

POPLAR SCHOOL DISTRICT

STUDENTS

3000 SERIES

TABLE OF CONTENTS

3097	Use of Video Surveillance Cameras
3100	Publication and Distribution or Posting of Materials
3110	Entrance, Placement and Transfer
3123	Attendance Policy - Truancy
3125	Education of Homeless Children
3141	Discretionary Nonresident Student Attendance Policy
3145	Foreign Exchange Students
3150	Part-Time Attendance
3200	Student Rights and Responsibilities
3210	Equal Education Opportunities
3225	Bullying, Harassment, Intimidation and Hazing
3231	Searches and Seizure
3300	Student Due Process Rights
3310	Student Discipline
3350	Extracurricular Activities Drug- Testing Program
3350F	Extracurricular Activities Drug- Testing Program Consent Form
3410	Student Health/Physical Screenings/Examination
3415	Management of Sports Related Concussions
3416	Administering Medicines to Students
3520	Student Fees, Fines and Charges
3600	Student Records
3606	Transfer of Student Records
3608	Receipt of Confidential Records
3612	District Provided Access to Electronic Information, Services, and Networks
3630	Cell Phones and Other Electronic Equipment

Poplar School District

STUDENTS

3097

Use of Video Surveillance Cameras

The Board recognizes the need to provide a safe learning environment for students and staff and to protect District property and equipment. Therefore, video surveillance cameras may be used as a security measure on any Poplar School District property.

Video cameras will also be used to ensure that students' behavior on school property is consistent with the established safety and conduct rules. If unacceptable behavior is recorded, timely and appropriate corrective action will occur. The Superintendent is responsible for the implementation of safety and security measures at each building and the proper use of video surveillance monitoring systems. No staff member may use video surveillance without permission of the Superintendent.

Signs shall be posted at various locations to inform students, staff and the public that video surveillance cameras are in use. The video surveillance will not include audio recordings unless specific notice is given as required by law.

Legal Reference:

§ 45-8-213, MCA

Privacy in Communications

Policy History:

Adopted on:

Revised on: July 11, 2016

Poplar School District

STUDENTS

3100

Publications and Distribution or Posting of Materials

School Sponsored Publications

School-sponsored publications and productions are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission. All student media shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate or inappropriate due to the maturity level of the students, or is materially disruptive to the educational process will not be tolerated. The author's name will accompany personal opinions published/produced and will be provided within the same media.

Non-School Sponsored Publications

Distribution in school of written material that is obscene, libelous, invades the privacy of others, will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, or advocates conduct otherwise inconsistent with shared values of a civilized social order is prohibited. Distribution in school includes distribution on school property or at school-related activities. Students who distribute such material or who write or publish such material for distribution engage in gross disobedience and misconduct and will be disciplined in accordance with Board policy.

Distribution and Posting of Materials

Except as provided above, the District allows distribution of materials of parent and student organizations sponsored by the District or other governmental agencies. The District also may allow distribution of materials that provide information that supplements or supports the District's curriculum or educational objectives. The Superintendent/designee must approve all materials before they may be distributed by any organization or person. To facilitate the distribution of materials with information about student activities, each building may maintain a centrally located bulletin board for the posting of materials, and/or maintain a table available to students for placing approved materials.

Cross Reference: 3310 Student Discipline

Legal Reference: § 20-5-201, MCA Duties and Sanctions

Policy History:

Adopted on:

Revised on: July 11, 2016

Poplar School District

STUDENTS

3110
Page 1 of 2

Entrance, Placement and Transfer

Age

No pupil may be enrolled in the kindergarten or first grade whose 5th or 6th birthday does not occur on or before September 10 of the school year in which child registers to enter school. A parent may request a waiver of the age requirement. All waivers are in the discretion of and subject to the approval of the Superintendent. A student who meets the 6-year-old requirement to enter 1st grade, but who has not completed a kindergarten program, will be tested and placed at the discretion of the administration. No pupil may be enrolled in the District if that pupil has reached his or her 19th birthday on or before September 10 of the school year in which the child registers to enter school. A student may request a waiver of the age limitation, which must be approved by the Superintendent.

Entrance – Identity and Immunization

Students enrolling in the District for the first time must present a birth certificate or other reliable proof of identity and age within 40 days, as well as proof of residence, and immunization from disease as required by Montana. If the parent of the student does not provide proof of identification within 40 days, the District shall notify the missing children information program and a local law enforcement authority of the fact that no proof of identity has been presented for the child. Nonresident students shall be admitted when required by law or as permitted by District policy. A student who transfers from one school district to another may photocopy immunization records in the possession of the school of origin. The District shall accept the photocopy as evidence of immunization. Within 30 days after a transferring pupil ceases attendance at the school of origin, the District should have the original immunization records.

When a parent/guardian signs and files with the District, prior to the commencement of attendance each school year, a notarized affidavit on a form prescribed by the State of Montana stating that immunization is contrary to the religious tenets and practices of the parent, immunization of the student seeking to attend in the District will not be required prior to attendance. The statement must be maintained as part of the student's immunization records. The District will also accept medical exemptions as required by law.

Placement

The goal of the District shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing, together with other relevant criteria, including but not limited to, health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the Principal, subject to review by the Superintendent.

Transfer Students

Resident students seeking to transfer to a District school will be admitted and placed pursuant to the terms of this policy. The District will request the student's records from the prior school district prior to making any final decision on placement.

Elementary students shall be placed at their current grade level on a probationary basis for a period of two weeks. Should any doubt exist with the teacher and/or Principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

Poplar School District

STUDENTS

3110
Page 2 of 2

High school students shall be placed according to the number of credits earned in their previous accredited school districts, subject to Montana Accreditation Rules and Standards and local alternate procedures for earning credit.

Cross References:	1700 2413 3125	Uniform Grievance Protocol Credit Transfer/Assessment for Placement Education of Homeless Children
Legal References:	§ 1-1-215, MCA § 20-5-101, MCA § 20-5-403, MCA § 20-5-404, MCA § 20-5-405, MCA § 20-5-406, MCA § 20-5-502, MCA § 20-7-117, MCA § 44-2-511, MCA 10.55.701, ARM 10.55.906, ARM	Residence -- rules for determining Admittance of child to school Immunization requirements Conditional attendance Medical or religious exemption Immunization record Enrollment by caretaker relative -- residency -- affidavit Kindergarten and preschool programs School enrollment procedures for missing children Board of Trustees High School Credit

Policy History:

Adopted on:

Revised on: July 11, 2016

Poplar School District

STUDENTS

3123

Attendance Policy - Truancy

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. Specific rules and regulations regarding attendance and tardies can be found in the student handbooks for each building.

For the purpose of this policy “truant” or “truancy” means non-attendance, without excuse, for all or any part of a school day equivalent to the length of one class period of a child required to attend a school under § 20-5-103, MCA. “Habitual truancy” means recorded unexcused absences of 9 or more days or 54 or more parts of a day, whichever is less, in one (1) school year.

Poplar School District has appointed its Building Level Administrators as the attendance officers of their buildings. The attendance officer shall have the powers and duties as stated in law.

Cross Reference: Administrative Procedures

Legal Reference:	§ 20-5-103, MCA	Compulsory attendance and excuses
	§ 20-5-104, MCA	Attendance officer
	§ 20-5-105, MCA	Attendance officer – powers and duties
	§ 20-5-106, MCA	Truancy
	§ 20-5-107, MCA	Incapacitated and indigent child attendance
	§ 41-5-103(22), MCA	Definitions

Procedure History:

Adopted on:

Revised on: July 11, 2016

Poplar School District

STUDENTS

3125

Education of Homeless Children

Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. In addition, homeless students will have access to services comparable to those offered to other students. A “homeless individual” is defined as provided in the McKinney Homeless Assistance Act. The District must assign and admit a child who is homeless to a District school regardless of residence and irrespective of whether the homeless child is able to produce records normally required for enrollment. The District cannot require an out-of-District attendance agreement and tuition for a homeless child.

The Superintendent/designee will review and revise as necessary rules or procedures that may be barriers to enrollment of homeless children and youths. In reviewing and revising such procedures, the Superintendent will consider issues of transportation, immunization, residence, birth certificates, school records and other documentation.

The Superintendent/designee will give special attention to ensuring the enrollment and attendance of homeless children and youths not currently attending school. The Superintendent will appoint a liaison for homeless children.

Anyone having a concern or complaint regarding placement or education of a homeless child will first present it orally and informally to the District homeless liaison. Thereafter, a written complaint must be filed in accordance with the District Uniform Complaint Protocol.

Cross Reference: 1700 Uniform Complaint Protocol
 Administrative Procedures

Legal Reference: 42 U.S.C. § 11431, et seq. McKinney Homeless Assistance Act
 § 20-5-101, MCA Admittance of child to school

Policy History:

Adopted on:

Revised on: July 11, 2016

Poplar School District

STUDENTS

3141

Discretionary Nonresident Student Attendance Policy

Recognizing that its resident students need an orderly educational process and environment free from disruption and overcrowding, the Board has determined that the District will permit discretionary nonresident students to attend school in the District, subject to annual approval. The District will screen all nonresident students and consider only those who meet the criteria set forth in this policy. The Superintendent will recommend to the Board any nonresident student admission in accordance with this policy, with the Board making the final decision on admission. Foreign exchange students shall be admitted pursuant to the terms of this policy and according to current federal law regulating foreign exchange programs.

The District will consider the following criteria for discretionary admission of nonresident students: the student's academic record, disciplinary record, including truancy records, and the current student level in the class in which the student would be admitted. The Superintendent, with the assistance of the Principal, will evaluate the student based on the above listed criteria and determine whether or not to recommend continued enrollment of the student.

Admission in one school year does not imply or guarantee admission in subsequent years. All resident students who become nonresident students due to a move by the students' parents from the District may continue attendance for the remainder of school year, barring registration in another school district. At the completion of the current school year, the student must apply for admission as a nonresident student if the student wishes to remain in the District.

The Board reserves the right to charge tuition for nonresident students. The Board may, in its discretion, charge or waive tuition for all students whose tuition is required to be paid by one type of entity. Unless otherwise provided by law, nonresident students are not eligible transportees for school transportation services.

Legal References:	§ 20-5-320, MCA	Attendance with discretionary approval
	§ 20-5-323, MCA	Tuition and transportation rates
	10.10.301B, ARM	Out of District Attendance Agreements

Policy History

Adopted on:

Revised:

Poplar School District

STUDENTS

3145

Foreign Exchange Students

It is the policy of the Board to recognize the benefits from non-immigrant foreign students in the District. The Board does not, however, financially sponsor student foreign exchange programs. The District does not provide any financial contribution to the student, other than a complimentary PHS Activity Ticket. The student is responsible for all other fees. The Board assumes no responsibility or control over items such as travel, living accommodations, funding, insurance, etc., which remain the responsibility of the sponsor and/or student.

J-1 visa holders (students sponsored by an approved foreign exchange organization) are eligible to attend secondary school. Any sponsoring organization must have a local representative, be a nonprofit organization, and be approved by the Council on Standards for International Education Travel. F-1 visa holders (individual foreign students sponsored by relatives or friends) may not attend Poplar Public Schools.

Poplar High School may accept up to **six** foreign exchange students per year. The Board reserves the right to withdraw approval and adjust the numbers of students participating.

Foreign exchange students and foreign exchange programs must adhere to the following criteria:

- Students must be between the ages of 16 and 18 years. Their 16th birthday must fall prior to September 10th on the year in which they are to attend PHS;
- Students will only be accepted from approved programs;
- Approved programs must have a local representative who resides within the District and does not receive compensation for student placement. Approved programs must be approved by the Council on Standards for International Education Travel;
- The local representative for the approved programs must contact the high school Principal by May 1st with the number of students he/she will be sponsoring. The names of the students, students' dates of birth and the names of the host families must also be provided by Aug 1st;
- The exchange students will be evaluated by the teachers on the regular grading schedule, unless the teacher opts to initiate a pass/fail system;
- The exchange students who have less than senior status will receive a certificate of attendance at the awards assembly in May; and
- The exchange students who have senior status may take part in all senior activities, including the graduation ceremony, where they will receive a certificate of attendance.

Legal Reference: 20 U.S.C. § 221, et seq.

Policy History:

Adopted on:

Revised on: July 11, 2016

Poplar School District

STUDENTS

3150

Part-Time Attendance

As it is the desire of the Board to accommodate the educational needs of all students residing within its District boundaries, it shall be the policy of the District to allow such students to enroll on a part-time basis for academic classes in grades nine through twelve, at the discretion of the Superintendent/designee. The Superintendent/designee's discretion will be guided by, but not limited to, the following:

- Space must be available in the classes desired (additional instructors will not be added to accommodate requests);
- Registration will not preempt full-time students and, therefore, may be delayed to determine space available;
- Students who have been denied full-time attendance for disciplinary, academic or other reasons will not be admitted on a part-time basis;
- Funding and/or other circumstances which may adversely affect other students;
- Home-schooled students will not be admitted on a part-time basis, unless the home school is appropriately registered; and
- Part-time students shall enroll for a minimum of two courses with aggregate minutes equivalent to 315 minutes per week.

Transportation for part-time students remains the sole responsibility of the student and/or parents. The Montana High School Association standards currently prohibit part-time students from participating in MHSА-sponsored activities at the high school level.

Cross Reference: Montana High School Association Handbook

Legal Reference: § 20-9-311(a), MCA Calculation of Average number belonging (ANB)

Policy History:

Adopted on:

Revised on: July 11, 2016

Poplar School District

STUDENTS

3200

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Cross Reference: 3231 Searches and Seizures
 3310 Student Discipline

Legal Reference: § 20-4-302, MCA Discipline and punishment of pupils
 § 20-5-201, MCA Duties and sanctions
 Tinker v. Des Moines Ind. Sch. Dist., 89 S.Ct. 733 (1969)

Policy History:

Adopted on:

Revised on: July 11, 2016

Poplar School District

STUDENTS

3210

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, or actual or potential marital or parental status. The District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance by using the Title IX and Section 504 Grievance Procedures for claims relating to sex or disability discrimination or the Uniform Grievance Protocol for all other claims.

No student shall, on the basis of sex, be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the District’s Title IX Grievance Procedures.

Inquiries regarding discrimination of any kind should be directed to the building administrator or District’s Title IX Coordinator, who shall provide information and, if necessary, direct the individual to the appropriate grievance procedures. Inquiries regarding sex discrimination may also be directed to the District’s Title IX Coordinator. The District will annually publish notice of these rights to students and parents.

Legal References:

- § 49-2-307, MCA
- § 49-3-201, MCA et seq
- 20 USC § 1681 et seq
- 42 USC § 12111 et seq.
- 29 USC § 791 et seq.
- 28 CFR 35.107

- 34 CFR 104.7

- 10.55.701, ARM

- Discrimination in education
- Governmental Code of Fair Practices
- Title IX
- Americans with Disabilities Act
- Rehabilitation Act of 1973
- Nondiscrimination on the Basis of Disability in State and Local Government Services
- Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance
- Board of Trustees

Policy History:

Adopted on:

Revised on: July 11, 2016

Poplar School District

STUDENTS

3225
Page 1 of 3

Bullying, Harassment, Intimidation, and Hazing

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation or hazing, by students, staff or third parties is strictly prohibited and shall not be tolerated.

Bullying is any harassment, intimidation, hazing or threatening, insulting or demeaning gesture or physical contact, including any intentional written, verbal or electronic communication or threat directed against a student that is persistent, severe or repeated and that:

- Causes a student physical harm, damages a student's property or places a student in reasonable fear of harm to the student or the student's property;
- Creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit; or
- Substantially and materially disrupts the orderly operation of a school.

Bullying also includes acts of hazing associated with athletics or school-sponsored organizations or groups. Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment.

Harassment, intimidation and bullying can take many forms - verbal, written, electronic, visual, physical and psychological - and is often, but not always, associated with race, ethnicity, religion, gender, sexual orientation, socioeconomic status or physical differences.

No person, including a district employee or agent, or student, shall bully, harass, haze or intimidate another based on the provisions of applicable local, state and federal laws and regulations that prohibit discrimination or any other reason. It is the policy of the board to comply with all nondiscrimination laws.

Complaints of bullying, harassment, intimidation and hazing will be handled as described below and as set forth in the applicable grievance procedure. The District shall use reasonable measures to inform staff members and students that the District will not tolerate bullying, harassment or intimidation, by including appropriate language in school handbooks.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- Denies or limits the provision of educational aid, benefits, services or treatment; or that makes such conduct a condition of a student's academic status; or
- Has the purpose or effect of:
 - Substantially interfering with a student's educational environment;
 - Creating an intimidating, hostile or offensive educational environment;

Poplar School District

STUDENTS

3225
Page 2 of 3

- Depriving a student of educational aid, benefits, services or treatment; or
- Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile" and "offensive" include conduct that has the effect of humiliation, embarrassment or discomfort. Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics and spreading rumors related to a person's alleged sexual activities. Sexual harassment includes sexual violence, which are physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the use of drugs or alcohol or intellectual or other disability. Sexually violent acts could include rape, sexual assault, sexual battery and sexual coercion.

Reporting

Students, who believe they are victims of bullying, harassment or intimidation, regardless of the reason, or have witnessed bullying, harassment or intimidation, regardless of the reason, are encouraged to discuss the matter with their teacher, counselor, bus driver, coach, principal or any responsible adult who is not involved in the alleged bullying, harassment or intimidation. Students who believe they are victims of sexual harassment or harassment based upon a disability or have witnessed sexual harassment or harassment based upon a disability are encouraged to report the matter to the Title IX Coordinator/Section 504 Coordinator or Principal. Students may choose to report to a person of the student's same sex if alleging a violation of Title IX. Complaints will be kept confidential to the extent possible given the need to investigate.

Any adult school employee, adult volunteer, district contractor or agent who witnesses, overhears or receives a report, formal or informal, written or oral, of bullying, harassment or intimidation shall report it in accordance with procedures developed under this policy.

Complaints alleging sex discrimination or harassment shall be addressed through the District's Title IX Grievance Procedures. Complaints alleging disability discrimination or harassment shall be addressed through the District's Section 504 Grievance Procedures. All other complaints alleging bullying, discrimination or harassment shall be addressed through the District's Uniform Grievance Protocol.

The Title IX Coordinator, Section 504 Coordinator and/or administrator are responsible for taking the following actions in conformance with the applicable grievance procedure:

- Taking prompt action to investigate/report complaints of harassment, intimidation and bullying.
- Promptly notifying the alleged victims and alleged perpetrators and their parents/guardians regarding the outcome; and
- Taking disciplinary action as appropriate and any other actions appropriate to address the harassment, intimidation and bullying.

In the event that a staff member or administrator knows or reasonably believes that the alleged behavior constitutes criminal activity or child abuse or neglect, the staff member or administrator shall report such activity to law enforcement and/or the Department of Public Health and Human Services. If it is

Poplar School District

STUDENTS

3231

Searches and Seizure

For the safety and supervision of students in the absence of parents, to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as District property. Such authorization includes, but is not limited to, the use of canines for searches of school property, personal property and motor vehicles.

Students and Their Personal Effects

A school administrator/designee may search a student and/or the student's personal effects (e.g., purses, book bags, motor vehicles, etc.) when there is reasonable suspicion that the search will produce evidence the student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that 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. When feasible, the search should be conducted outside the view of others, including students, in the presence of an adult witness of the same sex. The parent of the student shall be notified of the search as soon as possible.

School Property

School property, including, but not limited to desks and lockers, is owned and controlled by the District and may be searched by school authorities at any time. School administrators/designees are authorized to conduct area-wide, general administrative inspections of school property without notice to or consent of the student and without reasonable suspicion.

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 a school administrator/ designee, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Legal Reference: Redding v. Safford Unified School District, 504 F.3d 828 (9th Cir. 2007)
 Terry v. Ohio, 392 U.S. 1, 20 (1968)
 B.C. v. Plumas, 192 F.3d 1260 (9th Cir. 1999)

Policy History:

Adopted on:

Revised on: July 11, 2016

Student Due Process Rights

Suspension

Before suspension, the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version. Prior notice and hearing as stated above is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.

Any suspension shall be reported as soon as possible to the student's parents. A written notice of the suspension shall contain a statement of the reasons for the suspension and a notice to the parents of their right to review the suspension. Upon request of the parents, the Superintendent shall convene a meeting to review the suspension. At the meeting, the student's parents may appear and discuss the suspension with the Superintendent. The Superintendent shall decide whether the suspension is appropriate. The decision of the Superintendent is final and may not be appealed to the Board.

The term of a suspension may vary depending upon the circumstances. A student may be suspended for an initial term not to exceed ten (10) school days. Upon a finding by a school administrator that the immediate return to school by a pupil would be detrimental to the health, welfare, or safety of others or would be disruptive of the educational process, a pupil may be suspended for one additional period not to exceed 10 school days if the pupil is granted an informal hearing with the school administrator prior to the additional suspension and if the decision to impose the additional suspension does not violate the Individuals With Disabilities Education Act.

Students may make up work while out on suspension. Students are encouraged to keep up on the assignments for each class. Credit will be earned for work given to the class during the term of the suspension.

Expulsion

Expulsion is any removal of a student for more than twenty (20) school days without the provision of educational services. Only the Board may expel a student from school. After the administration has investigated the alleged misconduct and made the decision to recommend an expulsion of the student to the Board, the administration shall send notice to the student and the parent of the following:

- The intent to recommend an expulsion;
- The specific charges against the student;
- What rule or regulation was broken;
- The nature of the evidence supporting the charges;
- The date, time and place where the hearing will be held;

Poplar School District

STUDENTS

3300
Page 2 of 2

- A copy of the procedure that will be followed by the Board; and
- A reminder of the rights the student and parents have, including the right to counsel, the right to cross examine witnesses, and the right to present witnesses.

The hearing may be rescheduled by the parent/guardian by submitting a request showing good cause to the Superintendent at least 3 school days prior to the scheduled date of the hearing. The Superintendent shall determine if the request shows good cause.

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act may be expelled under certain circumstances, and the District must follow all procedural requirements of those Acts, including holding a manifestation determination meeting, prior to moving forward with an expulsion.

Legal References:	§ 20-4-302, MCA	Discipline and punishment of pupils
	§ 20-4-402, MCA	Duties of district superintendent
	§ 20-5-201, MCA	Duties of pupils – sanctions
	§ 20-5-202, MCA	Suspension and expulsion
	20 U.S.C. § 1415(k)	IDEA
	10.55.701, ARM	Board of Trustees

Policy History:

Adopted on:

Reviewed on:

Poplar School District

STUDENTS

3310
Page 1 of 3

Student Discipline

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing or selling tobacco products (tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco or any other tobacco or nicotine innovation);
- Using, possessing, distributing, purchasing or selling e-cigarettes;
- Using, possessing, distributing, purchasing or selling alcoholic beverages. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession;
- Using, possessing, distributing, purchasing or selling illegal drugs or controlled substances (includes medical marijuana as well), look-alike drugs, drug paraphernalia and any such substances that contain chemicals which produce the same effect of illegal substances. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession;
- Using, possessing, controlling or transferring a weapon in violation of the “Possession of a Weapon in a School Building” section of this policy;
- Using, possessing, controlling or transferring any object that reasonably could be considered or used as a weapon;
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct;
- Using violence, force, noise, coercion, threats, intimidation, fear or other comparable conduct toward anyone or urging other students to engage in such conduct, including gang or gang activity;
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property;
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity;
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants;
- Hazing or bullying, including cyber bullying;
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school; and
- Gambling for money.

These grounds stated above for disciplinary action apply whenever a student’s conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- On, or within sight of, school grounds before, during or after school hours or at any other time when school is being used by a school group;

Poplar School District

STUDENTS

3310
Page 2 of 3

- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school;
- Travel to and from school or a school activity, function or event; and
- Anywhere if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function, a threat to the safety and welfare of the student population or conduct that detrimentally affects the climate or efficient operation of the school.

Disciplinary Measures

Disciplinary measures include but are not limited to:

- Expulsion;
- Suspension;
- Detention, including Saturday school;
- Clean-up duty;
- Loss of student privileges;
- Loss of bus privileges;
- Notification to juvenile authorities and/or police; and
- Restitution for damages to school property

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force. District personnel are permitted to use as needed to maintain safety for other students, school personnel or other persons or for the purpose of self-defense.

Gun-Free Schools

The Board will expel any student who uses, possesses, controls or transfers a firearm or any object that can reasonably be considered or looks like a firearm, for a definite period of time of at least one (1) calendar year. The Board may modify an expulsion period on a case-by-case basis. The Board authorizes the Superintendent, upon written notification to the Board Chair, to modify the discipline on a case-by-case basis. A building administrator will notify the criminal justice or juvenile delinquency system of any student who brings a firearm to school.

Possession of a Weapon in a School Building

The District will refer to law enforcement for immediate prosecution any person who possesses, carries or stores a weapon in a school building, except as provided below, and the District may take disciplinary action as well in the case of a student. In addition, the District will refer for possible prosecution a parent or guardian of any minor violating this policy on grounds of allowing a minor to possess, carry or store a weapon in a school building.

For the purposes of this section only, "school building" means all buildings owned or leased by a local school district that are used for instruction or for student activities; "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or

which may be used to inflict self-injury, including but not limited to any firearm, whether loaded or unloaded, air guns, pellet guns, BB guns, fake (facsimile) weapons, all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace or other propellants, stun guns, ammunition, poisons, chains, arrows and objects that have been modified to serve as a weapon.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry or store a weapon in a school building.

This policy does not apply to law enforcement officers acting in their official capacity.

Cross Reference:	3300	Suspension and Expulsion
Legal Reference:	§ 20-4-302, MCA	Discipline and punishment of pupils – Definition of corporal punishment – penalty – defense
	§ 20-5-202, MCA	Suspension and expulsion
	§ 45-8-361, MCA	Possession or allowing possession of weapon in school building – exceptions penalties – seizure and forfeiture or return authorized – definitions
	§ 50-46-101, MCA	Montana Medical Marijuana Act
	20 U.S.C. § 7101	Safe and Drug Free Schools and Community Act
	20 U.S.C. § 7151, et seq.	Gun Free Schools Act of 1994
	29 U.S.C. § 701	Rehabilitation Act of 1973

Policy History:

Adopted on:

Revised on: July 11, 2016

Extracurricular Activities Drug- Testing Program

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.

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 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 this 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 state 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 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 (3350F), which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug-testing programs at Poplar High School.

Testing Procedures

1. Each Student athlete will be tested at the start of each season and tested randomly throughout the season. The selection of participants for the random drug testing will be done by the principal/administrative designee from time to time throughout the school year.
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 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 of early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid test or outside influences.

4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or the 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.
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 he/she is no longer eligible for any of the extracurricular activities. In addition, the parent's/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
6. There is a head strip of each of the specimen bottles, indicating the validity of the urine specimen by temperature. 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 be ineligible for all the extracurricular activities for the remainder of the school year. This will be reported by 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 and sign the pass.
9. The specimen will be tested by the school nurse. If the test is positive the specimen will be sent to a testing laboratory for confirmation. The specimen will 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 Joint Commission of Accreditation of Healthcare Organizations (ICAHO).

Chain of Custody

1. The school nurse will receive training on collection and testing procedures. 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 should bring all materials with his/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Call four (4) or five (5) students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.)
3. Before the students' urine is tested by the school nurse, students will agree to fill out, sign, and date any form which maybe be required by the testing laboratory. If a student choses, he/she may notify the administrator that he/she is taking a prescription medication.
4. 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.

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 as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.
6. The supervisor obtaining the urine specimen will be the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two (2) minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
7. After it has been sealed, the specimen will be transported to the testing laboratory by the school nurse. The testing laboratory will report the results to the principal/administrative designee.
8. In order to maintain confidentiality, the container which contain the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed to the principal/administrative designee with no name attached, only the student's random identification number will appear on the results sheet.

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 (that is if the test shows that drug residues are in the student's system after using at least two (2) different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a positive test has been satisfactorily explained.
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 for help. The student will be prevented from participation in extracurricular activities until after a follow-up test is requested by the principal/administrative designee and the results are reported.
4. A follow-up test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this follow-up test is negative, the student will be allowed to resume extracurricular activities. If a second positive result is obtained from the follow-up test or any later test of that participant, the same previous procedure shall be followed. In addition, the District reserves the right to continue testing, at any time during the remaining school year, any participating student who tested positive and did not make satisfactory explanation.
5. Information on a verified positive test result will be shared on a need-to-know basis with the student's coach or sponsor. The results of negative tests will be kept confidential to protect the identity of all students being tested.

6. Drug testing result sheets will be returned to the principal/administrative designee, identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal/administrative designee has access.

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 the student or his/her parent/guardian.)
2. A request on appeal for another test of a positive urine specimen is the financial responsibility of the student or his/her parents/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 and the coaching staff/sponsor of each sports/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those 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.

Legal Reference:

Policy History:

Adopted on:

Revised on:

POPLAR SCHOOLS EXTRACURRICULAR CONSENT FORM

I have received and have read and understand a copy of the Poplar Schools' "Extracurricular Activities Drug-Testing Program". I desire that _____ participate in this program and in the extracurricular program of Poplar's Schools and hereby voluntarily agree to be subject to its terms for the entire high school career (grades 9-12). I accept the method of obtaining urine specimens, testing, and analysis of such specimens and all other aspects of the program. I agree to cooperative in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statues and is a waiver of rights to nondisclosure of suck test records and results only to the extent of the disclosure in the program.

Date: _____, 20____.

Student Signature

Parent/Guardian Signature

I, _____, have decided not to participate in any extracurricular activities sponsored by Poplar Schools for the remainder of this school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to urinalysis.

Student Signature

Date

Parent/Guardian Signature

Date

Poplar School District

STUDENTS

3410

Student Health/Physical Screenings/Examinations

The Board may arrange each year for health services to be provided to all students. Such services may include but not be limited to:

- Development of procedures at each building for isolation and temporary care of students who become ill during the school day;
- Consulting services of a qualified specialist for staff, students and parents;
- Vision and hearing screening;
- Scoliosis screening; and
- Immunization as provided by the Department of Public Health and Human Services.

Parents/guardians will receive written notice of any screening result that indicates a condition that might interfere or tend to interfere with a student's progress.

The District will not conduct physical examinations of a student without parental consent to do so or by court order, unless the health or safety of the student or others is in question. Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the District is conducted, which is:

- Required as a condition of attendance;
- Administered by the school and scheduled by the school in advance; and
- Not necessary to protect the immediate health and safety of the student or other students.

Parents or eligible students will be given the opportunity to opt out of the above-described non-emergency, invasive physical examination or screening.

As used in this policy, the term "invasive physical examination" means any medical examination involving exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but this does not include a hearing, vision or scoliosis screening.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Montana High School Association will be required to follow the rules of that organization, as well as other applicable District policies, rules, and regulations.

Cross Reference: Montana High School Association Handbook

Legal Reference: § 20-3-324(20), MCA Powers and duties
20 U.S.C. § 1232h(b) General Education Provisions Act

Policy History:

Adopted on:

Revised on: July 11, 2016

Poplar School District

STUDENTS

3415

Management of Sports Related Concussions

The District 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 Federation of High School Associations (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/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; U.S. Department of Health and Human Services page at: www.hhs.gov; and; the Centers for Disease and Prevention page at 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 and guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

All coaches, athletic trainers and 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 and officials, including volunteers participating in organized youth athletic activities, will comply with all procedures for the management of head injuries and concussions.

Reference: Montana High School Association, Rules and Regulations
Section 4, Return to Play

Cross Reference: 3415F Student-Athlete & Parent/Legal Custodian Concussion Statement

Legal Reference: (SB112)

Policy History:

Adopted on:

Revised on: July 11, 2016

Poplar School District

STUDENTS

3416
Page 1 of 4

Administering Medicines to Students

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student’s healthcare provider.

A building principal or other administrator may authorize, in writing, any school employee:

- To assist in self-administration of any drug that may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions and with the written consent of a student’s parent or guardian; and
- To assist in self-administration of a prescription drug to a student in compliance with written instructions of a medical practitioner and with the written consent of a student’s parent or guardian.

Except in an emergency situation, only a qualified healthcare professional may administer a prescription drug to a student under this policy. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Administering Medication

The Board will permit administration of medication to students in schools in its jurisdiction. A school nurse (who has successfully completed specific training in administration of medication), pursuant to written authorization of a physician or dentist and that of a parent, an individual who has executed a caretaker relative educational authorization affidavit or guardian, may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Emergency Administration of Medication

In case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building or at a school function.

In the absence of a school nurse, an administrator or designated staff member exempt from the nurse license requirement under § 37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection.

The Board requires that there must be on record a medically diagnosed allergic condition that would require prompt treatment to protect a student from serious harm or death. A building administrator or school nurse will enter any medication to be administered in an emergency on an individual student medication record and will file it in a student’s cumulative health folder.

Poplar School District

STUDENTS

3416
Page 2 of 4

Self-Administration of Medication

The District will permit students who are able to self-administer specific medication to do so provided that:

- A physician or dentist provides a written order for self-administration of said medication;
- Written authorization for self-administration of medication from a student's parent, an individual who has executed a caretaker relative educational authorization affidavit or guardian is on file; and
- The building administrator(s) and appropriate teachers are informed that a student is self-administering prescribed medication.

A building principal or school administrator may authorize, in writing, any employee to assist with self-administration of medications, provided that only the following may be employed:

- Making oral suggestions, prompting, reminding, gesturing or providing a written guide for self-administering medications;
- Handing to a student a prefilled, labeled medication holder or a labeled unit dose container, syringe or original marked and labeled container from a pharmacy;
- Opening the lid of a container for a student;
- Guiding the hand of a student to self-administer a medication;
- Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications; and
- Assisting with removal of a medication from a container for a student with a physical disability that prevents independence in the act.

Self-Administration or Possession of Asthma, Severe Allergy or Anaphylaxis Medication

Students with allergies or asthma may be authorized by the building principal or Superintendent, in consultation with medical personnel, to possess and self-administer emergency medication during the school day, during field trips, school-sponsored events or while on a school bus. The student shall be authorized to possess and self-administer medication if the following conditions have been met:

- A written and signed authorization from the parents, an individual who has executed a caretaker relative educational authorization affidavit or guardians for self-administration of medication, acknowledging that the District or its employees are not liable for injury that results from the student self-administering the medication;
- The student must have the prior written approval of his/her primary healthcare provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered and the circumstances that may warrant its use;
- Documentation that the student has demonstrated to the healthcare practitioner and the school nurse, if available, the skill level necessary to use and administer the medication; and
- Documentation of a doctor-formulated written treatment plan for managing asthma, severe allergies or anaphylaxis episodes of the student and for medication use by the student during school hours.

Poplar School District

STUDENTS

3416
Page 3 of 4

Authorization granted to a student to possess and self-administer medication shall be valid for the current school year only and must be renewed annually. A student's authorization to possess and self-administer medication may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent, an individual who has executed a caretaker relative educational authorization affidavit or guardian, and in accordance with documentation provided by the student's doctor, backup medication must be kept at a student's school in a predetermined location or locations to which the student has access in the event of an asthma, severe allergy or anaphylaxis emergency. Immediately after using epinephrine during school hours, a student shall report to the school nurse or other adult at the school who shall provide follow up care, including making a 9-1-1 emergency call.

Administration of Glucagons

School employees may voluntarily agree to administer glucagons to a student pursuant to § 20-5-412, MCA, only under the following conditions:

- The employee may administer glucagon to a diabetic student only in an emergency situation;
- The employee has filed the necessary designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA; and
- The employee has filed the necessary written documentation of training with the District, as required by § 20-5-412(4), MCA.

Handling and Storage of Medications

The Board requires that all medications, including those approved for keeping by students for self-medication, be first delivered by a parent, an individual who has executed a caretaker relative educational authorization affidavit or other responsible adult to a nurse or employee assisting with self-administration of medication. A nurse or assistant:

- Must examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage and physician's name;
- Must develop a medication administration plan, if administration is necessary for a student, before any medication is given by school personnel;
- Must record on the student's individual medication record the date a medication is delivered and the amount of medication received;
- Must store medication requiring refrigeration at 36° to 46° F;
- Must store prescribed medicinal preparations in a securely locked storage compartment; and
- Must store controlled substances in a separate compartment, secured and locked at all times.

The District will permit only a forty-five (45) school day supply of a medication for a student to be stored at a school. All medications, prescription and nonprescription, will be stored in their original containers. The District will limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

Poplar School District

STUDENTS

**3416
Page 4 of 4**

Disposal of Medication

The District requires school personnel either to return to a parent, an individual who has executed a caretaker relative educational authorization affidavit or guardian or, with permission of the parent, an individual who has executed a caretaker relative educational authorization affidavit or guardian, to destroy any unused, discontinued or obsolete medication. A school nurse, in the presence of a witness, will destroy any medicine not repossessed by a parent or guardian within a seven (7) day period of notification by school authorities.

Legal Reference:	§ 20-5-412, MCA	Definition – parent-designated adult administration of glucagons – training
	§ 20-5-420, MCA	Self-administration or possession of asthma, severe allergy, or anaphylaxis medication
	§ 37-8-103(1)(c), MCA	Exemptions – limitations on authority conferred
	ARM 24.159.1604	Tasks Which May Be Routinely Assigned to an Unlicensed Person in Any Setting When a Nurse-Patient Relationship Exists

Policy History:

Adopted on:

Revised on: July 11, 2016

Poplar School District

STUDENTS

3520

Student Fees, Fines and Charges

Within the concept of free public education, the District shall provide an educational program for the students as free of costs as possible.

A student may be charged a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goal of the District or any course or activity held outside normal school functions. The Board may waive the fee in cases of financial hardship.

The Board delegates the authority to the Superintendent to establish appropriate fees and procedures governing the collection of fees and to make annual reports to the Board regarding fee schedules. Fees may be required for the actual cost of breakage and of excessive supplies used in courses such as commercial, industrial arts, music, domestic science, science or agriculture.

A student shall be responsible for the cost of replacing materials or property that are lost or damaged due to negligence. The student and parent shall be notified regarding the nature of the violation or damage, how restitution may be made and how an appeal may be instituted. A student's grades or diploma may be withheld until restitution is made by payment. The student or parent may appeal the imposition of a charge for damages to the Superintendent and the Board.

Legal Reference:	§ 20-5-201, MCA	Duties and sanctions
	§ 20-7-703, MCA	Free textbook provisions
	§ 20-9-214, MCA	Fees

Policy History:

Adopted on:

Revised on: July 11, 2016

Poplar School District

STUDENTS

3600

Student Records

School student records are confidential, and information from them will not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy and challenge school records.

The District will ensure information contained in student records is current, accurate, clear and relevant. All information maintained concerning a student receiving special education services will be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents will have the right to object to release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless the parent(s)/guardian(s) notifies the school not to release this information.

The Superintendent will implement this policy and state and federal law with administrative procedures. The Superintendent or designee will inform staff members of this policy and inform students and their parents of it, as well as of their rights regarding student school records.

Each student’s permanent file, as defined by the board of public education, must be permanently kept in a secure location. Other student records must be maintained and destroyed as provided in 20-1-212, MCA.

Cross Reference: Administrative Procedures

Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g;
34 C.F.R. 99
§ 20-1-212, MCA Destruction of records by school officer.
§ 20-5-201, MCA Duties and sanctions
§ 40-4-225, MCA Access to records by parent
10.55.909, ARM Student Records
No Child Left Behind Act of 2001, P.L. 107-334

Policy History:

Adopted on:

Revised on: July 11, 2016

Poplar School District

STUDENTS

3608

Receipt of Confidential Records

The District is eligible to receive the case records of the department of public health and human services and its local affiliate, the county welfare department, the county attorney and the court concerning actions taken and all records concerning reports of child abuse and neglect. These records shall not be included in the student’s permanent file and shall be kept confidential as required by law.

The following individuals are authorized by the Trustees to receive information with respect to a student of the District who is a client of the department: Superintendent, Building Principal, Building Assistant Principal and Guidance Counselor.

When the District receives information pursuant to law, it is the responsibility of the authorized individual to prevent the unauthorized dissemination of that information.

Cross Reference: 3600 Student Records
 Administrative Procedures

Legal Reference: § 41-3-205, MCA Confidentiality – disclosure exceptions

Policy History:

Adopted on:

Revised on: July 11, 2016

Poplar School District

STUDENTS

3612
Page 1 of 2

District-Provided Access to Electronic Information, Services, and Networks

The District provides access for students to the Internet as an educational tool. Because the Internet is uncensored and can be misused no student shall be allowed to use the District's access to the Internet unless the student and the student's parent first sign the district's *Authorization for Electronic Network Access*.

Internet Safety

Pursuant to the Children's Internet Protection Act, the District will implement measures to prevent:

- Access over its computer networks, or the transmission of, inappropriate material through the Internet, electronic mail, chat rooms or other forms of direct electronic communications;
- Unauthorized access and other unlawful online activity; or
- Unauthorized online disclosure, use or dissemination of personal information of students.

The District shall use technology protection measures to protect against adults and students using District computers with Internet access from visual depictions that are obscene, child pornography or with respect to use by students, harmful to students. Subject to the approval of the Superintendent/designee, an administrator, supervisor or other authorized person may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

The District's provision of educational services shall include educating students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

The District will provide reasonable supervision of students using its access to the Internet and will monitor the online activities of students.

Acceptable Use

Students using the District's Internet access shall have no right of privacy in their use of that system. Misuse of the District's access to the Internet, electronic mail, chat rooms or other forms of direct electronic communications includes, but is not limited to, the following:

- Use of the District's access to the Internet, electronic mail, chat rooms or other forms of direct electronic communications for other than educational purposes;
- Gaining intentional access or maintaining access to materials which are obscene, pornographic or whose dominant appeal is sexual arousal;
- Using the District's access to the Internet, electronic mail, chat rooms or other forms of direct electronic communications for any illegal activity including computer hacking and copyright or intellectual property law violations;
- Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- Using abusive or profane language in private messages through the District's access to the Internet, electronic mail, chat rooms or other forms of direct electronic communications;

- Using the District’s access to the Internet, electronic mail, chat rooms or other forms of direct electronic communications to harass, insult or verbally attack others;
- Posting anonymous messages through the District’s access to the Internet, electronic mail, chat rooms or other forms of direct electronic communications;
- Using encryption software;
- Vandalizing data of another user;
- Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives or fireworks;
- Gaining unauthorized access to resources or files;
- Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- Using the District’s access to the Internet, electronic mail, chat rooms or other forms of direct electronic communications for financial or commercial gain without District permission; or
- Introducing a virus to or otherwise improperly tampering with the network or the District’s access to the Internet, electronic mail, chat rooms or other forms of direct electronic communications.

Students who fail to abide by District Internet rules may be subject to disciplinary action, revocation of their privilege to use the system or legal action as appropriate.

Cross Reference: Administrative Procedures

Legal Reference:	§ 20-5-201, MCA	Duties and Sanctions
	20 U.S.C. § 9134	Children’s Internet Protection Act
	47 C.F.R. 54.520	Children’s Internet Protection Act Certifications

Policy History:

Adopted on:

Revised on: July 11, 2016

Poplar School District

STUDENTS

3630

Cell Phones and Other Electronic Equipment

Student possession and use of cellular phones and other electronic 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 and other electronic devices on campus before school begins, during lunch and after school ends. Students may only use such devices during the school day or during a school activity with school staff authorization as per the student handbook. 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. Unauthorized use of such devices may result in disciplinary action.

Policy History:

Adopted on:

Revised on: July 11, 2016