § 1112(g)(1)(B) and § 3302(b): Each district using Title I funds to provide a language instruction educational program, that has failed to make progress on the annual measurable achievement objectives described in § 3122 for any fiscal year for which part A is in effect, shall

separately inform the parents of a child identified for participation or participating in such a program, of such failure not later than thirty (30) days after such failure occurs.

3. As required by NCLB § 1112(g)(4) and § 3302(e): Each district shall implement an effective means of outreach to parents of limited English proficient students to inform the parents regarding how they can be involved in their child's education and be active participants in assisting their child to attain English proficiency, achieve at high levels in core academic subjects, and meet challenging state academic achievement standards and state academic content standards expected of all students. In addition, the outreach shall include holding and sending notice of opportunities for regular meetings for formulating and responding to parent recommendations.

Academic Assessment and Local Education Agency and School Improvement

1. As required by NCLB § 1116(b)(6): Districts shall promptly provide to parents of each student enrolled in an elementary school or a secondary school identified for school improvement under § 1116(b)(1)(E)(I), for corrective action under § 1116(b)(7)(C)(I), or for restructuring under § 1116(b)(8)(A)(I):
 1. An explanation of what the identification means and how the school compares in terms of academic achievement to other district schools and the state educational agency;
 2. The reasons for the identification;
 3. An explanation of what the school identified for school improvement is doing to address the problem;
 4. An explanation of what the district or state educational agency is doing to help the school address the achievement problem;
 5. An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
 6. An explanation of the parents' option to transfer their child to another public school under paragraphs (1)(E), (5)(A), (7)(C)(i), (8)(A)(i), and subsection (c)(10)(C)(vii) (with transportation provided by the agency when required by paragraph (9)) or to obtain supplemental educational services for the child in accordance with subsection (e).
2. As required by NCLB § 1116(b)(8)(c): Whenever the school fails to make adequate yearly progress and/or is restructured, the district shall provide the teachers and parents with an adequate opportunity to comment and participate in developing any plan.
3. As required by NCLB § 1116(e)(2)(A): The district shall provide annual notice to parents of:

1. The availability of supplemental education services;
2. The identity of approved providers of those services within the district or whose services are reasonably available in neighboring districts; and
3. A brief description of those services, qualifications, and the demonstrated effectiveness of each such provider.

Parental Involvement

1. As required by NCLB § 1118(b): Parents shall be notified of the parental involvement policy, in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.
2. As required by NCLB § 1118(c): Each school shall:
 1. Convene an annual meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation and to explain the requirements of the NCLB and the right of the parents to be involved;
 2. Offer a flexible number of meetings;
 3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan under § 1114(b)(2);
 4. Provide parents of participating children:
 - Timely information about programs under this part;
 - A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
 - If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

Education of Homeless Children and Youths

1. As required by NCLB § 722(e)(3)(C): The district shall provide written notice, at the time any homeless child or youth seeks enrollment in the school and at least twice annually while the child or youth is enrolled in the school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that:
 1. Shall be signed by the parent or guardian;

2. Sets forth the general rights provided under this subtitle;
 3. Specifically states:
 - The choice of schools homeless children and youths are eligible to attend;
 - That no homeless child or youth is required to attend a separate school for homeless children or youths;
 - That homeless children and youths shall be provided comparable services, including transportation services, educational services, and meals through school meals programs;
 - That homeless children and youths should not be stigmatized by school personnel;
 4. Includes contact information for the local liaison for homeless children and youths.
2. As required by NCLB § 722(g)(2)(B)(iii): In the case of an unaccompanied homeless youth, the district shall ensure that the homeless liaison assists in placement or enrollment decisions, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.
 3. As required by NCLB § 722(g)(6)(A)(iv): Each district shall ensure that public notice of the educational rights of homeless children is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens.

Persistently Dangerous Schools

If the district is identified as a persistently dangerous school,¹ the district must, in a timely manner:

1. Notify parents of each student attending the school that the state has identified the school as persistently dangerous.
2. Offer all students the opportunity to transfer to a safe public school within the district. If there is not another school in the district, the district is encouraged, but not required, to explore other options such as an agreement with a neighboring district to accept transfer students.

¹ **Persistently dangerous public elementary school or secondary school,** in the context of the No Child Left Behind Act of 2001 (ESEA), a Montana public elementary or secondary school is considered to be persistently dangerous if each of the following two conditions exist:

- (1) In each of three consecutive years, the school has a federal or state gun-free schools violation or a violent criminal offense has been committed on school property, and
- (2) In any two years within a three-year period, the school has experienced expulsions for drug, alcohol, weapons or violence that exceed one of the following rates B
 - (a) more than five expulsions for a school of less than 250 students,
 - (b) more than 10 expulsions for a school of more than 250 students but less than 1000 students, or
 - (c) more than 15 expulsions for a school of more than 1,000 students.

3. For those students who accept the offer, complete the transfer.

In addition a district must also:

1. Develop a corrective action plan; and
2. Implement the plan in a timely manner.

Parental notification regarding the status of the school and the offer to transfer students may be made simultaneously.

Student Privacy

1. As required by NCLB § 1061(c)(2)(A): The student privacy policies developed by the district shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled in schools served by the district. At a minimum, the district shall:
 1. Provide such notice at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in such policies; and
 2. Offer an opportunity for the parent to opt the student out of the activity.
2. As required by NCLB § 1061(c)(2): All districts shall provide reasonable notice of such existing policies to parents and guardians of students, e.g., *“The Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request.”*

Adopted: April 17, 2006
Revised: