

COLUMBUS PUBLIC SCHOOLS

4000 SERIES COMMUNITY RELATIONS

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Columbus Public Schools

COMMUNITY RELATIONS

4000

Goals

The Board through the leadership of the Superintendent and the assistance of the total staff will seek to enhance the District's community relations by striving to achieve the following goals:

1. to encourage and enhance communications, 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.
3. to strengthen and improve relations and interactions among staff, trustees, citizens, parents and students.
4. to promote understanding and cooperation between the schools and community groups.

Legal Reference : 10.55.701, ARM Board of Trustees
 10.55.801, ARM School Climate

Policy History:

Adopted on:

Reviewed on: 02/10/10

Revised on:

COMMUNITY RELATIONS

Public Relations

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 citizens 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. Survey instruments and/or questionnaires can be developed in order to gain a broad perspective of community opinion.

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

Policy History:

Adopted on:
Reviewed on: 02/10/10
Revised on:

Columbus Public Schools

COMMUNITY RELATIONS

4210

School-Support Organizations

The Board recognizes that parent, teacher, and student organizations are an invaluable resource to District schools and 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.

Parent organizations and booster clubs are recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name or any logo attributable to the District, provided they first receive the Superintendent's or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted, if the organization or club has bylaws containing the following:

1. The organization's or club's name and purpose, such as to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to parents/guardians of students enrolled in the school, District staff, and community members.¹
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.²

¹ An alternative follows:

An agreement not to engage in discrimination based on someone's innate characteristics or membership in a suspect classification.

² Booster clubs are understandably selective in their support. However, by accepting booster club assistance that creates vast gender differences, a school board may face claims that it has violated Title IX. Title IX's focus is on equal funding opportunities, equal facility availability, similar travel and transportation treatment, comparable coaching, and comparable publicity (34 C.F.R. Part 106).

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club, regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos.³ The Superintendent shall designate an administrative staff member to serve as the liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Fundraising by School Support Groups

Fundraising by school support groups is considered a usual and desirable part of the function of such groups. Specific fundraising activities must be approved in advance by the principal.

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

Policy History:

Adopted on:

Reviewed on: 02/10/10

Revised on:

³ Booster clubs present potential liabilities to a school district beyond loss of funds, because they seldom are properly organized (they generally are not incorporated or otherwise legally recognized), carry no insurance, raise and handle large sums of money, and club members hold themselves out as agents of the school (after all, no funds could be raised but for the school connection). A disclaimer, such as the one presented here, may not be sufficient. A district may take several actions, after discussion with its attorney, to minimize liability, such as adding a requirement to item 6 above that the club: (1) operate under the school's authority (activity accounts); or (2) be properly organized and demonstrate fiscal responsibility by being a 501(c)(3) organization, obtaining a bond, and/or arranging regular audits. Ultimately, the best way to minimize liability is to be sure that the district's errors-and-omissions insurance covers parent organizations and booster clubs.

Columbus Public Schools

COMMUNITY RELATIONS

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School-Support Organizations

NOTE: The following optional administrative procedure should be modified to reflect District practice.

Persons proposing to establish a school-connected organization shall submit a request to the Board for authorization to operate at the school. The request for authorization shall contain:

1. The name and purpose of the organization.
2. The date of application.
3. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination.
4. The names, addresses, and phone numbers of all officers.
5. A list of specific objectives.
6. An agreement to grant the District the right to audit the group's financial records at any time, either by District personnel or a certified public accountant.
7. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds.
8. The signature of the Superintendent of the supporting school.
9. Planned use for any money remaining at the end of the year, if the organization is not continued or authorized to continue in the future.
10. An agreement to provide evidence of liability insurance as required by law (Policy 4330 - Use of School Facilities).

NOTE: The following optional paragraph requires an organization to request renewal of the authorization from the Superintendent or designee on an annual basis. Districts that allow for an automatic renewal or that require approval from the Board should modify the following paragraph accordingly.

Requests for subsequent authorization shall be presented to the Superintendent or designee annually, along with a financial statement showing all income and expenditures from fundraisers. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present his/her recommendation to the Board for approval.

NOTE: The following paragraph should be modified to reflect District practice.

Upon consent of the Superintendent or designee, school-connected organizations may use the school's name, the school team's name, or any logo attributable to the school or the District.

School-connected organizations are prohibited from hiring or directly paying District employees. Organizations may make donations to the District to cover the costs of additional employees, but only if such positions are approved in advance by the Board. At their discretion, employees may volunteer to perform activities for school-connected organizations during non-working hours.

Procedure History:

Promulgated on: 02/10/10

Reviewed on:

Revised on:

Visitors to the Schools

The District encourages visits by Board members, parents, citizens of the community, and interested educators to all District buildings. Principals of schools shall prepare a procedure for the visitors to follow during visits. All visitors shall report to the principal's office upon entering any District building. Conferences should be held outside school hours or during the teacher's conference/ prep time.

Cross Reference: 4313 Disruption of School Operations

Policy History:

Adopted on: 11/8/99

Reviewed on: 02/10/10

Revised on:

Columbus Public Schools

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COMMUNITY RELATIONS

4310

Public Complaints and Suggestions

The Board is interested in receiving valid complaints and suggestions. Public complaints and suggestions shall be submitted by the Uniform Complaint Procedure to the appropriate-level staff member or District administrator. 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

Policy History:

Adopted on:

Reviewed on:

Revised on: 02/10/10

COMMUNITY RELATIONS

4313

Disruption of School Operations

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 shall immediately direct the person(s) to leave. If the individual does not comply, the staff member will notify the local law enforcement authorities of the incident and ask for assistance.

The staff member in charge shall make a written report detailing the incident not later than 24 hours from when the incident occurred. A copy of the report shall be given to the staff member's immediate supervisor.

Cross Reference: 4301 Visitors to Schools

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

Policy History:

Adopted on:

Reviewed on: 02/10/10

Revised on:

Columbus Public Schools

COMMUNITY RELATIONS

4313P

Disruption of School Operations

In the event of a disruption of school operations by any individual, the administrator assigned responsibility for the school event shall:

1. with the assistance of appropriate staff, attempt to curtail the disruption; physical force will not be used except in emergency situations where the safety of students, employees, or other persons is in jeopardy;
2. call for assistance from local law enforcement authorities, if needed;
3. remove or have removed the individual or individuals responsible for the disruption from the scene of the activity;
4. take steps to remove the individual or individuals responsible for the disruption from the school. These steps may include:
 - a. contacting parents to remove the juvenile(s),
 - b. contacting police to assist;
5. prepare a written report detailing the facts related to the incident;
6. forward a copy of the report to the school principal; for more serious incidents of disruption, the principal will forward copies of the report to:
 - a. Superintendent
 - b. Chief of Police
 - c. if the individual involved is a juvenile, to the Chief Probation Officer.

Potential Disruption of School Operations

In the event a school district administrator learns of the possibility of a school disruption, the administrator shall consult with his/her immediate supervisor regarding appropriate preparatory or preventative measures.

EACH PRINCIPAL SHALL BE RESPONSIBLE FOR ESTABLISHING A "CODE" OR SIGNAL THAT WILL ALERT STAFF, (e.g., "PAYCHECKS WILL NOT BE DELIVERED".) TEACHERS ARE TO LOCK STUDENTS AND THEMSELVES IN THEIR CLASSROOM AND AWAIT THE "ALL-CLEAR" SIGNAL.

Procedure History:

Promulgated on: 12/13/99

Reviewed on: 02/10/10

Revised on:

Columbus Public Schools

COMMUNITY RELATIONS

4314

Extra-Curricular Activities Attendance

The board encourages all parents/guardians to personally supervise or provide for proper supervision of their children while attending extra-curricular activities. Any behavior that significantly interferes with the viewing enjoyment rights or safety of another spectator or the enjoyment rights and safety of a participant shall be considered inappropriate. Individuals who violate this policy may be barred from attending such events. Behavior viewed as creating liability for the school district will not be allowed.

Cross Reference: 4410

Policy History:

Adopted on: 12/13/99

Reviewed on: 02/10/10

Revised on:

Columbus Public Schools

COMMUNITY RELATIONS

4315

Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

Crowd control at school events is the responsibility of the school administration and staff. Assistance from law enforcement officers may be arranged in advance when deemed appropriate. In emergency circumstances when the administrator in charge at a school event deems it appropriate, law enforcement assistance may be requested to quell unruly behavior, enforce the law, investigate a crime, or assist in other legal and appropriate ways.

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. Examples of unsportsmanlike conduct include, but are not limited to:

- I. using vulgar or obscene language;
- 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 Columbus Public Schools employee; and
- VI. engaging in any activity which is illegal or disruptive.

At a minimum, any local person or fan who is ejected from any local or MHSAA sponsored event will automatically be subject to the following consequences:

- A. 1st Infraction: Two Week suspension from district and/or MHSAA events
- B. 2nd Infraction: Four Week suspension from district and/or MHSAA events
- C. 3rd Infraction: Yearlong suspension from district and/or MHSAA events

Infractions will accumulate over any two-year period of time. These penalties may be appealed through the Board of Trustees utilizing established district procedures. In no instance is this a guarantee of reversal of the penalties imposed.

Bases on the severity of the situation leading up to the ejection, the Superintendent may seek to extend the denial of future admission to any District and/or MHSAA sponsored events through the use of the Board hearing process. This can be done with any person by delivering or mailing a notice, sent by certified mail with return receipt requested, containing:

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

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

Policy History

Adopted on: 12/13/99

Reviewed on: 02/10/10

Revised on: 05/12/02

COMMUNITY RELATIONS

Accommodating Individuals with Disabilities

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

The District may provide auxiliary aids and services where 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:

1.Oversee the District’s compliance efforts, recommend necessary modifications to the Board, and maintain the District’s final Title II self-evaluation document and keep it available for public inspection for at least 3 years after its completion date (*for districts having 50 or more full- or part-time employees*).

2.Institute plans to make information regarding Title II’s protection available to any interested party.

Individuals with disabilities should notify the Superintendent or building Principal if they have a disability which will require special assistance or services and, if so, 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 federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

Cross Reference: 1700 Uniform Complaint Procedure

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

Policy History:

Adopted on:
Reviewed on: 02/10/10
Revised on:

Columbus Public Schools

COMMUNITY RELATIONS

4320

Contact with Students

Students are entrusted to the schools for educational purposes. Although educational purposes encompass a broad range of experiences, school officials must not assume license to allow unapproved contact with students by persons not employed by the District for educational purposes. Teachers may arrange for guest speakers on appropriate topics relative to the curriculum. Principals may approve school assemblies on specific educational topics of interest and relevance to the school program. The District normally does not permit other types of contact by non-school personnel.

The District will not allow access to the schools by outside organizations desiring to use the captive audience in a school for information, sales material, or special interest purposes.

Policy History:

Adopted on:

Reviewed on: 02/10/10

Revised on:

Columbus Public Schools

COMMUNITY RELATIONS

4321

Distribution of Fund Drive Literature Through Students

It is the policy of this District to refrain from having the students, as student body members, used for collection or dissemination purposes.

The superintendent with the building principals will establish rules and regulations for distribution of fund drive literature. Only those organizations which are recognized school organizations or official parent-school groups may request permission to allow students to participate in such activities.

Policy History:

Adopted on:

Reviewed on: 02/10/10

Revised on:

COMMUNITY RELATIONS

4330

Community Use of School Facilities

School facilities are available to the community for education, 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.

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations who are granted the use of the facility shall pay fees and costs. The Superintendent shall develop procedures to manage community use of school facilities (including supervisory requirements, restrictions, security, etc.) which shall be reviewed and approved by the Board. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

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. Requests for use of the school facilities must be submitted in advance of the event to the Superintendent's office.

Authorization for the use of school facilities shall not be considered as endorsement of or approval of the activity, group, or organization nor for the purposes represented.

Cross Reference: 7250 Rental or Lease of Columbus Public Schools Property

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

Policy History:

Adopted on:

Reviewed on: 02/10/10

Revised on:

FACILITIES USE AGREEMENT
Columbus Public Schools

This Facilities Use Agreement made this ____ day of _____, 20___, and effective immediately, by and between COLUMBUS PUBLIC SCHOOLS, hereinafter referred to as "School", and

_____, hereinafter referred to as "User".

ARTICLE I

Premises and Conditions

Premises - For and in condition of the terms and covenants of this lease to be performed by User, all of which User accepts, School hereby leases to User the Columbus Public Schools facilities described as:

Date(s) and Time(s) the facilities are to be used: _____

Additional Equipment Authorized for Use: _____

Specific Nature of Activity: _____

User agrees to use and permit the use of only those School facilities specifically leased to User. Groups are to remain in the area designated for them. Any area not specifically listed above is absolutely off-limits.

Condition of Granting Lease - The granting of this lease and its acceptance by User is conditioned upon the following covenants:

- A. That no alcoholic beverages, tobacco or other drugs are sold or consumed on the premises by User, its employees, patrons, agents, or members.
- B. No illegal games of chance or lotteries will be permitted.
- C. That no functional alteration of the premises or functional changes in the use of such premises shall be made by User, without specific written consent of School.
- D. That adequate supervision is provided by User to ensure proper care and use of school facilities, including adult supervision and police supervision when necessary, appropriate, or requested by the Board.
- E. The facility must be left as clean or cleaner than prior to the activity. The organization is solely responsible for cleaning of facility immediately following termination of activity. The gym floor must also be cleaned **before** being used.
- F. Should the gymnasium floor be used, white soled shoes or stocking feet only will be used. Locker rooms are closed unless part of this use agreement. Public restrooms will be used and left as clean as they were previous to their use.

ARTICLE II

Rent and Deposit

User agrees to pay to School, as rent for the premises and as payment for special services (if any) provided by School, the sums as set forth, in the amount of \$ _____, and this shall be due 3 days in advance. User shall be responsible for all actual damages, including costs, disbursements, and expenses, resulting while it has use of the premises. Additional deposit amounts are so specified in the Additional Obligations section of this agreement.

Fee Schedule

- Level 1 - This group includes those organizations whose activity is solely for the benefit of the school and non-sectarian youth groups. They may use the gymnasium and rooms free of charge.
- Level 2 - This group includes those community organizations and churches who sponsor non-profit activities for community benefit. Gymnasium rental is \$10, all other rooms will rent for \$5.
- Level 3 - This group includes those community organizations which sponsor activities for their own benefit. They will be charged \$25 plus custodial fees for the use of the gym, \$10 plus custodial fees for all other rooms.

**ARTICLE III
Obligation of Lessee**

- A. User shall maintain the premises clean and free from debris at all times.
- B. User shall repair and pay for all damages to the premises caused by its employees, patrons, agents, members of its operation on the premises.
- C. User shall permit School and its agents free access to enter into and upon the premises at all reasonable times for the purpose of inspecting same and to make any necessary improvements.
- D. User acknowledges that it has received a list of additional obligations, and it hereby consents to those obligations and agrees to adhere to and follow the same, and they are hereby made a part of this agreement.
- E. User shall comply with all city, county, and state ordinances, regulations, and statutes that are applicable to User's use of the premises.
- F. User shall at all times cooperate with the Columbus Public Schools' personnel.

**ARTICLE IV
Insurance and Indemnification**

User shall indemnify and hold harmless the school and its agents and employees for and from any and all loss, including attorneys' fees, damages, expenses, and liability arising out of its use of school property. User also agrees to pay any damages to school facilities, furniture, or equipment arising out of its use of school property, whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is the Board's discretion. Further, User agrees to supply proof of insurance, verifying that the group maintains adequate insurance coverage against personal injury and/or property loss.

**ARTICLE V
Lessee Not To Discriminate**

User agrees that neither it, its employees or agents, will refuse, withhold from, or deny any of its services, goods, facilities, advantages, or privileges because of sex, race, age, physical or mental handicap, creed, political ideas, marital status, religion, color, or national origin, and that it will not publish, circulate, issue, display, post, or mail a written or printed communication, notice, or advertisement which states or implies that any of the services, goods, facilities, advantages, or privileges offered by it while in school facilities will be refused, withheld from, or denied to a person because of sex, race, age, physical or mental handicap, creed, political ideas, marital status, religion, color, or national origin.

**ARTICLE VI
Waiver of Liability**

The undersigned party, hereinafter referred to as **User**, as indicated by signature below, knows, understands, and appreciates that use of any facility, equipment, or property, whether real or personal, of the Columbus Public Schools, carries with said use the risk of death; carries with said use the risk of injury, including, but not limited to, paralysis, broken bones, disfigurement, muscle and/or ligament damage or other serious trauma; and carries with said use the risk of contraction of communicable diseases. User also acknowledges that the possibility exists of committing sexual harassment violations.

User, by signature, hereby releases the Columbus Public Schools and their agents, now and forever, from any and all liability for death, injury, or contraction of diseases suffered while using any facility, property, or equipment of the Columbus Public Schools.

User, by signature, also hereby releases the Columbus Public Schools and their agents, now and forever, from any and all liability for incidents of sexual harassment which may occur while the party is using facilities, equipment, or property, whether real or personal, of the Columbus Public Schools.

DATED this ____ day of _____, 20____.

Columbus Public Schools:

User:

By _____

By _____

Address _____

Phone _____

Additional Obligations: _____

1
2 **COMMUNITY RELATIONS**

4331

3
4 Use of School Property for Posting Notices

5
6 Non-school related organizations may ask the building principal permission:

- 7
8 1. To display posters in the area reserved for community posters; or
9
10 2. To have flyers distributed to students (i.e. Little League, Girl & Boy Scout Organizational Meetings, etc.)
11

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

- 15
16 A. Disrupt the educational process;
17
18 B. Violate the rights of others;
19
20 C. Invade the privacy of others;
21
22 D. Infringe on a copyright; or
23
24 E. Be obscene, vulgar or indecent.
25

26 No commercial publication shall be posted or distributed unless the purpose is to further a school activity, such
27 as graduation, class pictures, or class rings. No information from any candidates for non-student elective offices
28 shall be posted in or around school district property, or distributed to the students.
29

30 If permission is granted to distribute materials, the organization must arrange to have copies
31 delivered to the school. Distribution of the materials will be arranged by administration.
32
33
34

35 Policy History:

36 Adopted on:

37 Reviewed on: 02/10/10

38 Revised on: 11/12/2012
39
40
41

1 **Columbus Public Schools**

2
3 **COMMUNITY RELATIONS**

4332

4
5 Conduct on School Property

6
7 In addition to prohibitions stated in other District policies, no person on school property shall:

- 8
- 9 1. Injure or threaten to injure another person;
- 10
- 11 2. Damage another’s property or that of the District;
- 12
- 13 3. Violate any provision of the criminal law of the state of Montana or town or county ordinance;
- 14
- 15 4. Smoke or otherwise use tobacco or nicotine products, including e-cigarettes or other
- 16 similar products;
- 17
- 18 5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess weapons
- 19 (as defined in Policy 3310/3311) at any time;
- 20
- 21 6. Impede, delay, or otherwise interfere with the orderly conduct of the District’s educational
- 22 program or any other activity occurring on school property;
- 23
- 24 7. Enter upon any portion of school premises at any time for purposes other than those which are
- 25 lawful and authorized by the Board; or
- 26
- 27 8. Willfully violate other District rules and regulations.
- 28

29 “School property” means within school buildings, in vehicles used for school purposes, or on owned or
30 leased school grounds. As circumstances warrant, appropriate action will be taken by the District
31 administration.

32
33 Cross Reference: 3310 Student Discipline (*Possession of a Weapon in a School Building*)

34
35
36 Legal Reference: Pro-Children Act of 1994, 20 U.S.C. § 6081
 37 Smoke Free School Act of 1994
 38 § 20-1-220, MCA Use of tobacco product in public school building or on
 39 public school property prohibited
 40 § 20-5-410, MCA Civil penalty

41
42 Policy History:

43 Adopted on:

44 Reviewed on: 02/10/10

45 Revised on: 04/08/14

46
47
48
49

1
2 **Columbus Public Schools**

3
4 **COMMUNITY RELATIONS**

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5
6
7 Public Access to District Records

8
9 Within the limits of an individual's right of privacy, full access to information concerning the
10 administration and operations of the District shall be afforded to the public. Public access to District
11 records shall be afforded according to appropriate administrative procedures.
12

13 "School district records" include any writing, printing, photostating, photographing, etc., that has been
14 made or received by the school, in connection with the transaction of official business and presented for
15 informative value or as evidence of a transaction and all other records required by law to be filed with the
16 District. "Columbus Public Schools records" do not include the personal notes and memoranda of staff
17 which remain in the sole possession of the maker and which are not generally accessible or revealed to
18 other persons.
19

20 The Superintendent shall serve as "public records coordinator" with responsibility and authority for
21 ensuring compliance with the display, indexing, availability, inspection, and copying requirements of
22 state law and this policy. As coordinator, the Superintendent shall authorize the inspection and copying
23 of the District's records only in accordance with the criteria set forth in this policy.
24

25 In accordance with Title 2, Chapter 4, MCA, the District shall make available for public inspection and
26 copying all District records, or portions, except those which contain the following information:
27

- 28 1. Personal information from any file maintained for students. Information from student records
29 shall be disclosed only in accordance with the requirements of the Family Educational Rights and
30 Privacy Act of 1974 and adopted District policy.
31
- 32 2. Personal information in files maintained for staff to the extent that disclosure will violate their
33 right to privacy.
34
- 35 3. Test questions, scoring keys, or other examination data used to administer academic tests.
36
- 37 4. The contents of real estate appraisals, made for or by the District relative to the acquisition of
38 property, until the project is abandoned or until such time as all of the property has been
39 acquired, but in no event shall disclosure be denied for more than three years after the appraisal;
40
- 41 5. Preliminary drafts, notes, recommendations and intra-District memoranda in which opinions are expressed
42 or policies formulated or recommended except that a specific record shall not be exempt when publicly
43 cited by the District in connection with any District action;
44
- 45 6. Records that are relevant to a controversy to which the District is a party but which records
46 would not be available to another party under the rules of pre-trial discovery for cases pending
47 resolution;
48
- 49 7. Records or portions of records, the disclosure of which would violate personal rights of privacy;
50 and

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6 8. Records or portions of records, the disclosure of which would violate governmental interests.

7
8 If the District denies any request, in whole or in part, for inspection and copying of records, the District
9 shall provide the requesting party with reasons for the denial.

10
11 If the record requested for inspection and/or copying contains both information exempted from disclosure
12 and non-exempt information, the District shall, to the extent practicable, produce the record with the
13 exempt portion deleted and shall provide a written explanation for the deletion.

14
15 The District shall not provide access to lists of individuals which the requesting party intends to use for
16 commercial purposes or which the District reasonably believes shall be used for commercial purposes if
17 such access is provided.

18
19 The coordinator is authorized to seek an injunction to prevent the disclosure of records otherwise suitable
20 for disclosure when it is determined that there is reasonable cause to believe that the disclosure would not
21 be in the public interest and would substantially or irreparably damage any person or would substantially
22 or irreparably damage vital governmental functions.

23
24
25 Legal Reference: Title 2, Chapter 6 School Districts
26 § 2-6-109, MCA Prohibition in distribution or sale of mailing lists -
27 penalty
28

29 Policy History:

30 Adopted on:
31 Reviewed on: 02/10/10
32 Revised on:
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34

1 **Columbus Public Schools**

2
3 **COMMUNITY RELATIONS**

4340P

4
5 Public Access to District Records

6
7 The following procedures shall be used to carry out the district's policy regarding public access to district
8 records:

9
10 Public Records Custodian: At each facility where district records are kept, the administrator shall serve as
11 public records custodian and shall be responsible for the maintenance of district records in accordance with
12 district policy. The custodian shall permit access to, and copying of, district records by the public with
13 authorization from the Superintendent who is the public records coordinator.

14
15 Requests for Inspections and Copying: Upon written request, the district shall make available to any person
16 for inspection and copying any record or records not exempted by district policy.

17
18 A written request for inspection and/or copying of records shall include:

- 19 1. Name, address, and signature of the party requesting disclosure and the date of request.
20 2. Specification of the records or types of records requested.
21 3. A statement of the intended use if lists of individuals are included among the requested documents.

22
23 Written requests for inspection and/or copying of records shall be made to the coordinator at the district's
24 central office or to the custodian at the place where the requested records are kept.

25
26 Written requests shall be made and records shall be available for inspection and copying during the
27 customary business hours of the district's office and/or the site where the requested records are kept.

28
29 With respect to those records which the coordinator has designated in writing as open to inspection, the
30 public records custodian at the site where the record is kept shall have authority to grant a request for
31 inspection and copying. With respect to all other records, a request for inspection and copying shall be
32 granted only after review and approval of the request by the coordinator.

33
34 A response to each written request for inspection and copying of district records shall be provided as soon
35 as is reasonably practicable. The district shall make copies of public records for a per-page fee which shall
36 cover copying costs.

37
38 Staff shall provide full assistance to members of the public making inquiries or requests related to district
39 records. Staff shall locate and produce for inspection requested records which are not exempt from
40 disclosure and which have been sufficiently identified in a request for inspection.

41
42 The public records coordinator and public records custodian shall have authority to impose reasonable
43 conditions on the manner of inspection of records so as to minimize the risks of damage or disorganization
44 of the records and to prevent excessive interference with other essential operations of the district.

45
46 Procedure History:

47 Promulgated on: 12/13/99

48 Reviewed on: 02/10/10

49 Revised on:

50

1 **Columbus Public Schools**

2
3 **COMMUNITY RELATIONS**

4410

4
5 Relations with the Law Enforcement and Child Protective Agencies

6
7 The primary responsibility for maintaining proper order and conduct in the schools is that of staff. Staff
8 shall be responsible for holding students accountable for infractions of school rules, which may include
9 minor violations of the law occurring during school hours or at school activities. Where there is
10 substantial threat to the health and safety of students or others such as in the case of bomb threats, mass
11 demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in
12 prohibited drugs or the scheduling of events where large crowds may be difficult to handle, the law
13 enforcement agency shall be called upon for assistance. Information regarding major violations of the
14 law shall be communicated to the appropriate law enforcement agency.

15
16 The District shall strive to develop and maintain cooperative working relationships with the law
17 enforcement agencies. Procedures for cooperation between law enforcement, child protective and school
18 authorities shall be established. Such procedures shall be made available to affected staff and
19 periodically revised.

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21
22
23 Cross Reference: 4314 Disruption of School Operations

24
25 Legal Reference: § 20-1-206, MCA Disturbance of school - penalty

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27
28 Policy History:

29 Adopted on:

30 Reviewed on: 02/10/10

31 Revised on:

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2 **Columbus Public Schools**

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4 **COMMUNITY RELATIONS**

4411

5
6 Investigations and Arrests by Police

7
8 All contact between the school and the police department on matters involving students shall be made
9 through the administrative office. The police have ample opportunity to talk to a student away from the
10 school and before or after school hours. They should be encouraged to do so. Law enforcement
11 authorities should only be allowed to conduct an interview in the school if they can show that special
12 circumstances exist or if the interview is at the request of the school. This determination should be made
13 by the principal or Superintendent.
14

- 15 A. If the police have a warrant for the student's arrest, they must be permitted to arrest the student;
16 however, whenever possible, the arrest should be conducted in the principal's office out of view
17 of other students. Before removing a student from school, the police shall sign a release form in
18 which they assume full responsibility for the student.
19
- 20 B. Law enforcement personnel should not be allowed to roam about the school until the student is
21 found. They should remain in the administration office while school personnel seek out the
22 student.
23
- 24 C. If possible, the educational program of the student should not be disrupted to allow for police
25 questioning.
26
- 27 D. Any questioning by police should be conducted in a private room or area where confidentiality
28 can be maintained.
29
- 30 E. If law enforcement officials are to be allowed to question a student under the age of eighteen, a
31 reasonable attempt shall be made to notify the parents except in cases of suspected child abuse or
32 child neglect involving the parent. The parents should be given the opportunity to come to the
33 school prior to the questioning.
34
- 35 F. If the parents are notified and able to attend, they should be allowed to be present at the
36 interview. The administrator should be present at the interview, but should not take part in any
37 questioning. The administrator should at all times remain a neutral observer.
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41 Policy History:

42 Adopted on:

43 Reviewed on: 02/10/10

44 Revised on:
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Columbus Public Schools

COMMUNITY RELATIONS

4520

Cooperative Programs with Other Districts and Public Agencies

Whenever it appears to the economic, administrative, and/or educational advantage of the District to participate in cooperative programs with other units of local government, the Superintendent will prepare and present for Board consideration an analysis of each cooperative proposal.

When formal cooperative agreements are developed, such agreements shall comply with requirements of the Interlocal Cooperation Act, with assurances that all parties to the agreement have legal authority to engage in the activities contemplated by the agreement.

The District may enter into interlocal agreements with a unit of the Montana University System, public community college, and/or tribal college, which would allow students enrolled in the 11th and 12th grades to attend and earn credit for classes not available in the District. Tuition and fees, if assessed, will be provided for in the interlocal agreement.

The District may enter into an interlocal agreement providing for the sharing of teachers, specialists, superintendents, or other professional persons licensed under Title 37, MCA. If the District shares a teacher or specialist with another district(s), the District’s share of such teacher’s or specialist’s compensation will be based on the total number of instructional hours expended by the teacher or the specialist in the District.

Legal Reference:	§§ 7-11-101, et seq., MCA	Interlocal Cooperation Act
	§§ 20-7-451 through 456, MCA	Authorization to create full service education cooperatives
	§§ 20-7-801, et seq., MCA	Public recreation

Policy History:
Adopted on:
Reviewed on:
Revised on: 02/10/10

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Columbus Public Schools

COMMUNITY RELATIONS

4530

Cooperative Programs with Business and the Business Community

The board believes that cooperation and support between the district and the business community is mutually beneficial. Therefore the district will strive to achieve and maintain a philosophy of partnership with the local business community and recognize contributions from the business community.

Policy History:
Adopted on: 12/13/99
Reviewed on: 02/10/10
Revised on:

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4 **Columbus Public Schools**

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6 **COMMUNITY RELATIONS**

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page 1 of 2

7
8 Registered Sex Offenders
9

10 The State of Montana has determined that perpetrators of certain sex crimes pose a continuing threat to
11 society as a whole even after completion of their criminal sentences. Recognizing that the safety and
12 welfare of students is of paramount importance, the Columbus School District declares that, except in
13 limited circumstances, Columbus School District should be off limits to registered sex offenders.
14

15 Employment
16

17 Notwithstanding any other Board policy, individuals listed by the State of Montana as registered sex
18 offenders are ineligible for employment in any position within the Columbus School District. However,
19 the Superintendent shall have discretion consistent with other Board policies to recommend an individual
20 whose name has been expunged from the Sex Offender Registry.
21

22 School Off Limits
23

24 The District hereby declares that no registered sex offender whose victim was a minor may come on,
25 about, or within one thousand (1,000) feet of any District-owned buildings or property except as
26 otherwise provided in this policy. If an administrator becomes aware that such a sex offender is on,
27 about, or within one thousand (1,000) feet of school property, the administrator shall direct the sex
28 offender to immediately leave the area. The Board authorizes the administrator to request the assistance
29 of the appropriate law enforcement authorities to secure the removal of any registered sex offender from
30 the area. If a registered sex offender disregards the terms of this policy or the directives of the school
31 administrator, then the Superintendent is authorized to confer with counsel and to pursue such criminal or
32 civil action as may be necessary to enforce compliance with this policy.
33

34 This policy shall not be construed to impose any duty upon any administrator or any other employee of
35 the District to review the Sex Offender Registry or to screen individuals coming on or within one
36 thousand (1,000) feet of school property to ascertain whether they are on the Registry. This policy shall
37 only apply when administrators are actually aware that the person in question is on the Sex Offender
38 Registry and that the offender's victim was a minor.
39

40 The provisions of this policy prohibiting a registered sex offender from coming on, about, or within one
41 thousand (1,000) feet of school property shall not apply in the event that a sex offender's name should be
42 expunged from the Registry.
43

44 Rights of Parents on the Sex Offender Registry
45

46 In the event that a registered sex offender whose victim was a minor has a child attending the District, the
47 administrator of the school where the child attends shall be authorized to modify this policy's restrictions
48 to permit the parent to drop off and pick up the child from school and to come onto campus to attend
49 parent-teacher conferences. However, the parent may not linger on or about school property before or

1 after dropping off his or her child, and the parent is prohibited from being in any part of the school
2 building except the main office.

8 This policy does not impose a duty upon the administrator of any school or any other employee of the
9 District to review the Sex Offender Registry and the school system's directory information to ascertain
10 whether a registered sex offender may have a child attending school in the District. The provisions of
11 this policy shall apply only if an administrator actually becomes aware that a parent of a student at the
12 school is a registered sex offender.

13
14 To facilitate voluntary compliance with this policy, administrators are encouraged to speak with any
15 affected parents upon learning of their status as registered sex offenders to communicate the restrictions
16 of this policy. At all times, the administrator shall endeavor to protect the privacy of the offender's child.

17
18 In the event of a truly exceptional situation such as graduation, a parent on the Sex Offender Registry
19 may ask the Superintendent for a waiver of this policy to permit the parent to attend these special events.
20 It is the intent of the Board, however, that these special circumstances be truly unusual and infrequent
21 occurrences.

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25 Legal Reference: § 46-23-501, MCA Sexual or Violent Offender Registration Act
26 www.doj.mt.gov/svor/ Sexual or Violent Offender Registry
27

28 Policy History:
29 Adopted on: 02/10/10
30 Reviewed on:
31 Revised on:
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3 **COMMUNITY RELATIONS**

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5 Notice to Parents Required by No Child Left Behind Act of 2001 (ANCLB@)

6
7 *NOTE: This list of parental notice requirements may not be exhaustive. The only notices applying to*
8 *districts that do not receive Title I funds are those regarding student privacy. The notices described in*
9 *this administrative procedure are paraphrased; please see the specific NCLB section cited for the exact*
10 *requirements.*

11
12 Improving Basic Programs Operated by Local Educational Agencies

- 13
- 14 1. As required by NCLB § 1111(h)(6)(A): At the beginning of each school year, a district that
- 15 receives Title I funds shall notify the parents of each student attending any school receiving
- 16 Title I funds that the parents may request, and the district will provide the parents on request,
- 17 information regarding the professional qualifications of the student’s classroom teachers,
- 18 including, at a minimum, the following:
 - 19 1. Whether the teacher has met the state qualifications and licensing criteria for the grade
 - 20 levels and subject areas in which the teacher provides instruction.
 - 21 2. Whether the teacher is teaching under emergency or other provisional status.
 - 22 3. The teacher’s baccalaureate degree major and any other graduate certifications or
 - 23 degrees.
 - 24 4. Whether paraprofessionals provide services to the student and, if so, their qualifications.
- 25
- 26 2. As required by NCLB § 1111(h)(6)(B)(i): Districts must provide parents information on the level
- 27 of achievement of the parent’s child in each of the state academic assessments.
- 28
- 29 3. As required by NCLB § 1111(h)(6)(B)(ii): Districts must provide parents timely notice that the
- 30 parent’s child has been assigned, or has been taught for four (4) or more consecutive weeks by, a
- 31 teacher who is not highly qualified.
- 32

33 Limited English Proficient Students

- 34
- 35 1. As required by NCLB § 1112(g)(1)(A) and (g)(2) and § 3302(a): Districts must inform a parent
- 36 of a limited English proficient child identified for participation or participating in such a
- 37 program, of the reasons for their child being identified, their child’s level of English proficiency,
- 38 instructional method, how their child’s program will meet the child’s needs, how the program
- 39 will help the child learn English, exit requirements for the program to meet the objectives of any
- 40 limited English proficiency, and information regarding parental rights.
- 41
- 42 2. As required by NCLB § 1112(g)(1)(B) and § 3302(b): Each district using Title I funds to provide
- 43 a language instruction educational program, that has failed to make progress on the annual
- 44 measurable achievement objectives described in § 3122 for any fiscal year for which part A is in
- 45 effect, shall separately inform the parents of a child identified for participation or participating in
- 46 such a program, of such failure not later than thirty (30) days after such failure occurs.
- 47
- 48 3. As required by NCLB § 1112(g)(4) and § 3302(e): Each district shall implement an effective
- 49 means of outreach to parents of limited English proficient students to inform the parents
- 50

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5 regarding how they can be involved in their child's education and be active participants in
6 assisting their child to attain English proficiency, achieve at high levels in core academic
7 subjects, and meet challenging state academic achievement standards and state academic content
8 standards expected of all students. In addition, the outreach shall include holding and sending
9 notice of opportunities for regular meetings for formulating and responding to parent
10 recommendations.

11
12 Academic Assessment and Local Education Agency and School Improvement

- 13
14 1. As required by NCLB § 1116(b)(6): Districts shall promptly provide to parents of each student
15 enrolled in an elementary school or a secondary school identified for school improvement
16 under § 1116(b)(1)(E)(I), for corrective action under § 1116(b)(7)(C)(I), or for restructuring
17 under § 1116(b)(8)(A)(I):
18 1. An explanation of what the identification means and how the school compares in terms
19 of academic achievement to other district schools and the state educational agency;
20 2. The reasons for the identification;
21 3. An explanation of what the school identified for school improvement is doing to address
22 the problem;
23 4. An explanation of what the district or state educational agency is doing to help the
24 school address the achievement problem;
25 5. An explanation of how the parents can become involved in addressing the academic
26 issues that caused the school to be identified for school improvement; and
27 6. An explanation of the parents' option to transfer their child to another public school
28 under paragraphs (1)(E), (5)(A), (7)(C)(i), (8)(A)(i), and subsection (c)(10)(C)(vii) (with
29 transportation provided by the agency when required by paragraph (9)) or to obtain
30 supplemental educational services for the child in accordance with subsection (e).
31
32 2. As required by NCLB § 1116(b)(8)(c): Whenever the school fails to make adequate yearly
33 progress and/or is restructured, the district shall provide the teachers and parents
34 with an adequate opportunity to comment and participate in developing any plan.
35
36 3. As required by NCLB § 1116(e)(2)(A): The district shall provide annual notice to parents of:
37 1. The availability of supplemental education services;
38 2. The identity of approved providers of those services within the district or whose services
39 are reasonably available in neighboring districts; and
40 3. A brief description of those services, qualifications, and the demonstrated effectiveness
41 of each such provider.
42

43 Parental Involvement

- 44
45 1. As required by NCLB § 1118(b): Parents shall be notified of the parental involvement policy, in
46 an understandable and uniform format and, to the extent practicable, in a language the parents
47 can understand. Such policy shall be made available to the local community and updated
48 periodically to meet the changing needs of parents and the school.
49
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- 6 2. As required by NCLB § 1118(c): Each school shall:
 - 7 1. Convene an annual meeting at a convenient time, to which all parents of participating
 - 8 children shall be invited and encouraged to attend, to inform parents of their school's
 - 9 participation and to explain the requirements of the NCLB and the right of the parents to
 - 10 be involved;
 - 11 2. Offer a flexible number of meetings;
 - 12 3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and
 - 13 improvement of programs, including the planning, review, and improvement of the
 - 14 school parental involvement policy and the joint development of the school-wide
 - 15 program plan under § 1114(b)(2);
 - 16 4. Provide parents of participating children:
 - 17 ! Timely information about programs under this part;
 - 18 ! A description and explanation of the curriculum in use at the school, the forms of
 - 19 academic assessment used to measure student progress, and the proficiency
 - 20 levels students are expected to meet; and
 - 21 ! If requested by parents, opportunities for regular meetings to formulate
 - 22 suggestions and to participate, as appropriate, in decisions relating to the
 - 23 education of their children, and respond to any such suggestions as soon as
 - 24 practicably possible.
- 25

26 Education of Homeless Children and Youths

- 27
- 28 1. As required by NCLB § 722(e)(3)(C): The district shall provide written notice, at the time any
- 29 homeless child or youth seeks enrollment in the school and at least twice annually while the child
- 30 or youth is enrolled in the school, to the parent or guardian of the child or youth (or, in the case
- 31 of an unaccompanied youth, the youth) that:
 - 32 1. Shall be signed by the parent or guardian;
 - 33 2. Sets forth the general rights provided under this subtitle;
 - 34 3. Specifically states:
 - 35 ! The choice of schools homeless children and youths are eligible to attend;
 - 36 ! That no homeless child or youth is required to attend a separate school for
 - 37 homeless children or youths;
 - 38 ! That homeless children and youths shall be provided comparable services,
 - 39 including transportation services, educational services, and meals through school
 - 40 meals programs;
 - 41 ! That homeless children and youths should not be stigmatized by school
 - 42 personnel;
 - 43 4. Includes contact information for the local liaison for homeless children and youths.
- 44
- 45 2. As required by NCLB § 722(g)(2)(B)(iii): In the case of an unaccompanied homeless youth, the
- 46 district shall ensure that the homeless liaison assists in placement or enrollment decisions,
- 47 considers the views of such unaccompanied youth, and provides notice to such youth of the right
- 48 to appeal.
- 49
- 50 3. As required by NCLB § 722(g)(6)(A)(iv): Each district shall ensure that public notice of the

1 educational rights of homeless children is disseminated where such children and youths receive
2 services under this Act, such as schools, family shelters, and soup kitchens.

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4 page 4 of 5

5
6 Persistently Dangerous Schools

7
8 If the district is identified as a persistently dangerous school,⁴ the district must, in a timely manner:

- 9
10 1. Notify parents of each student attending the school that the state has identified the school as
11 persistently dangerous.
12
13 2. Offer all students the opportunity to transfer to a safe public school within the district. If there is
14 not another school in the district, the district is encouraged, but not required, to explore other
15 options such as an agreement with a neighboring district to accept transfer students.
16
17 3. For those students who accept the offer, complete the transfer.

18
19 In addition a district must also:

- 20
21 1. Develop a corrective action plan; and
22
23 2. Implement the plan in a timely manner.

24
25 Parental notification regarding the status of the school and the offer to transfer students may be made
26 simultaneously.

⁴ **A 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.

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.”*

Policy History:

Adopted on: 12/13/05

Reviewed on: 02/10/10

Revised on: