

**POPLAR SCHOOL DISTRICT**

**THE BOARD OF TRUSTEES**

**4000 SERIES**

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Conduct on School Property

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

- Possess, carry or store a weapon at any time;
- Injure or threaten to injure another person;
- Damage another’s property or that of the District;
- Violate any provision of the criminal law of the state of Montana or town or county ordinance;
- Smoke or otherwise use tobacco products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, or any other tobacco or nicotine innovation);
- Consume, possess, or distribute alcoholic beverages, illegal drugs, or medical marijuana at any time;
- Impede, delay, or otherwise interfere with the orderly conduct of the District’s educational program or any other activity occurring on school property;
- Use vulgar or obscene language or gestures;
- Disregard the directives of school officials or security personnel;
- Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
- Violate other District rules and regulations.

“School property” means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. These regulations are in effect year round, and during all District extra or co-curricular activities. District administrators will take appropriate action as circumstances warrant, up to and including recommending that the individual violating this policy be denied access to District property. If a recommendation is made to the Board to deny access to District property to an individual, that individual will be notified of date, time and place of the meeting of the Board as well as of the specific allegations to be presented to the Board.

Cross References:	4313	Disruption of School Operations
Legal References:	§ 20-1-206, MCA § 20-1-220, MCA § 45-8-361, MCA § 50-46-301, MCA 20 USC § 7101	Disturbance of school Use of tobacco on school property prohibited Possession of a weapon in a school building Montana Medical Marijuana Act Safe and Drug Free Schools & Community Act

Policy History:

Adopted on:

Revised on: July 11, 2016

## **Poplar School District**

### **COMMUNITY RELATIONS**

**4120**

#### 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 school's 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.

Legal Reference: Article II, Sec. 10 Montana Constitution

#### Policy History:

Adopted on:

Revised on: July 11, 2016

School-Support Organizations

The Board recognizes that parent, teacher and student organizations are an invaluable resource to the District schools and so supports their formation and vitality. The Board encourages their suggestions and assistance. Membership in these organizations must be open and unrestricted.

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

***Fundraising by School Support Organizations***

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:

Revised on: July 11, 2016

**Poplar School District**

**COMMUNITY RELATIONS**

**4301**

Visitors to the Schools

The District encourages visits by Board members, parents and citizens to all District buildings. All visitors shall report to the school's main office or District office upon entering any District building. Conferences should be held outside school hours or during the teacher's prep time.

Cross Reference:                   4313    Disruption of School Operations

Policy History:

Adopted on:

Revised on: July 11, 2016

**Poplar School District**

**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 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 notify the local law enforcement authorities of the incident.

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:

Revised on: July 11, 2016

**Poplar School District**

**COMMUNITY RELATIONS**

**4316**

Accommodating Individuals with Disabilities

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

The District shall 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:

- 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; and
- Institute plans to make information regarding Title II 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 Section 504 or ADA Grievance Procedure.

Cross Reference: Section 504/ADA Grievance Procedures

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

Policy History:

Adopted on:

Revised on: July 11, 2016

## **Poplar School District**

### **COMMUNITY RELATIONS**

**4330**

#### Use of School Facilities

The Trustees of Poplar School District are supportive of the people of the community using the school facilities for both educational and recreational purposes. The administration shall be charged with the responsibility of coordinating and authorizing use of all grounds and facilities by groups other than those directly connected with the school. The administration shall develop the rules, regulations, and procedures for the use of facilities. As required by the Boy Scouts of America Equal Access Act, the District shall provide an equal right of access to the Boy Scouts of America and other designated patriotic youth groups.

Legal Reference:

20 USC § 7905 Boy Scouts of America Equal Access Act

#### Policy History:

Adopted on:

Revised on: July 11, 2016 July 11, 2016

**Poplar School District**

**COMMUNITY RELATIONS**

**4331**

Use of School Property for Posting Notices

Non-school related organizations may request permission of the building principal to display posters in the area reserved for community posters or to have flyers distributed to students.

Posters and/or flyers must be student oriented and have the sponsoring organization's name prominently displayed. The District will not permit the posting or distribution of any material that would:

- Disrupt the educational process;
- Violate the rights of others;
- Invade the privacy of others;
- Infringe on a copyright;
- Be obscene, vulgar or indecent; or
- Promote the use of drugs, alcohol, tobacco or certain products that create community concerns.

No commercial publication shall be posted on (inside or outside) school district property, or distributed to the students unless the purpose is to further a school activity such as graduation, class pictures or class rings.

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

Policy History:

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**Poplar School District**

**COMMUNITY RELATIONS**

**4410**

Relations with Law Enforcement and Child Protective Agencies

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

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

Cross Reference:                    4313                    Disruption of School Operations

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

Policy History:

Adopted on:

Revised on: July 11, 2016 July 11, 2016

**Poplar School District**

**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 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:

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Registered Sex Offenders

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

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

This policy shall not be construed to impose any duty upon any administrator or any other employee of the District to review the Sex Offender Registry or to screen individuals coming on or within 1,000 feet of school property to ascertain whether they are on the Registry. This policy shall only apply when administrators have actual knowledge that the person in question is on the Sex Offender Registry and that the offender's victim was a minor.

The provisions of this policy prohibiting a registered sex offender from coming on, about or within 1,000 feet of school property shall not apply in the event that a sex offender's name has been expunged from the Registry.

In the event that a registered sex offender whose victim was a minor has a child attending the District, the administrator shall be authorized to permit the individual to be present on school property with certain conditions in place.

Legal Reference:                    § 46-23-501, MCA       Sexual or Violent Offender Registration Act  
   [www.doj.mt.gov/svor/](http://www.doj.mt.gov/svor/)    Sexual or Violent Offender Registry

Policy History

Adopted on:

Revised on: July 11, 2016

Family Engagement

The District’s Board of Trustees recognizes the importance of engaging families in the education of children. The Superintendent and staff shall undertake activities designed to:

- Encourage families to actively participate in the life of their children’s schools;
- Ensure families feel welcomed, valued, and connected to one another, school staff, and to what students are learning and doing in class;
- Encourage families and school staff to engage in regular, two-way meaningful communication about student learning;
- Ensure continuous collaboration between families and school staff to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively;
- Empower families to be advocates for their own and other children to ensure that students are treated equitably and have access to learning opportunities that will support their success;
- Allow families and school staff to partner in decisions that affect children and families and together inform, influence, and create policies, practices, and programs; and
- Encourage families and school staff to collaborate with members of the community to connect students, families, and staff to expand learning opportunities, community services, and civic preparation.

Cross Reference: Administrative Procedures

Legal Reference: § 10.55.701, ARM Board of Trustees

Policy History

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