

**LONE ROCK SCHOOL DISTRICT NO. 13**

**SCHOOL BOARD POLICY**

**SECTION III - STUDENTS**

**(3000 Series)**

**3000 Goals**

Each student has the right to a free education. The District provides the best learning opportunities possible within the resources available. In addition to a full instructional program, those opportunities include a wide range of student activities to stimulate the athletic, artistic and creative skills of students.

In exchange for these opportunities, both students and their parents assume substantial responsibilities. In order to preserve an orderly and safe learning environment, students must abide by the reasonable rules and instructions of staff. Corrective action shall be fairly and moderately meted out primarily to modify behavior rather than to punish students. Parents are encouraged to inquire about the successes and problems of their children and to reinforce their learning at home by showing an active interest in students' development.

Parents and educators are partners in children's education. To that end, both must strive to provide for the physical and mental well-being of all students.

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

## **3110 Entrance, Placement, and Transfer**

### Entrance, Date, and Age

The trustees will enroll a child in kindergarten or in first grade whose fifth (5<sup>th</sup>) or sixth (6<sup>th</sup>) birthday occurs on or before the tenth (10<sup>th</sup>) day of September of the school year in which the child is to enroll but is not yet 19 years of age. Parents may request a waiver of the age requirement. All waivers are granted in the sole discretion of the District. A child who meets the requirement of being six (6) years old, but who has not completed a kindergarten program, will be tested and placed at the discretion of the administration. The District requires proof of identity and an immunization record for every child to be admitted to District schools. The trustees may at their discretion assign and admit a child to a school in the district who is under 6 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision.

### School Entrance

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child<sup>1</sup> to the school within forty (40) days of enrollment, as well as proof of residence in the District. Students who are not residents of the District may apply for admission pursuant to Policy 3141. Homeless students shall be admitted pursuant to state and federal law, and Policy 3125.
2. To be admitted to District schools, in accordance with the Montana Immunization Law, a child must have been immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles (except that pertussis vaccination is not required for children seven (7) years or older). Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.

### Placement

The District goal is to place students at levels and in settings that will increase 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 or the Board.

### Transfer

District policies regulating the enrollment of students from other accredited elementary and secondary schools are designed to protect the educational welfare of children.

Elementary Grades (K-8): A student transferring into the District will be admitted and placed subject to observation by appropriate teachers and a building principal during a probation period of two (2) weeks. Thereafter, should doubt arise as to initial grade and level placement of a student, school personnel will conduct an educational assessment to determine appropriate grade and level placement.

Legal Reference:	§ 20-5-101, MCA	Admittance of child to school
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
	§ 20-5-404, MCA	Conditional attendance
	§ 20-5-405, MCA	Medical or religious exemption
	§ 20-5-406, MCA	Immunization record
	§ 44-2-511, MCA	School enrollment procedure
	10.55.601, et seq., ARM	Accreditation Standards: Procedures

Policy History:

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### 3120 Compulsory Attendance

To reach the goal of maximum educational benefits for every child requires a regular continuity of instruction, classroom participation, learning experiences, and study. Regular interaction of students with one another in classrooms and their participation in instructional activities under the tutelage of competent teachers are vital to the entire process of education. This established principle of education underlies and gives purpose to the requirement of compulsory schooling in every state in the nation. A student's regular attendance also reflects dependability and is a significant component of a student's permanent record.

Parents or legal guardians or legal custodians are responsible for seeing that their children who are age seven (7) or older before the first (1<sup>st</sup>) day of school attend school until the later of the following dates:

1. Child's sixteenth (16<sup>th</sup>) birthday; or
2. Completion date of the work of eighth (8<sup>th</sup>) grade.

Compulsory attendance stated above will not apply when children:

1. Are provided with supervised correspondence or home study; or
2. Are excused because of a determination by a district judge that attendance is not in the best interests of the child; or
3. Are enrolled in a non-public or home school; or
4. Are enrolled in a school in another district or state; or
5. Are excused by the Board on a determination that attendance after age of sixteen (16) is not in the best interests of the child and the school.

Legal Reference:	§ 20-1-308, MCA	Religious instruction released time program
	§ 20-5-101, MCA	Admittance of child to school
	§ 20-5-103, MCA	Compulsory attendance and excuses
	§ 20-5-104, MCA	Attendance officer
	§ 20-5-106, MCA	Truancy
	§ 20-5-107, MCA	Incapacitated and indigent child attendance
	§ 20-5-108, MCA	Tribal agreement with district for Indian child compulsory attendance and other agreements

Policy History:

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### 3121 Enrollment and Attendance Records

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

A district may only include, for ANB purposes, an enrolled student who is:

- A resident of the district or a nonresident student admitted by trustees under a student attendance agreement and who is attending a school of the district;
- Unable to attend school due to a medical reason certified by a medical doctor and receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Unable to attend school due to the student's incarceration in a facility, other than a youth detention center, and who is receiving individualized educational services supervised by the district, at district expense, at a home or facility that does not offer an educational program;
- Living with a caretaker relative under § 1-1-215, MCA;
- Receiving special education and related services, other than day treatment, under a placement by the trustees at a private nonsectarian school or private program if the student's services are provided at the district's expense under an approved individual education plan supervised by the district;
- Participating in the Running Start Program at district expense under § 20-9-706, MCA;
- Receiving education services, provided by the district, using appropriately licensed district staff at a private residential program or private residential facility licensed by the Department of Public Health and Human Services;
- Enrolled in an educational program or course provided at district expense using electronic or offsite delivery methods, including but not limited to tutoring, distance learning programs, online programs, and technology delivered learning programs, while attending a school of the district or any other nonsectarian offsite instructional setting with the approval of the trustees of the district; or
- A resident of the district attending a Montana job corps program under an interlocal agreement with the district under § 20-9-707, MCA.

- A resident of the district attending a Montana Youth Challenge Program under an interlocal agreement with the district under § 20-9-707, MCA.

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the student must meet the residency requirements for that district; live in the district, and must be eligible for educational services under the Individuals with Disabilities Education Act or under 29 U.S.C. 794; or attend school in the district under a mandatory attendance agreement as provided in § 20-9-707, MCA.

Legal Reference:	§ 1-1-215, MCA	Residence – rules for determining
	§ 20-9-706, MCA	Running start program – authorizing class credits at postsecondary institution – eligibility – payment for credits
	§ 20-9-707, MCA	Agreement with Montana youth challenge program or accredited Montana job corps program
	29 U.S.C. 794	Nondiscrimination under Federal grants and programs
	34 CFR 300.1, et seq.	Assistance to states for the education of children with disabilities

Policy History:

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### **3121P Enrollment and Attendance Records**

#### Average Number Belonging

Average Number Belonging (ANB) is the enrollment measure used for the State Foundation Program calculations as defined in § 20-9-311, MCA. The ANB of one year is based on the attendance records of the preceding year. Funding for districts is based on ANB, which is based on “aggregate hours” per year and must be accurate. “Aggregate hours” means the hours of pupil instruction for which a school course or program is offered or for which a pupil is enrolled.

For a child to be counted for ANB purposes:

- a) The child must meet the definition of pupil as found in § 20-1-101(11), MCA;
- b) Attending 181 to 359 aggregate hours = One-quarter time enrollment
- c) Attending 360 to 539 aggregate hours = One-half time enrollment
- d) Attending 540 to 719 aggregate hours = Three-quarter time enrollment
- e) Attending 720 aggregate hours or more = Full-time enrollment

Enrollment in a program for fewer than 180 aggregate hours of pupil instruction per school year may not be included for ANB purposes.

#### Homebound Students

Students who are receiving instructional services, who were in the education program and, due to medical reasons certified by a medical doctor, are unable to be present for pupil instruction, may be counted as enrolled for ANB purposes, if the student:

- a) Is enrolled and is currently receiving organized and supervised pupil instruction;
- b) Is in a home or facility which does not offer a regular educational program; and
- c) Has instructional costs during the absence, which are financed by the District’s general fund.

If a homebound student does not meet the criteria set forth above, the District may request a variance through the Office of Public Instruction, for consideration of the student in the enrollment count for ANB purposes beyond the tenth (10<sup>th</sup>) day of absence.

Attendance Accounting

Days present and absent for every student are to be recorded in each building, for the purpose of informing parents of a student's attendance record.

On the first (1<sup>st</sup>) Monday in October and on February 1<sup>st</sup> (or the next school day if those dates do not fall on a school day), the number of all enrolled students (whether present or absent) by grade level and class will be recorded on the forms provided by the District. Special education children who are enrolled in special programs sixteen (16) hours or more a week will be listed separately. The Director of Special Education should be contacted to verify this count. Monthly student counts of enrolled children by grade and classroom will be provided by the office.

Legal Reference:      10.20.102, ARM      Calculation of Average Number Belonging (ANB)  
                                 § 20-1-101, MCA      Definitions

Policy History:

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**3122 Attendance Policy**

To reach the goal of maximum educational benefits for each child requires a regular continuity of instruction, classroom participation, learning experiences, and study. Regular interaction of students with one another in the classroom and their participation in instructional activities under the tutelage of competent teachers are vital to the entire process of education. This established principle of education underlies and gives purpose to the requirement of compulsory schooling in every state in the nation. The good things schools have to offer can only be presented to students in attendance.

A student's regular school attendance also reflects dependability and is a significant component on a student's permanent record. Future employers are as much concerned about punctuality and dependability as they are about academic record. School success, scholarship, and job opportunity are greatly affected by a good attendance record.

Policy History:

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**3122P Attendance Policy**

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Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. Before the end of the school day, each school shall attempt to contact every parent, guardian, or custodian whose child is absent from school but who has not reported the child as absent for the school day, to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

The following are valid excuses for absence and tardiness. Missed work assignments and activities may be made up in the manner provided by the teacher.

1. Participation in school-approved activity - To be excused, this absence must be authorized by a staff member and the affected teacher(s) must be notified prior to the absence, unless it is clearly impossible to do so.
2. Absence caused by illness, health condition, or family emergency - When possible, the parent is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. A student shall be allowed one (1) makeup day for each day of absence. "Emergency" shall be defined as unforeseen and unexpected circumstances which create an air of crisis or extreme need. Such circumstances must present a grave and clear danger which could result in irremediable harm or immediate disaster.
3. Absence for parental-approved activities - This category of absence shall be counted as excused for purposes agreed upon by the principal and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes), the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent-approved absence would have an adverse effect on the student's educational progress, which would ultimately be reflected in the grade for such a course.
4. Absence resulting from disciplinary actions or short-term suspension - Students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, shall have the right to make up assignments or exams missed during time they were denied entry to the classroom.

Extended illness or health condition - If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practicable. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

Excused absence for chronic health condition - Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request. Absence verified by a medical practitioner may be sufficient justification for home instruction.

### Unexcused Absences

1. Each unexcused absence shall be followed by a warning letter to the parent of the student. A student's grade shall not be affected if no graded activity is missed during such an absence.
2. When a student evidences repeated trancies, a conference shall be held among the parent, student, and principal. At such a conference, the principal, student, and parent shall consider adjusting the student's program or transferring the student to another school or engaging in family counseling.
3. If the above action fails to correct the truancy problem, the student shall be declared an habitual truant. The attendance administrator shall interview the student and his/her family and prescribe corrective action, which may include suspension for the current semester, expulsion, and/or filing a complaint against the parent, guardian, or other person responsible for the care of the child, in a court of competent jurisdiction. A student who has been expelled for attendance violations may petition the Board for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student shall be referred to the principal or counselor. If counseling, parent conference, or disciplinary action is ineffective in changing the student's attendance behavior, the student may be suspended from the class.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and District regulations regarding corrective action or punishment.

### Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

### **3122P3 Attendance Policy**

A telephone call or a note from either parent or guardian is necessary when a student is absent or late for any reason. Notes must be given immediately to the attendance secretary. Teachers will have a list of admits. When a student arrives late or after an absence, the student is required to report directly to class. All absences and tardies will be recorded on the report card.

#### Activities or Preplanned Absences

It is the student's responsibility to notify teachers prior to being absent. Teachers may require the work to be completed and turned in prior to departure. If not requested by a teacher, students will have one (1) day to make up work for each day missed, upon return.

Absences for school-sponsored activities are excused, but students are held responsible for the work missed. In order to participate in an extracurricular activity, including practice, students must be in school during the afternoon of the date of the event or in the afternoon on the last school day prior to the activity if the activity falls on a non-school day. Exceptions may be made by the administration.

#### Excused Absences

Montana law states that a student is excused when absent due to:

1. Illness
2. Bereavement
3. Other reasons prescribed by the policies of the Board, including medical or legal appointments or family emergencies. Verification should be available prior to requesting an admit slip. School work missed during an excused absence can be made up at full credit, even those beyond ten (10) days (see Ten-(10)-Day Policy). Time allotted for make-up work is stated in each school's student handbook.

#### Unexcused Absences

Unexcused absences are not acceptable in the District. An unexcused absence is an absence for some other reason than specified in the Activities/Preplanned Absence or Excused Absence sections or an absence for which the student did not receive prior approval from the building administrator. Each building administrator shall have the authority to determine the appropriate penalty for any student whose absence is considered unexcused.

#### Ten-(10)-Day Policy

Students can accumulate ten (10) absences each semester. This includes excused and unexcused, but does not include extracurricular absences. The student has two (2) days after the absence to provide supporting documentation that the absence was due to medical, legal, bereavement, school activities, or other acceptable reasons as approved by the building administrator. After

the tenth (10<sup>th</sup>) absence, a note from parents is not sufficient. Written notification from a medical person, legal staff, or other pertinent persons of authority, verifying the student's reason for missing school, must be obtained by parent/student. Upon return, an excused admit will be provided if this documentation is in hand, and no penalty will be incurred. If the student does not have that documentation, an unexcused admit will be issued, and the student will have two (2) days to obtain the necessary paperwork. When the attendance office receives the proper documentation, the absence will be considered excused. The ten (10) days are computed on a semester basis; the grades are computed quarterly. Administration reserves the right to extend this policy, after parent consultation, in extenuating circumstances.

### Tardies

Classroom tardies should be handled by the teacher. Excessive tardies may be referred to the building administrator's office.

### Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

### **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. 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 may not require an out-of-District attendance agreement and tuition for a homeless child.

The Superintendent 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.

Homeless students will have access to services comparable those offered to other students, including but not limited to:

1. Transportation services;
2. Educational services for which a student meets eligibility criteria (e.g., Title I);
3. Educational programs for children with disabilities and limited English proficiency;
4. Programs in vocational and technical education;
5. Programs for gifted and talented students; and
6. School nutrition program.

The Superintendent 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.

A “homeless individual” is defined as provided in the McKinney Homeless Assistance Act.

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 Procedure.

Cross Reference: 1700 Uniform Complaint Procedure

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

Policy History:

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### 3141 Discretionary Nonresident Student Attendance Policy

The Board, recognizing that its resident students need an orderly educational process and environment, free from disruption, overcrowding, and any kind of violence or disruptive influences, hereby establishes criteria for the discretionary admission of nonresident students.

1. Except as required by § 20-5-321, MCA, the District will admit nonresident students at its discretion. As such, the District will screen all nonresident students and consider only those who meet the criteria set forth in this policy.
2. 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.
3. Usually, nonresident students who do not qualify for mandatory attendance will not be admitted to District schools. Exceptions are foreign exchange students, under Policy 3145, and children in the immediate family of nonresident District employees. The District, at its discretion, also may consider for admission other nonresident students.
4. The District will examine a student's records from previous school districts before any Board approval for admission.
5. The District has the option of accepting a nonresident student who does not meet the criteria set forth by the administration, if the student agrees to special conditions of admission as set forth by the District.
6. Every nonresident student who attends District schools must reapply for admission for the succeeding school year by June 15. Admission in one school year does not infer or guarantee admission in subsequent years.
7. The District will not admit nonresident students when doing so would require hiring additional staff or providing educational services not currently offered or would create crowding of existing classes. **The District will stop admitting nonresident students when the total number in a class is two fewer students than the maximum class size listed in the Montana School Accreditation Standards and Procedures Manual.**
8. All resident students who become nonresidents because their parents or guardians move out of the District may continue attendance for the semester, barring registration in another District. At the completion of the semester, a student must apply as a nonresident student.
9. The Board reserves the right to charge tuition for nonresident students. At its discretion, the Board may charge or waive tuition for all students whose tuition is required to be paid by one kind of entity, defined as either a parent or guardian or a school district. Any waiver of tuition will be applied equally to all students whose

tuition is paid by the same kind of entity (i.e., if the District charges tuition in those circumstances where a resident district pays but waives tuition in those circumstances where a parent or guardian is responsible for tuition, the tuition waiver will be applicable to all students whose parents or guardians bear the responsibility for payment).

10. All nonresident students will be considered ineligible transportees for school transportation services (§ 20-10-101, MCA).
11. The Board may declare an emergency which, in its opinion, necessitates the removal of all nonresident students from District schools.

Legal Reference:	§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining state or province
	§ 20-5-320, MCA	Attendance with discretionary approval
	§ 20-5-321, MCA	Attendance with mandatory approval – tuition and transportation
	§ 20-5-322, MCA	Residency determination – notification – appeal for attendance agreement
	§ 20-5-323, MCA	Tuition and transportation rates
	10.10.301B, ARM	Out-of-District Attendance Agreements

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

**3150 Part-Time Attendance**

1. The District will not accept students eligible to enroll in grades K-5 on a part-time basis unless they are disabled;
2. Enrollment is open to only 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades;
3. Child currently resided within the Lone Rock School District boundaries;
4. Must be enrolled for at least two periods per day as space allows;
5. Must enroll at the beginning of a semester;
6. Must commit to attending the entire semester;
7. Parent will agree to have their student tested to determine proper placement by the appropriate teacher;
8. Parents and students will review and agree to adhere to the Lone Rock School Handbook, Computer Network Acceptable Use Policy, Discipline Policy and Education Philosophy.

This policy will be in effect beginning the fall of the 2011-12 school year.

Legal Reference: § 20-9-311(a), MCA Calculation of average number belonging (ANB) –  
3-year averaging

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

**LONE ROCK MIDDLE SCHOOL DISTRICT #13  
PART TIME ATTENDANCE AGREEMENT  
SCHOOL YEAR \_\_\_\_\_**

I, \_\_\_\_\_, hereby request that the following students (s) be enrolled in Lone Rock School on a part time basis.

Student Name	Grade
_____	_____
_____	_____
_____	_____
_____	_____

The student (s) will be enrolled in the: morning session \_\_\_\_ afternoon session \_\_\_\_

The student (s) will be enrolled beginning the \_\_\_\_ semester, which begins \_\_\_\_\_ and ends \_\_\_\_\_.

I have reviewed and agree to adhere to the school handbook, Computer Network Acceptable Use Policy, the Discipline Policy and Education Philosophy:

Student \_\_\_\_\_

Parent \_\_\_\_\_

I agree to have my student (s) tested to determine appropriate placement. Testing will be done \_\_\_\_\_.

Child was tested and appropriately placed in the \_\_\_\_\_ grade for the \_\_\_\_\_ session beginning \_\_\_\_\_.

Signature of testing teacher \_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_

Signature of parent or Guardian \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_



### **3210 Equal Education, Nondiscrimination and Sex Equity**

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status.

No student, on the basis of sex, will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination or intimidation should be directed to the District Title IX Coordinator. Any individual may file a complaint alleging violation of this policy by following the Uniform Complaint Procedure (Policy 1700).

The District, in compliance with federal regulations, will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. This annual notification will include the name and location of the coordinator and will be included in all handbooks.

The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District will consider such behavior as constituting discrimination on the basis of disability, in violation of state and federal law.

Cross Reference: 1700 Uniform Complaint Procedure

Legal Reference: Art. X, Sec. 7, Montana Constitution- Nondiscrimination in education  
 § 49-2-307, MCA Discrimination in education  
 24.9.1001, et seq., ARM Sex Discrimination in Education

Policy History:

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Reviewed on:

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### **3215 Uniform Grievance Procedure**

All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute, or Board policy.

The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by a person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

#### **Level 1: Informal**

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

#### **Level 2: Principal**

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the principal within sixty (60) calendar days of the event or incident or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the principal shall investigate and attempt to resolve the complaint within 15 working days. If either party is not satisfied with the principal's decision, the grievance may be advanced to Level 3 by requesting in writing that the Superintendent review the principal's decision. This request must be submitted to the Superintendent within fifteen (15) working days of the principal's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the principal shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The District has appointed Nondiscrimination Coordinators to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Superintendent within thirty (30) working days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Superintendent agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Superintendent rejects the recommendation of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within fifteen (15) working days receiving the report of the Coordinator to the Board for a hearing.

#### **Level 3: Superintendent**

Upon receipt of the request for review, the Superintendent shall schedule a meeting between the parties and the principal. The parties shall be afforded the opportunity to either dispute or concur with the principal's report. The Superintendent shall decide the matter within ten (10) working days of the meeting and shall notify the parties in writing of the decision. If the Superintendent agrees with the recommendation of the principal, the recommendation will be implemented. If the Superintendent rejects the recommendation of the principal, the matter may either be referred to an outside investigator for further review or resolved by the Superintendent.

If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) working days of receiving the Superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

#### **Level 4: The Board**

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the appeal alleges a failure to follow Board Policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) calendar days of that meeting. The decision of the Board will be final, unless appealed within the period provided by law.

#### **Level 5: County Superintendent**

If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board may be appealed to the County Superintendent by filing a written appeal within thirty (30) calendar days after the final decision of the Board, pursuant to the Rules of School Controversy.

#### **Policy History:**

Adopted: April 2012

Reviewed on:

Revised on:

**3221 Student Publications**

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

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

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

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

**3222 Distribution and Posting of Materials**

District policy 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 valued or needed by the District.

The Superintendent must approve all materials before they may be distributed by any organization.

To facilitate the distribution of materials with information about student activities, each school may maintain a centrally located bulletin board for the posting of materials, and/or maintain a table available to students for placing approved materials.

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

**3224 Student Dress**

The primary responsibility for appropriate student dress and grooming is placed on the student and parent, provided that the student's dress and grooming does not materially or substantially disrupt the educational process of the school or create a health or safety hazard for themselves or others. Student's dress is concerned with general social acceptance, cleanliness, safety, disease prevention, and grooming within the realm of accepted styles and fads. Extreme or bizarre dress will not be acceptable.

If the student's dress or grooming violates the provision of this policy, the administrator shall request that the parent and the student make the appropriate necessary corrections. If both the student and the parent refuse, the administrator shall take appropriate action including suspension if circumstance so warrants.

**DRESS CODE:**

ANY FORM FOR DRESS OR ADORNMENT RELATING TO THE FOLLOWING WILL NOT BE PERMITTED:

- \* drug/alcohol related
- \* sexually related or suggestive
- \* gang related
- \* or anything which creates the potential for the disruption of the school learning environment
- \* hats/headdress will not be worn in the school building except for holidays or plays requiring hats or headdress
- \* no offensive words
- \* shorts must be at least finger tip length when arms are normally at ones side
- \* clothing considered inappropriate for school includes tops that expose the midriff, expose undergarments, tube tops for girls and tank tops for boys.

Policy History:

Adopted: April 2012

Reviewed on:

Revised on :

### **3225 Sexual Harassment/Intimidation of Students**

Sexual harassment is a form of sex discrimination and is prohibited. An employee, District agent, or student engages in sexual harassment whenever that individual makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, opportunities, or treatment; or
  - d. Making submission to or rejection of such unwelcome 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 unwelcome touching, crude jokes or pictures, discussions of sexual experiences, pressure for sexual activity, intimidation by words, actions, insults, or name calling, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should consult a counselor, teacher, Title IX coordinator, or administrator, who will assist them in the complaint process. Supervisors or teachers who knowingly condone or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to suspension and expulsion consistent with the District's discipline policy. Any person who knowingly makes a false accusation regarding sexual harassment likewise will be subject to disciplinary action up to and including discharge with regard to employees or suspension and expulsion with regard to students.

The District will make every effort to ensure that employees or students accused of sexual harassment or intimidation are given an appropriate opportunity to defend themselves against such accusations.

To the greatest extent possible, the District will treat complaints in a confidential manner. The District realizes that limited disclosure may be necessary in order to complete a thorough investigation. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination and will lead to disciplinary action against an offender.

Any individual seeking further information should consult the Superintendent for the name of the current Title IX Coordinator for the District. The Superintendent will ensure that student and employee handbooks include the name, address, and telephone number of an individual responsible for coordinating District compliance efforts.

An individual with a complaint alleging a violation of this policy should follow the Uniform Complaint Procedure.

Cross Reference: 1700 Uniform Complaint Procedure

Legal References: Art. X, Sec. 1, Montana Constitution – Educational goals and duties  
§§ 49-3-101, et seq., MCA Montana Human Rights Act  
Title IX of the Educational Amendments, 20 U.S.C. § 1681, et seq.  
34 CFR Part 106 Nondiscrimination on the basis of sex in education  
programs or activities receiving Federal financial  
assistance

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

### Harassment Reporting Form for Students

School \_\_\_\_\_ Date \_\_\_\_\_

Student's name \_\_\_\_\_

*(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)*

- Who was responsible for the harassment or incident(s)? \_\_\_\_\_  
\_\_\_\_\_
- Describe the incident(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Date(s), time(s), and place(s) the incident(s) occurred. \_\_\_\_\_  
\_\_\_\_\_
- Were other individuals involved in the incident(s)?  Yes  No If so, name the individual(s) and explain their roles. \_\_\_\_\_  
\_\_\_\_\_
- Did anyone witness the incident(s)?  Yes  No If so, name the witnesses. \_\_\_\_\_  
\_\_\_\_\_
- Did you take any action in response to the incident?  Yes  No. If yes, what action did you take? \_\_\_\_\_  
\_\_\_\_\_
- Were there any prior incidents?  Yes  No If so describe any prior incidents.  
\_\_\_\_\_  
\_\_\_\_\_

Signature of complainant \_\_\_\_\_

Signatures of parents/legal guardians \_\_\_\_\_

### 3300 Suspension and Expulsion

The District recognizes and honors students' constitutional right to education opportunity. However, as provided under Montana law, the District will exercise its right to suspend or expel a student when necessary. The District expects all students to know and follow District policies and rules. The District considers a student's failure or refusal to comply with District policies and rules cause for discipline, including short-term suspension, long-term suspension, or expulsion.

The following definitions apply for purposes of this policy:

- a. "Suspension" means the exclusion of a student from attending individual classes or school and participating in school activities for an initial period not exceeding ten (10) school days. An administrator may order suspension of a student.
- b. "Expulsion" is any removal of a student for more than twenty (20) school days without the provision of educational services. Expulsion is a disciplinary action available only to the Board.

Students with disabilities will be suspended or expelled pursuant to provisions of the Individuals with Disabilities Education Act (IDEA) and corresponding Montana law.

Upon a finding by a school administrator that the immediate return to school by a student would be detrimental to the health, welfare, or safety of others or would be disruptive of the educational process, a student may be suspended for one (1) additional period not to exceed ten (10) school days, if the student 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 (IDEA), 20 U.S.C. 1400, et seq.

The Superintendent will develop procedures to implement this policy and submit the procedures to the Board for its advice and consent.

Legal Reference:	20 U.S.C. 1400, et seq. 34 CFR 300.519-521 § 20-4-302, MCA	Individuals with Disabilities Education Act Procedural Safeguards Discipline and punishment of pupils –definition of corporal punishment – penalty – defense
	§ 20-4-402, MCA	Duties of district superintendent or county high school principal
	§ 20-5-105, MCA	Attendance officer – powers and duties

§ 20-5-106, MCA	Truancy
§ 20-5-201, MCA	Duties and sanctions
§ 20-5-202, MCA	Suspension and expulsion
ARM 10.16.3346	Aversive Treatment Procedures
<i>Goss v. Lopez</i> , 419 US 565 (1975)	

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

**3310 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:

- a. Using, possessing, distributing, purchasing, or selling tobacco products.
- b. 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.
- c. Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, controlled substances, or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. 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.
- d. Using, possessing, controlling, or transferring a weapon in violation of the "Possession of Weapons other than Firearms" section in policy 3311.
- e. Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in policy 3311.
- f. Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- g. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- h. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- i. Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- j. Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- k. Hazing or bullying.
- l. 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.

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:

- a. 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.
- b. Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- c. Travel to and from school or a school activity, function, or event.
- d. Anywhere 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.

#### Disciplinary Measures

Disciplinary measures include but are not limited to:

- a. Expulsion
- b. Suspension
- c. Detention, including Saturday school
- d. Clean-up duty
- e. Loss of student privileges
- f. Loss of bus privileges
- g. Notification to juvenile authorities and/or police
- h. 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.

#### Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

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
	29 U.S.C. § 701	Rehabilitation Act of 1973

#### Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

**3310P Discipline of Students With Disabilities****Code of Conduct Violations by Students With Disabilities, Resulting in Disciplinary Consequences of Ten (10) School Days or Less**

Student commits code of conduct violation for which the disciplinary consequence would result in removal from the student's placement for ten (10) consecutive school days or less.



School personnel may assign the consequence applicable to non-disabled students for a similar period of time, not to exceed ten (10) consecutive school days. *Reg. 300.520(a)(1)(i)*.



During the first (1<sup>st</sup>) ten (10) cumulative school days in one (1) school year, the school does not have to provide any services to the student if non-disabled students would not receive services. *Reg. 300.121(d)(1)*.



School personnel may continue to remove the student for disciplinary reasons for up to ten (10) school days at a time throughout the same school year for separate incidents of misconduct, so long as the removals do not constitute a change of placement under *Reg. 300.519(b)* and are those which would be applied to non-disabled students. *Reg. 300.520(a)(1)(i)*.



Beginning with the eleventh (11<sup>th</sup>) day of disciplinary removals in a school year, educational services must be provided. *Reg. 300.520(a)(1)(ii); Reg. 300.121(d)(2)(i)(A)*. If the removal does not result in a change of placement, school personnel, in consultation with the student's special education teacher, determine the services to be provided. *Reg. 300.121(d)(3)(i)*.



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A series of disciplinary removals, each for ten (10) consecutive school days or less, may result in a change of placement if they cumulate to more than ten (10) school days in one (1) school year. School personnel should analyze the length of each removal, the proximity of the removals to each other, and the total amount of time the child is removed. *Reg. 300.519(b)*. If a removal would result in a change of placement, a manifestation determination review (MDR) must first be done. *Reg. 300.523(a)*.

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The educational services to be provided must meet the standard of enabling the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals in the IEP. *Reg. 300.121(d)(2)(i)(A)*.

Beginning with the eleventh (11<sup>th</sup>) day of disciplinary removals in a school year, the IEP Team must address behavioral issues. If the removal does not result in a change of placement, the IEP Team must meet within ten (10) business days of first removing the student for more than ten (10) school days in a school year, to develop a plan to conduct a functional behavioral assessment, if one was not conducted before the behavior that resulted in the removal. *Reg. 300.520(b)(1)(i).*



After the functional behavioral assessment is completed, the IEP Team meets as soon as practicable to develop a behavioral intervention plan to address the behavior and implement the plan. *Reg. 300.520(b)(2).*



If the student is assigned subsequent disciplinary removals in a school year for ten (10) days or less that do not result in a change of placement, the IEP Team members (including the parent) informally review the behavior intervention plan and its implementation to determine if modifications are necessary. *Reg. 300.520(c)(2).*



If one or more team members believe modifications are needed, the IEP Team must meet to modify the plan and its implementation to the extent the IEP Team deems necessary. *Reg. 300.520(c)(2).*

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If the student's IEP already includes a behavior intervention plan, within ten (10) business days of first removing the student for more than ten (10) school days in a school year, the IEP Team must meet to review the behavior intervention plan and its implementation, and modify the plan and its implementation as necessary to address the behavior. *Reg. 300.520(b)(1)(ii).*



### **Code of Conduct Violations by Students With Disabilities for Which Recommended Disciplinary Consequences Would Result in Change of Placement for More than Ten (10) School Days (Excluding Drug and Weapon Offenses)**

Student violates code of conduct, and the recommended disciplinary consequence would result in a removal from the current educational placement for more than ten (10) consecutive school days (alternate placement, expulsion). This constitutes a change of placement. *Reg. 300.519(a).*



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The recommended disciplinary consequence may be for a removal from the current educational placement for less than ten (10) consecutive school days, but may constitute a change of placement because the student has already been removed for disciplinary reasons for ten (10) or more school days in the current school year, and the length of each removal, their proximity to each other, and the total amount of time the student has been removed result in a change of placement. *Reg. 300.519(b).*

School personnel may remove from current educational placement for ten (10) school days or less (*Reg. 300.520(a)(1)(i)*) and recommend further discipline according to the code of conduct. (The ten-(10)-day-or-less alternative must be one equally applicable to non-disabled. See pp. 1-2 for educational services to be provided during a short removal.) If a criminal act has been committed, charges may be filed, and law enforcement authorities to whom the crime was reported must be provided special education and disciplinary records to the extent disclosure is permitted by FERPA. *Sec. 1415(k)(9). Reg. 300.529.*



At the time the decision is made to take this action, school personnel must notify parent of decision and provide procedural safeguards notice in *Reg. 300.504. Sec. 1415(k)(4)(A)(i); Reg. 300.523(a)(1).*



Within ten (10) business days, IEP Team and other qualified personnel must meet and review relationship between disability and the behavior subject to disciplinary action (manifestation determination review – MDR). *Sec. 1415(k)(4)(A); Reg. 300.523(a)(2), (b).* If there has been no previous functional behavioral assessment and creation of a behavior intervention plan, the IEP Team must develop an assessment plan. *Reg. 300.520(b)(1)(i).* As soon as practicable after the assessment, the IEP Team must meet again to develop and implement the behavior intervention plan. *Reg. 300.520(b)(2).* If the IEP contains a behavior intervention plan, the IEP Team reviews the plan and its implementation and modifies them as necessary to address the behavior. *Reg. 300.520(b)(1)(ii).*



For the MDR, the IEP Team must look at all information relevant to the behavior subject to discipline, such as evaluation and diagnostic results, including such results and other relevant information from the parent, observation of the student, and the student's IEP and placement. The misbehavior is not a manifestation of the disability, if the IEP Team finds that in relationship to the misbehavior subject to discipline:

- The IEP and placement were appropriate;
- Consistent with the content of the student's IEP and placement, special education services, supplementary aids, and behavior intervention strategies were actually provided;
- The disability did not impair the ability of the student to understand the impact and consequences of the misbehavior; and
- The disability did not impair the ability of the student to control the misbehavior.

*Sec. 1415(k)(4)(C); Reg. 300.523(c).*



If the IEP Team determines any of the standards were not met, the misbehavior was a manifestation of the disability, and no punishment may be assessed. *Reg. 300.523(d).* If IEP Team identified deficiencies in IEP, placement, or implementation, it must take immediate steps to remedy. *Reg. 300.523(f).*

If the IEP Team determines the misbehavior was not a manifestation of the disability, regular disciplinary consequences may be applied to the student, except that the student must continue to be provided a free appropriate public education. *Sec. 1415(k)(5)(A); Sec. 1412(a)(1)(A); Reg. 300.121(a); Reg. 300.524(a)*. The campus must ensure that special education and disciplinary records are transmitted for consideration by the school district person making the final determination regarding the disciplinary action. *Sec. 1415(k)(5)(B); Reg. 300.524(b)*.

Parent may appeal a finding that the misbehavior was not a manifestation of the disability. The hearing is expedited before a special education hearing officer, who applies the same standards as the IEP Team. *Sec. 1415(k)(6); Reg. 300.525(a), (b)*.

Parent may appeal decision to place student in forty-five-(45)-day interim placement. The hearing is expedited before a special education hearing officer, who applies the standards regarding a dangerous student in *Reg. 300.521. Sec. 1415(k)(6)(B)(ii); Reg. 300.525(b)(2)*.

When a parent requests a hearing in a drug or weapon case to challenge the interim alternative placement or the manifestation determination, student remains in interim placement until decision of hearing officer or forty-five (45) days expires, whichever comes first, unless the parent and school agree otherwise. *Reg. 300.526(a)*. Then student returns to current placement (defined as placement prior to interim alternative educational setting). School can ask for expedited hearing before special education hearing officer to prevent this return, if the student is substantially likely to injure self or others. *Reg. 300.526(b), (c)*. The hearing officer applies the standards in *Reg. 300.121. Reg. 300.526(c)*. Hearing officer can order another placement for up to forty-five (45) days. *Reg. 300.526(c)(3)*. This procedure may be repeated as necessary. *Sec. 1415(k)(7); Reg. 300.526(c)(4)*.

The standard the educational services must meet is to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals in the IEP. *Reg. 300.121(d)(2)(i)(B); Reg. 300.524(a)*. The IEP Team must determine what services are necessary to meet this standard. *Reg. 300.121(d)(3)(ii)*.

## Drug and Weapon Offenses by Students With Disabilities

Student carries weapon to school, or possesses, uses, sells, or solicits sale of illegal or controlled substance on school property or at a school function.



Illegal drug – controlled substance. Excludes legally used and possessed prescription drugs. *Sec. 1415(k)(10)(B); Reg. 300.520(d)(2)*.

Controlled substance – drug or substance in 21 U.S.C. § 812(c), Schedules I-V. *Sec. 1415(k)(10)(A); Reg. 300.520(d)(1)*.

Weapon – A firearm and more. Something used for or readily capable of causing death or serious bodily injury. Excludes pocket knife with blade of 2½ inches or less. *Sec. 1415(k)(10)(D); Reg. 300.520(d)(3)*.

School personnel may remove from current educational placement for ten (10) school days or less, and recommend further discipline according to the code of conduct. *Sec. 1415(k)(1)(A)(i); Reg. 300.520(a)(1)(i)*. (The ten-(10)-day-or-less alternative must be one equally applicable to non-disabled students. See pp. 1-2 for education services to be provided during a short removal.) If a criminal act has been committed, charges may be filed, and special education and disciplinary records will be transmitted to law enforcement authorities to whom the crime was reported, to the extent disclosure is permitted by FERPA. *Sec. 1415(k)(9); Reg. 300.529*.



At time decision is made to take this disciplinary action, school personnel must notify parent of decision and provide procedural safeguards notice in *Reg. 300.504. Sec. 1415(k)(4)(A)(i); Reg. 300.523(a)(1)*.



Within ten (10) business days, IEP Team must meet and may extend the removal by placing student in appropriate interim alternative educational setting applicable to non-disabled student for same amount of time non-disabled student would be assigned, but not more than forty-five (45) calendar days. *Sec. 1415(k)(1)(A)(ii) and (3)(A); Reg. 300.520(a)(2); Reg. 300.522(a)*. IEP Team must review the behavior intervention plan, if one exists, and its implementation and modify, as necessary, to address behavior. *Reg. 300.520(b)(1)(ii)*. If there has been no previous functional behavioral assessment and creation of behavior intervention plan, IEP Team must develop assessment plan. *Sec. 1415(k)(1)(B); Reg. 300.520(b)(1)(i)*. As soon as practicable after the assessment, the IEP Team must meet again to develop and implement the behavior intervention plan. *Reg. 300.520(b)(2)*. The IEP Team and other qualified personnel must review the relationship between disability and the behavior subject to disciplinary action (manifestation determination review-MDR). *Sec. 1415(k)(4)(A); Reg. 300.523(a)(2)(b)*.



The forty-five-(45)-day alternative interim placement must:

- Enable student to progress in general curriculum, although in another setting;
- Enable student to continue to receive those services and modifications, including those described in the student's IEP, that will enable the student to meet the goals set out in that IEP; and
- Include services and modifications designed to address the drug or weapon offense so that it does not recur. *Sec. 1415(k)(3)(B); Reg. 300.522; Reg. 300.121(d)(2)(ii)*.

Comments to regulations: Students may be subject to multiple forty - five - (45) - day interim placements for separate drug and weapon offenses. The forty - five - (45) - day interim placement may be completed even if drug or weapon offense was manifestation of disability. If misbehavior was not a manifestation of disability, regular disciplinary consequence can be applied in addition to forty - five - (45) - day interim placement.

For the MDR, the IEP Team must look at all information relevant to the behavior subject to discipline, such as evaluation and diagnostic results, including such results and other relevant information from the parent, observation of the student, and the student's IEP and placement. The misbehavior is not a manifestation of the disability if the IEP Team finds that, in relationship to the misbehavior subject to discipline:

- The IEP and placement were appropriate;
- Consistent with the content of the student's IEP and placement, special education services, supplementary aids and services, and behavior intervention strategies were actually provided;
- The disability did not impair the ability of student to understand the impact and consequences of the misbehavior; and
- The disability did not impair the ability of the student to control the misbehavior.

*Sec. 1415(k)(4)(C); Reg. 300.523(c).*



If the IEP Team determines any of the standards were not met, the misbehavior was a manifestation of the disability, and no punishment may be assessed. *Reg. 300.523(d)*. If IEP Team identifies deficiencies in IEP, placement, or implementation, it must take immediate steps to remedy. *Reg. 300.523(f)*.

- or -

If the IEP Team determines the misbehavior was not a manifestation of the disability, regular disciplinary consequences may be applied to the student, except that the student must continue to be provided a free appropriate public education. *Sec. 1415(k)(5)(A); Sec. 1412(a)(1)(A). Reg. 300.121(a). Reg. 300.524(a)*. The campus must ensure that special education and disciplinary records are transmitted for consideration by the school district person making the final determination regarding the disciplinary action. *Sec. 1415(k)(5)(B); Reg. 300.524(b)*.

Parent may appeal a finding that the misbehavior was not a manifestation of the disability. The hearing is expedited before a special education hearing officer, who applies the same standards as the IEP Team. *Sec. 1415(i)(6); Reg. 300.525(a), (b)*.

If IEP Team finds no manifestation and changes placement to comply with the disciplinary recommendation, parent may appeal the placement decision. The hearing is expedited before a special education hearing officer. *Sec. 1415(k)(6)(A); Reg. 300.525(a)(2)*.

During appeals, stay put applies. *Reg. 300.524(c)*. If child is substantially likely to injure self or others in the current placement, the school can request an expedited hearing and request the hearing officer to remove to an interim alternative educational placement for up to forty-five (45) days. Standards to be met are those in *Sec. 1415(k)(2)* and *Reg. 300.521*.

The standard the education services must meet is to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals in the IEP. *Reg. 300.121(d)(2)(i)(B); Reg. 300.524(a)*. The IEP Team must determine what services are necessary to meet this standard. *Reg. 300.121(d)(3)(ii)*.

## Students Dangerous to Self or Others

IDEA discipline procedures are followed for a non-drug or weapon offense, the penalty for which would result in expulsion or removal from the student's placement for more than ten (10) school days.

IEP Team meets, determines no manifestation and recommends discipline proceed. Parent disagrees and requests a due-process hearing. Stay put applies, and child stays in the current placement, unless school acts to change the placement. *Reg. 300.524.*



School requests hearing officer to change the placement during the pendency of the hearing because of the likelihood of injury to self or others. *Sec. 1415(k)(2); Reg. 300.521.*



Hearing officer holds expedited hearing to consider request. School has burden of proof to show by more than a preponderance of the evidence that maintaining the child in the current placement is substantially likely to result in injury to self or others. *Sec. 1415(k)(2)(A), (10)(D); Reg. 300.521(a).* Hearing officer must also:

- Consider the appropriateness of the current placement.
- Consider whether the school has made reasonable effort to minimize the risk of harm in the current placement, including the use of supplemental aids and services.
- Determine that the interim alternative setting proposed by the school personnel, in consultation with special education teacher:
  - Enables the student to participate in the general curriculum, although in another setting;
  - Enables the student to continue to receive those services and modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in the IEP; and
  - Include services and modification designed to address the behavior so that it does not recur.

*Sec. 1415(k)(2); Reg. 300.521(b), (c), (d); Reg. 300.522(b); Reg. 300.121(d)(2)(ii)(B).*



If all requirements are met, hearing officer may order a change of placement to the interim alternative educational setting for up to forty-five (45) days. *Sec. 1415(k)(2); Reg. 300.521.*



If parent appeals forty-five-(45)-day interim alternative placement by IEP Team in drug or weapon case, hearing officer applies these standards in expedited hearing. *Sec. 1415(k)(6)(B)(ii); Reg. 300.525 (b)(2).*

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Student returns to his or her current placement (the placement prior to the interim alternative educational setting) at end of forty-five (45) days, if no decision has been issued by hearing officer in pending due-process hearing. If school believes it would be dangerous for student to return to current placement while hearing is still pending, school may request another expedited hearing to again place student in forty-five-(45)-day interim placement while hearing continues to be pending. *Reg. 300.526(b), (c)(4)*. Hearing officer holds same type of hearing initially held when hearing officer ordered first forty-five-(45)-day interim placement. *Sec. 1415(k)(7); Reg. 300.526*. Any subsequent forty-five-(45)-day interim setting must meet the standards in *Reg. 300.522*.

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

### **3310.1 Lone Rock Elementary School Campus Discipline Plan**

#### **STUDENT BEHAVIORAL GUIDELINES**

Students are expected to behave in a manner that contributes to a positive, safe school environment. We encourage student self-discipline and hold students responsible for their actions. Being a positive addition to Lone Rock school is encouraged.

The staff, board and parents of Lone Rock school have spent many hours developing and improving our School Discipline Plan to set clear and firm limits for student behavior. Our rules are directed toward insuring a safe, orderly school environment. These rules are reviewed with students regularly. Discipline problems are dealt with in a systematic fashion as defined in our discipline plan.

Student expectations are summarized in the following campus rules:

1. Be respectful to others.
2. Keep hands, feet and objects to yourself.
3. Follow directions when they are given.
4. Stay in assigned area unless you have a pass.
5. Walk and talk quietly in the building.
6. Use equipment in a safe manner.

#### **I. Essentials of Effective Discipline**

- A. Appropriate behavior needs to be taught BEFORE students engage in inappropriate behavior.
- B. Consequence of problem behavior must be TIMELY.

#### **II. Implementation**

- A. "Teach - To" Classroom Routines.
- B. Look for performance on expectations.
- C. Prompt when necessary i.e. "John, I need quiet hands".
- D. Refocus (in same or other class).
- E. Absolutes (zero tolerance) - weapons, drugs, fighting, vandalism, harassment.

#### **III Record Keeping**

- A. Teachers keep track of refocus slips.
- B. Green Slips (severe) - for violations of discipline absolutes (see form in Section III pages 46 and 47).
- C. White Slips (bus) - for violations on the bus (see forms in Section III pages \_\_ and \_\_).

#### **IV Summary**

Rules governing appropriate behavior are established for each classroom, the building, and the playground. The students are made aware of these rules at the beginning of each year and the rules are reviewed on a regular basis.

**V Specific Rules****A. General Campus Rules**

1. No wearing hats inside building.
2. No public displays of affection between students.

**B. General Playground Rules**

1. Use playground equipment appropriately.
2. Take turns on all equipment.
3. When the whistle blows, line up immediately.

**C. Safety Rules**

1. No throwing rocks, sand, snowballs or other materials.
2. No jumping off equipment.
3. Keep eyes open at all times.
4. Stay off the ice and out of puddles.
5. Stay out of the baseball dug outs.
6. No hard balls.
7. No kicking / karate.

**D. Swing Rules**

1. One person per swing. (two allowed on tire swing)
2. Swing only in a forward/backward motion.
3. No pushing or twisting swings.
4. Swing only in a sitting position.
5. No running around the swing area.

**E. Monkey and High Bar Rules**

1. Hanging by hands only on high bars.
2. No hanging upside down, sitting or standing on top of monkey bars.
3. Go across with hands only.

**F. Structure Rules**

1. Walk on structure.
2. Do not sit on rails.
3. No hoisting self on rails.

**G. Tether Ball Rules**

1. No hanging on tether ball.
2. Must have shoes on when climbing tether ball pole.

**H. Sandbox Rules**

1. Keep sand in the sandbox.
2. No burying people in the sand.

**I. Slide Rules**

1. No more than one person each on slide, platform, or ladder.
2. Slide only in a sitting, forward facing position.
3. No climbing slide poles.
4. No swinging on bar and top of slide.

**J. Jump Ropes**

1. Jump Ropes are for jumping only.
2. No twirling.
3. No wrapping ropes around students or equipment.

**NOTE:**

1. Only equipment that is shared is allowed at school.
2. Students must leave playground immediately after school.
3. Adults must supervise children returning to play after school on playground.
4. Parent must supervise a pre-schooler who is on the playground.

**Interventions to be used prior to giving a discipline report\*:**

Verbal reprimand

Redirection: have the child do it the right way

Have the child stand in place

Time out sitting down or against the wall

Have child stay with you

Keep playground log

**Positive reinforcements:**

Friendly interactions from playground supervisors

School wide compliments after especially good recesses

Extra recess at staff discretion

Two or three times a year entire school is given an extra recess with prior notice to staff

Visits to particular classrooms from playground supervisors and administrator to compliment a class in front of the teacher.

\*All the above at staff discretion.

Policy History:

Adopted: April 2012

Reviewed on:

Revised on:



## VIOLATION OF DISCIPLINE ABSOLUTES

Name of Student: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Discipline Absolutes are Critical behaviors requiring immediate intervention, afforded zero tolerance in Lone Rock School District.

**I ABSOLUTES****Violence:**

- Weapon Possession:** knives, firearms or dangerous, life threatening items.
- Fighting:** physically endangering or verbally threatening another individual.
- Vandalism:** injures, damages, or destroys property of individual or school.
- Stealing:** taking and concealing object that does not belong to them.
- \* **Harassment:** unwanted attention of a sexual nature. (See Lone Rock Policies and Procedures Manual regarding student consequences or harassment).
- \* **Harassment:** Harassment, intimidation, hazing, or bullying means any act that substantially interferes with a student's physical, education, or emotional well-being.

**Substance Abuse:**

- Use, possession or sale of tobacco, drugs or alcohol.
- Misuse of other substance items.

**Noncompliance / Insubordination:**

- Refusing to follow a request from a staff member or a staff - designated supervisor.
- Willful and continued disobedience or verbal abuse of school personnel or discipline policy.

**II CONSEQUENCES**

- Parent, Guardian or emergency designee contacted to immediately pick up child. Child is placed in in-school suspension until parent or designee arrives.
- \_\_\_\_\_ days (1-10) out of school suspension to be determined on individual basis.
- Loss of recess for one entire day for Kindergarten and first grade until end of 1st semester (after that suspension for K-1 also)
- Copy of Violation Report to:
  - Parent
  - Teacher
  - Administrator
  - Counselor



## **3311 Firearms and Weapons**

### **Firearms**

For the purposes of the firearms section of this policy, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4). Such term does not include an antique firearm pursuant to 18 U.S.C. 921 (16).

It is the policy of the Lone Rock School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year.

However, on a case-by-case basis, the Board of Trustees will convene a hearing to review the underlying circumstances and, in the discretion of the Board, may authorize the school administration to modify the requirement for expulsion of a student.

A decision to change the placement of a student with a disability who has been expelled pursuant to this section must be made in accordance with the Individuals with Disabilities Education Act.

### **Possession of Weapons other than Firearms**

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District’s discipline policy. For purposes of this section, “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 air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as 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.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

The District will refer to law enforcement for immediate prosecution any person who possesses,

carries, or stores a weapon **in a school building**, 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. (45-8-361 (1) (2))

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. (45-8-361 (5a). 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. (45-8-361 (3b))

This policy does not apply to law enforcement officers acting in his or her official capacity. (45-8-361 (3a))

*Note: Section (g) of the NCLB Section 4141 – Gun Free Requirements, carves out a very significant exception to the Gun Free Schools Act in that it allows a student to have “a firearm that is lawfully stored inside a locked vehicle on school property. . .” Montana law (20-5-202, MCA), on the other hand, does not provide for any exception to the expulsion requirement if a student has a firearm that is lawfully stored inside a locked vehicle on school property. The only reference to federal law in 20-5-202(2), MCA is the federal definition of a firearm. As you well know 20-5-202(2), MCA provides that:*

*(2) The trustees of a district shall adopt a policy for the expulsion of a student who is determined to have brought a firearm, as defined in 18 U.S.C. 921, to school and for referring the matter to the appropriate local law enforcement agency. A student who is determined to have brought a firearm to school under this subsection must be expelled from school for a period of not less than 1 year, except that the trustees may authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis.*

*So, Montana schools are required, by state law, to expel a student from school for a period of not less than 1 year if it is determined that the student brought a firearm to school, subject to the case-by-case exception noted in the statute. Based upon the exception noted in federal law and in circumstances where a student is found to have a firearm on school property in a locked vehicle, Montana schools should be citing state law (20-5-202, MCA) and district policy to support any recommendation for expulsion.*

*There is one significant inconsistency between the Federal Gun Free Schools Act and Montana is that under federal law it provides that “State law **shall** allow the chief administering officer of a local educational agency to modify such expulsion requirement for a student on a case-by-case basis if such modification is in writing,” whereas 20-5-202(2), MCA, provides that the trustees **may** authorize the school administration to modify the requirement for expulsion of a student on a case-by-case basis.*

Policy 4332

Conduct of School Property

Legal Reference:

§ 20-5-202, MCA  
§ 45-8-361, MCA

20 U.S.C. § 7151, et seq.  
18 U.S.C. § 921  
NCLB, Section 4141

Suspension and expulsion  
Possession or allowing possession of  
a weapon in a school building  
Gun Free Schools Act of 1994  
Definitions  
Gun Free Requirements

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

**3312 Detention**

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students. Students may be required to attend Saturday detention for up to four (4) hours.

Preceding the assessment of such punishment, the staff member shall inform the student of the nature of the offense charged and/or the specific conduct which allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member. Parents must be notified prior to a student serving an after-school detention.

Students detained for corrective action or punishment shall be under the supervision of the staff member or designee.

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

**3315 Threat to Others**

If a student makes a threat to harm others the school danger assessment team will convene. The team will consist of Administrator, School Counselor, School Psychologist and Teacher. The team will complete the Danger Assessment and Intervention Plan (DAIP). This step will be taken as part of Lone Rock School's commitment to create a safe, respectful and inclusive learning environment to promote academic success, civil behaviors and social competence.

**Process:**

1. Threat by student to harm others is confirmed by an administrative investigation.
2. Student is suspended indefinitely.
3. The danger assessment team will convene as soon as possible and complete the Danger Assessment and Intervention Plan.
4. The student's parent or guardian will provide Lone Rock School with a psychologist's letter or a psychiatrist's letter informing the school that the student is not a threat to harm himself/herself or others.
5. The family of the suspended student applies to re-enter Lone Rock School with appropriate documentation.
6. The danger assessment team meets with the family of the suspended student, reviews the letter from the psychologist or psychiatrist as well as the Danger Assessment and Intervention Plan and decides whether the student will be allowed to return to Lone Rock School.
7. The danger assessment team drafts and implements an Intervention Plan if needed.

**Policy History:**

Adopted on: April 2012

Reviewed on:

Revised on:

*This information is provided as part of the Lone Rock School District's commitment to create a safe, respectful, and inclusive learning environment where all members work together to promote academic success, civil behaviors, and social competence.*

LONE ROCK SCHOOL DISTRICT

DANGER ASSESSMENT AND INTERVENTION PLAN (DAIP)

The objective of this screening is to determine if a student poses a threat to the safety of others or to the school. The school danger assessment team should initiate a Danger Assessment and Intervention Plan when a student makes a threat to others, uses threatening behavior, or if there is concern that the student's behavior indicates an escalation in the potential for violence. These concerns may include (check those that apply):

- Student directly or indirectly threatens to harm person, group, and/or entire school
- Artistic, written, or symbolic expression with disturbing and/or violent content is presented
- Belief that someone possesses a weapon on campus
- The student is demonstrating any imminent warning signs or a cluster of early warning signs
- Student makes threat to harm or kill self (with indicators of harm to others)
- Student has escalating pattern of behavior that has been resistive to intervention at school
- Other reason for assessment: \_\_\_\_\_

The school must secure the school's safety by appropriately detaining the student and not allowing the student(s) access to coats, backpacks, lockers, or cars. If there is concern for imminent danger, contact the Building Administrator, or call 911 immediately.

Student: \_\_\_\_\_ School: \_\_\_\_\_

DOB: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Gender (circle): M F Ethnicity: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Special Education: Y N Disability: \_\_\_\_\_

**For best practice, complete ALL of the following:**

1. Assemble the school danger assessment team and determine facts. If there is imminent danger, call 911 or local police immediately.

**Check those school team members involved in this screening:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Counselor         | <input type="checkbox"/> School Psychologist                      |
| <input type="checkbox"/> Nurse         | <input type="checkbox"/> Classroom Teacher | <input type="checkbox"/> BVEC Director                            |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Special Education | <input type="checkbox"/> Other relevant representative, if needed |
- adults: \_\_\_\_\_

2. Describe the incident or behavior of concern. Who/what was your source(s) of information? What happened, who was present, where and when did the incident occur, who was the target of the threat? \_\_\_\_\_

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**3. Information gathering (consider all of the following and check sources of information gathered):**

- Current school academic and discipline records
  - Previous school academic and discipline records
  - Law Enforcement records
  - Search of student, locker, car (if applicable) on school property, according to district policy
  - Initiate search (or search warrant) of room/home/vehicle with law enforcement, if appropriate.
  - Interview with student of concern
  - Parent/guardian interview
  - Parent/guardian has not been notified because: \_\_\_\_\_
  - Interview with school staff and/or classroom teacher
  - Interview with target individual(s) of threat
  - Interview with other student (s)
  - Internet histories, written and artistic material, etc.
  - Contact with:  Probation  Diversion  Human Services  other involved agencies
  - Other contact(s): \_\_\_\_\_
- 

**4. Evaluate information. Mark the level of risk that best describes the situation. Consider both risk and protective factors.**

**TREATENING RISK FACTORS TO CONSIDER:**

---

Type of threat:  no threat  threat was vague  threat was indirect but possible

- threat was direct, specific/plausible
  - Target:  target not identified  target is identified but not accessible  target is identified and accessible
  - Threat was:  impulsive  somewhat planned  extensively planned
  - Student has communicated ideas or intent to attack, Details: \_\_\_\_\_
  - Student has:  no access to weapons  possible access to weapons  definite access to weapons
  - Student has:  no ability  some ability  considerable ability to carry out plan
  - The plan itself:  no plan  plan is vague  has some details  has great amount of details
  - Student has:  no violent history  one or two episodes of violence  extensive violent history
  
  - Motive:  no known reason for student to act on plan at this time  possible reasons due to recent circumstances  definite triggers or events that would make student likely to act now.
  - List of Triggering Event(s) \_\_\_\_\_
-

**BEHAVIOR RISK FACTORS TO CONSIDER:**

- Student is identified Special Education. Disability: \_\_\_\_\_ Case Manager: \_\_\_\_\_
- Student has been disciplined by school:  truancy  suspensions  expulsion(s). Details: \_\_\_\_\_
- Student has expressed suicidal ideation/attempt (date/nature of incident(s): \_\_\_\_\_
- Legal concerns:  prior assault charges  other charges  probation  
Details: \_\_\_\_\_
- Student has conflict or grievances with:  other student(s)  parent  sibling  school.  
Details: \_\_\_\_\_
- Family has issues with:  mental health needs  physical violence  sexual violence  
 substance abuse  legal/divorce conflict
- Student has experienced:  a recent loss  emotional trauma  symptoms of depression, hopelessness or despair
- Student has shown inappropriate interest in:  weapons  school attacks (attackers)  
 incidents of mass violence, terrorism, or murder
- Student has been victim of bullying/harassment:  mild  moderate  severe
- Student has engaged in bullying/harassment of other students:  mild  moderate  severe
- Student sees violence as acceptable or desirable way to solve problems
- Practicing behavior:  no known practicing behavior  some practicing but no apparent escalation  a definite escalation of practicing behavior. Chronological list of practicing behavior(s): \_\_\_\_\_
- Other people are concerned about the student's potential for violence.  
Details: \_\_\_\_\_
- Student's behavior appears motivated by: \_\_\_\_\_

**PROTECTIVE FACTORS TO CONSIDER:**

- When distressed student:  does not seek help  sometimes seeks help  often seeks help  
If yes, name(s) of resource: \_\_\_\_\_
- Peers or adults are:  not monitoring  sometimes monitor  constantly monitor the student's actions. If yes, name(s) of peers/adults who monitor \_\_\_\_\_
- Supportive agencies:  are not involved  may soon be involved  are currently involved  
If yes, name of agency \_\_\_\_\_
- Student has a trusting relationship with at least one responsible adult \_\_\_\_\_
- Student has shown ability to self-monitor or self restrain
- Previous measures have been effective inhibiting the student from acting violently:  never  sometimes  often. List the effective interventions \_\_\_\_\_

**5. Based on the factors listed in #4 determine the level of concern. Check the determination of threat/danger level.**

- LOW LEVEL: Risk to target(s), students, staff, and school safety is minimal.**
- Threat is vague and indirect.
  - Information contained within the threat is inconsistent, implausible; lacks detail, or realism.
  - Available information suggests that the person is unlikely to carry out the threat or become violent.
  - Identify appropriate interventions and document intervention plan.
- MEDIUM LEVEL: The threat could be carried out, although it may not appear entirely realistic. Violent action is possible.**
- Threat is more plausible and concrete than a low level threat. Wording in the threat and information gathered suggests that some thought has been given to how the threat would be carried out (e.g. possible place and time).
  - No clear indication that the student has taken preparatory steps (e.g. weapon seeking), although there may be ambiguous or inconclusive references pointing to that possibility. There may be a specific statement seeking to convey that the threat is not empty (e.g. "I'm serious").
  - Moderate or lingering concerns about a student's potential to act violently.
  - **Building administrator should be notified.** Create intervention plan and document referrals to resources. Include active case management.
- HIGH LEVEL: The threat or situation of concern appears to pose an imminent and serious danger to the safety of others.**
- Threat is specific and plausible. There is an identified target. Student has the capacity to act on the threat.
  - Information suggests concrete steps have been taken to act on the threat. (e.g. acquired or practiced with weapon has victim under surveillance)
  - Information suggests a strong concern about a student's potential to act violently.
  - Threats at this level almost always require immediate law enforcement intervention or hospitalization.
- **If High Level of concern, notify Building Principal, Superintendent, and Incident Command Officer.**

**6. Develop an Action and Supervision Plan (Use the following suggested intervention areas to help address all concerns identified during the danger assessment screening and consider the use of a Functional Behavioral Assessment, if needed).**

- For MEDIUM/HIGH LEVEL concern. Principal was notified on: \_\_\_\_\_
- For HIGH LEVEL concern: Superintendent was notified on: \_\_\_\_\_
- For HIGH LEVEL of concern: Incident Commander (Bob Connors) was notified on: \_\_\_\_\_
- Action and Supervision Plan was communicated to student and parent/guardian on: \_\_\_\_\_

**DISCIPLINE MEASURES:**

- Student will be suspended for \_\_\_\_\_ days for violation of \_\_\_\_\_
- Student will be ticketed by \_\_\_\_\_ police for charge(s) of \_\_\_\_\_

- Student will be apprehended and detained by \_\_\_\_\_ police for charge(s) of \_\_\_\_\_
- Student will be placed on Habitually Disruptive Student Plan. Level: \_\_\_\_\_ Date: \_\_\_\_\_
- Student will be reviewed for expulsion for violation of \_\_\_\_\_
- Other: \_\_\_\_\_

**MONITORING MEASURES:**

- Student will check in every \_\_\_\_\_ with \_\_\_\_\_
- Student will check out every \_\_\_\_\_ with \_\_\_\_\_
- Student will maintain a safety contract with \_\_\_\_\_ and promise to contact \_\_\_\_\_ and/or \_\_\_\_\_ if (s) he feels close to hurting self or others.
- Student's attendance and whereabouts on campus will be monitored by \_\_\_\_\_
- Student will have a "no contact contract" with \_\_\_\_\_
- Student's daily schedule will be modified by: \_\_\_\_\_
- Parent(s) or guardian(s) will be contacted every \_\_\_\_\_ by the school to maintain ongoing communication between school and home.
- Parents will provide the following intervention/supervision: \_\_\_\_\_
- Agency \_\_\_\_\_ will be contacted every \_\_\_\_\_ by the school to maintain ongoing communication between school and community setting.
- Probation/Juvenile Diversion will be contacted regularly by school. Name of contact(s): \_\_\_\_\_
- Mental Health professional (s) will be contacted regularly by school. Name of contact(s): \_\_\_\_\_
- Other agencies to be contacted regularly: \_\_\_\_\_
- Permission to exchange/obtain information was obtained.
- Student will be detained, incarcerated, placed at/by : \_\_\_\_\_
- Other: \_\_\_\_\_

**SKILL DEVELOPMENT MEASURES:**

- Student will begin:  conflict resolution  anger management  social skills group  
 other: \_\_\_\_\_ Contact person: \_\_\_\_\_
- Student will work with (name of community professional or agency) \_\_\_\_\_ to focus on the development of \_\_\_\_\_
- Student will be considered for special education assessment by (date): \_\_\_\_\_
- A behavior intervention plan (BIP) will be developed for the student using a Functional Behavioral Assessment (FBA), if needed
- Student will be considered for a change in placement in order to \_\_\_\_\_
- Other: \_\_\_\_\_

**RELATIONSHIP BUILDING MEASURES:**

- Student will seek support from:  counselor  mental health  principal  mentor  
 other: \_\_\_\_\_
- Individual will participate in one or more school activities: \_\_\_\_\_
- Individual will participate in the \_\_\_\_\_ program  
 Contact: \_\_\_\_\_
- Individual will participate in the community-based program to develop support. Agency \_\_\_\_\_

involved: \_\_\_\_\_

Other: \_\_\_\_\_

**7. Documentation and review. File original School Danger Assessment Screening and Intervention Plan form in discipline file at building level or Special Education file as appropriate.**

Plan will be reviewed on \_\_\_\_\_

Confidential building location and contact for document and plan: \_\_\_\_\_

\_\_\_\_\_  
**Administrator**

\_\_\_\_\_  
**Other  
Teacher**

\_\_\_\_\_  
**Other  
Date**

\_\_\_\_\_  
**Counselor**

\_\_\_\_\_  
**School Psychologist**

\_\_\_\_\_  
**Other**

The results of this screening do not predict specific episodes of violence, nor are they a foolproof method of assessing an individual's potential to harm others. The purpose of this screening is to identify circumstances that may increase the risk for potential violence and to assist school staff in developing a safety and supervision plan.

This screening form was developed by Linda Kanan, Ph.D. and Ronald Lee, Psy.D. with information adapted from the U.S. Department of Secret Service, Federal Bureau of Investigation, U.S. Department of Education, John Nicoletti, Ph.D., Nicoletti - Flater Associates and Christopher Saiz, Ph.D., Denver Public Schools.

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:



**3340 Extra-and Co-Curricular Alcohol, Drug and Tobacco Use**

The District views participation in extracurricular activities as an opportunity extended to students willing to make a commitment to adhere to the rules which govern them. The District believes that participation in organized activities can contribute to all-around development of young men and women and that implementation of these rules will serve these purposes:

Emphasize concern for the health and well-being of students while participating in activities;

Provide a chemical-free environment which will encourage healthy development;

Diminish chemical use by providing an education assistance program;

Promote a sense of self-discipline among students;

Confirm and support existing state laws which prohibit use of mood-altering chemicals;

Emphasize standards of conduct for those students who, through their participation, are leaders and role models for their peers and younger students; and

Assist students who desire to resist peer pressure that often directs them toward the use of chemicals.

Violations of established rules and regulations governing chemical use by participants in extra and co- curricular activities will result in discipline as stated in the student handbook.

Legal Reference: § 20-5-2-1, MCA Duties and sanctions

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

**3345 Gambling**

Students are not permitted to gamble for money while in school, on school property, in school vehicles, while on school-sponsored trips, or when representing the school during activity or athletic functions. Students who are found to be betting, playing cards, rolling dice for money, playing keno or poker machines, gambling on the Internet, or involved in any other form of gambling shall be reported to the principal. Appropriate discipline will be administered in accordance with the District's student discipline policies.

Legal Reference:	§ 23-5-112, MCA	Definitions
	§ 23-5-158, MCA	Minors not to participate – penalty – exception

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

### **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:

1. Development of procedures at each building for temporary care of students who become ill during the school day;
2. Consulting services of a qualified specialist for staff, students and parents;
3. Vision and hearing screenings;

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

In general 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 or screening administered by the District is conducted, which is:

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

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

Students who wish to participate in certain extracurricular activities are required to submit to a physical examination to verify their ability to participate in the activity.

All parents will be notified of requirements of the District's policy on physical examinations and screening of students, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

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

Adopted on: April 2012

Reviewed on:

Revised on:

### 3413 Student Immunization

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

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

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the school shall retain a certified copy for the permanent record and send the original immunization records for the student to the school district to which the student transfers. Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician indicating the specific nature and probable duration of the medical condition for not administering the vaccine(s). Exemptions for religious reasons must be filed annually. The statement for an exemption shall be maintained as part of the student’s immunization record. The permanent file of students with exemptions shall be marked for easy identification, should the Department of Public Health and Human Services order that exempted students be excluded from school temporarily when the risk of contracting or transmitting a disease exists. Exclusion shall not exceed thirty (30) calendar days.

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

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

Legal Reference:	§ 20-3-324(20), MCA	Powers and duties
	§ 20-5-402 - 410, MCA	Health
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
	§ 20-5-405, MCA	Medical or religious exemption

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

### 3416 Administering Medicines to Students

*\*It can happen that at any time a person on the school grounds may experience a life threatening event or may experience a severe injury or trauma that is beyond the scope of the minimal care offered by the school staff. When any employee suspects that an event of this seriousness has occurred, 911 should be called immediately and the administration should be notified immediately thereafter.*

“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 drug or 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 by a school appointed employee. The medication will be provided with written authorization of a physician or dentist and that of a parent, caretaker, or guardian. The school appointed employee may administer medication to any student in the school.

#### Emergency Administration of Medication

In case of an anaphylactic reaction or risk of such reaction, a school appointed employee 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, according to a standing order of a student’s private physician and with the written consent of a student’s parent, caretaker or guardian.

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 appointed employee 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.

#### 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
- A principal 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 administrator, if available, the skill level necessary to use and administer the medication.
- 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.

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

The District will not administer glucagons. The District will call 911.

#### 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; and 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 to administer medications.

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 appointed employee, 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: April 2012

Reviewed on:

Revised on:

**Montana Authorization to Possess or Self-Administer  
Asthma, Severe Allergy, or Anaphylaxis Medication**

3416F

For this student to possess or self-administer asthma, severe allergy, or anaphylaxis medication while in school, while at a school sponsored activity, while under the supervision of school personnel, before or after normal school activities (such as while in before-school or after-school care on school-operated property), or while in transit to or from school or school-sponsored activities, this form must be fully completed by: 1) the prescribing physician/ physician assistant/advanced practice registered nurse, and 2) an authorizing parent, an individual who has executed a caretaker relative educational or medical authorization affidavit, or legal guardian.

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_  
 Sex: (Please circle) Female/Male City/Town: \_\_\_\_\_  
 Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ School Year: \_\_\_\_\_(Must be renewed annually)

**Physician's Authorization:**

The above named student has my authorization to carry and self administer the following medication:

Medication: (1) \_\_\_\_\_ Dosage: (1) \_\_\_\_\_  
 (2) \_\_\_\_\_ (2) \_\_\_\_\_

Reason for prescription(s): \_\_\_\_\_

Medication(s) to be used under the following conditions (times or special circumstances): \_\_\_\_\_

I confirm that this student has been instructed in the proper use of this medication and is able to self-administer this medication without school personnel supervision. I have formulated and provided to the parent/guardian or caretaker relative a written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes and for medication use by this student during school hours and school activities.

\_\_\_\_\_  
 Signature of Physician/PA/APRN

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Date

**Authorization by Parent, an individual who has executed a caretaker relative educational or medical authorization affidavit, or Guardian**

As the parent, individual who has executed a caretaker relative educational or medical authorization affidavit, or guardian of the above named student, I confirm that this student has been instructed by his/her health care provider on the proper use of this/these medication(s). He/she has demonstrated to me that he/she understands the proper use of this medication. He/she is physically, mentally, and behaviorally capable to assume this responsibility. He/she has my permission to self-medicate as listed above, if needed. If he/she has used epinephrine during school hours, he/she understands the need to alert the school nurse or other adult at the school who will provide follow-up care, including making a 9-1-1 emergency call.

I acknowledge that the school district or nonpublic school and its employees and agents are not liable as a result of any injury arising from the self-administration of medication by the student, and I indemnify and hold them harmless for such injury, unless the claim is based on an act or omission that is the result of gross negligence, willful and wanton conduct, or an intentional tort.

I agree to work with the school in establishing a plan for use and storage of backup medication. This will include a predetermined location to keep backup medication to which my child has access in the event of an asthma, severe allergy, or anaphylaxis emergency. I have provided the following backup medication:

\_\_\_\_\_  
 I understand that in the event the medication dosage is altered, a new "self-administration form" must be completed, or the health care provider may rewrite the order on his/her prescription pad, and I, the parent/caretaker relative/guardian, will sign the new form and assure the new order is attached.

I understand it is my responsibility to pick up any unused medication at the end of the school year, and the medication that is not picked up will be disposed of.

I authorize the school administration to release this information to appropriate school personnel and classroom teachers.

Parent/Guardian, Caretaker Relative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Montana Authorization to Carry and Self-Administer Medication**

For this student to carry and self-administer medication on school grounds or for school sponsored activities, this form must be fully completed by the prescribing physician/provider and an authorizing parent, an individual who has executed a caretaker relative educational authorization affidavit, or legal guardian.

Student's Name: \_\_\_\_\_  
 Sex: (Please circle) Female/Male  
 Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

School: \_\_\_\_\_  
 City/Town: \_\_\_\_\_  
 School Year: \_\_\_\_\_ (Renew each year)

**Physician's Authorization:**

The above named student has my authorization to carry and self administer the following medication:

Medication: (1) \_\_\_\_\_ Dosage: (1) \_\_\_\_\_  
 (2) \_\_\_\_\_ (2) \_\_\_\_\_

Reason for prescription(s): \_\_\_\_\_

Medication(s) to be used under the following conditions: \_\_\_\_\_

I confirm that this student has been instructed in the proper use of this medication and is able to self-administer this medication on his own without school personnel supervision. I have provided a written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes and for medication use by this student during school hours and school activities.

\_\_\_\_\_  
 Signature of Physician

\_\_\_\_\_  
 Physician's Phone Number

\_\_\_\_\_  
 Date

**Authorization by Parent, an individual who has executed a caretaker relative educational authorization affidavit, or Guardian**

As the parent, individual who has executed a caretaker relative educational or medical authorization affidavit, or guardian of the above named student, I confirm that this student has been instructed by his/her health care provider on the proper use of this/these medication(s). He/she has demonstrated to me that he/she understands the proper use of this medication. He/she is physically, mentally, and behaviorally capable to assume this responsibility. He/she has my permission to self-medicate as listed above, if needed. If he/she has used an auto-injectable epinephrine, he/ she understands the need to alert the school nurse or other adult at the school who will provide follow-up care, including making a 9-1-1 emergency call.

I also acknowledge that the school district or nonpublic school and its employees and agents are not liable as a result of any injury arising from the self-administration of medication by the student, and I indemnify and hold them harmless for such injury, unless the claim is based on an act or omission that is the result of gross negligence, willful and wanton conduct, or an intentional tort.

I agree to work with the school in establishing a plan for use and storage of backup medication. This will include a predetermined location to keep backup medication to which my child has access in the event of an asthma or anaphylaxis emergency. I have provided the following backup medication: \_\_\_\_\_

I understand that in the event the medication dosage is altered, a new "self-administration form" must be completed, or the health care provider may rewrite the order on his/her prescription pad and I, the parent/caretaker/relative/guardian, will sign the new form and assure the new order is attached.

I understand it is my responsibility to pick up any unused medication at the end of the school year, and the medication that is not picked up will be disposed of.

I authorize the school administration to release this information to appropriate school personnel and classroom teachers.

Parent/Guardian, Caretaker Relative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CONSENT TO ADMINISTER  
PRESCRIPTION DRUGS**

Lone Rock School  
1112 Three Mile Creek Road  
Stevensville, MT 59840

CHILD'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

MEDICATION NAME: \_\_\_\_\_

CONDITION FOR WHICH MEDICATION IS PRESCRIBED: \_\_\_\_\_

\_\_\_\_\_

DOSAGE: \_\_\_\_\_

TIMES TO BE GIVEN AT SCHOOL: \_\_\_\_\_

DATE TO STOP MEDICATION: \_\_\_\_\_

POSSIBLE SIDE EFFECTS: \_\_\_\_\_

\_\_\_\_\_

PHYSICIAN'S NAME: \_\_\_\_\_

PARENT/GUARDIAN'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**IMPORTANT INFORMATION – PLEASE READ**

1. All medications are kept in a locked cabinet.
2. This form must be on file before the medication will be given to your child.
3. Parents need to deliver the medication to school in a pharmacy bottle with the name of the child, the dosage and the name of the medication on the label.
4. When there is any change, please notify the school and fill out a new medication form. We cannot make changes without parent's completing a new medication form.

### 3417 Communicable Diseases

*Note: For purposes of this policy, the term “communicable disease” refers to the diseases identified in 37.114.203, ARM, Reportable Diseases, with the exception of common colds and flu.*

In all proceedings related to this policy, the District will respect a student’s right to privacy. Although the District is required to provide educational services to all school-age children who reside within its boundaries, it may deny attendance at school to any child diagnosed as having a communicable disease that could make a child’s attendance harmful to the welfare of other students. The District also may deny attendance to a child with suppressed immunity in order to protect the welfare of that child when others in a school have an infectious disease, which, although not normally life threatening, could be life threatening to a child with suppressed immunity.

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

The District will manage common communicable diseases in accordance with Montana Department of Public Health and Human Services guidelines and communicable diseases control rules. The District may temporarily exclude from school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting.

Students who complain of illness at school may be referred to a school nurse or other responsible person designated by the Board and may be sent home as soon as a parent or person designated on a student’s emergency medical authorization form has been notified. The District reserves the right to require a statement from a student’s primary care provider authorizing a student’s return to school.

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

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

The District may notify parents of other children attending a school that their children have been exposed to a communicable disease without identifying the particular student who has the disease.

Legal Reference: 37.114.101, et seq., ARM Communicable Disease Control

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

**3422 Suicide**

The District may provide the following programs in order to prevent adolescent suicide by: offering and providing help and assistance including early identification; support and/or counseling by school support personnel for low-risk students; referral to appropriate sources outside the school for high- and moderate-risk students; attendance to the rights of the student and his/her family; and aftercare support by the school for faculty, staff, and students after a sudden death has occurred.

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

### 3431 Emergency Treatment

The Board recognizes that schools are responsible for providing first aid or emergency treatment to a student in case of sudden illness or injury; however, further medical attention is the responsibility of a parent or guardian.

The District requires that every parent or guardian provide a telephone number where a parent or designee of a parent may be reached in case of an emergency.

When a student is injured, staff will provide immediate care and attention until relieved by a superior, a nurse, or a doctor. The District will employ its normal procedures to address medical emergencies without regard to the existence of a do not resuscitate (DNR) request, as such DNR requests do not apply to school-based programming or eventualities attendant thereto. A principal or designated staff member will immediately call a parent or parental designee so that the parent may arrange for care or treatment of an injured student.

When a student develops symptoms of illness while at school, a responsible school official will do the following:

Immediately isolate the student from other children to a room or area segregated for that purpose;

Inform a parent or guardian as soon as possible about the illness and request the parent or guardian to pick up the child; and

Report each case of suspected communicable disease the same day by telephone to a local health authority or as soon as possible thereafter if a health authority cannot be reached the same day.

When a parent or guardian cannot be reached, and it is the judgment of a principal or other person in charge that immediate medical attention is required, an injured student may be taken directly to a hospital and treated by a physician on call. Once located, a parent or a guardian is responsible for continuing treatment or for making other arrangements.

Legal Reference:      ARM 37.111.825      Health Supervision and Maintenance

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:



**3440 Removal of Student During School Day**

The Board recognizes its responsibility for the proper care of students during a school day. In accordance with District procedures, only a duly authorized person may remove a student from school grounds, any school building, or school function during a school day. A person seeking to remove a student from school must present evidence satisfactory to a principal of having proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone, unless a request is approved by a principal. The Superintendent will establish procedures for removal of a student during a school day.

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

**3440P Removal of Student During School Day**

Schools must exercise a high order of responsibility for the care of students while in school. The removal of a student during the school day may be authorized in accordance with the following procedures:

1. Law enforcement officers, upon proper identification, may remove a student from school as provided in Policies 4410 and 4411.
2. Any other agencies must have a written administrative or court order directing the District to give custody to them. However, employees of the Department of Public Health and Human Services may take custody of a student under provisions of § 41-3-301, MCA, without a court order. Proper identification is required before the student shall be released.
3. A student shall be released to the custodial parent. When in doubt as to custodial rights, school enrollment records must be relied upon, as the parents (or guardians) have the burden of furnishing schools with accurate, up-to-date information.
4. The school should always check with the custodial parent before releasing the student to a non-custodial parent.
5. Prior written authorization from the custodial parent or guardian is required before releasing a student into someone else's custody, unless an emergency situation justifies a waiver.
6. Police should be called if a visitor becomes disruptive or abusive.

Cross Reference:     4410   Relations with the Law Enforcement and Child Protective Agencies  
                           4411   Investigations and Arrests by Police

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

**3500 Extra Curricular Program**

## Philosophy of Extra Curricular Program

The extra curricular program should provide for wide participation to those who wish to play with emphasis on sportsmanship and development of good health, nutritional habits and cleanliness. Each participant will be given meaningful playing time in game situations. While winning and competition is important, it is secondary to meaningful playing time for all participants regardless of their skill level. At the middle school level, attention should be given to teaching and honing fundamental skills in each particular sport.

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

**3510 School-Sponsored Student Activities**

## 1. Student Organizations:

- a. All student organizations must be approved by the administration. Secret or clandestine organizations or groups will not be permitted.
- b. Bylaws and rules of student organizations must not be contrary to Board policy or to administrative rules and regulations.
- c. Procedures in student organizations must follow generally accepted democratic practices in the acceptance of members and nomination and election of officers.

## 2. Social Events

- a. Social events must have prior approval of the administration.
- b. Social events must be held in school facilities unless approved by the Board.
- c. Social events must be chaperoned at all times.
- d. Attendance at school social events and dances shall be limited to middle school students, unless prior permission is received from the principal.

## 3. Extracurricular Activities

- a) Academic and behavior eligibility rules are established by District policy.
- b) Any student convicted of a criminal offense may, at the discretion of school officials, become ineligible for such a period of time as the school officials may decide.
- c) In establishing an interscholastic program, the Board directs the administration to:
  - Open all sports to all students enrolled in the District, with an equal opportunity for participation.
- d) **Students participating in interscholastic activities will pay a \$25.00 fee prior to each session. If a student chooses to participate in a third school sport in the same year, the fee would be waived for the third session.**

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

### 3511 Extra Curricular Rules

The following Extra Curricular Rules will apply to all Lone Rock Middle School extra curricular participants. We encourage your questions, suggestions and comments.

- A. The following are considered unacceptable behavior for any student participating in any extra curricular program:
- 1) Use of alcoholic beverages.
  - 2) Use of tobacco in any form.
  - 3) Use of materials classified as dangerous drugs without doctors orders.
  - 4) Illegal acts.

Violations of the above would bring about immediate suspension of the participant from that activity season. A second offense of the above would bring about suspensions for the remainder of the school year.

- B. The following disciplinary actions will apply to any participant who engages in unacceptable behavior not listed in Section A above:
- 1) First Behavior Slip - the student will be removed from one game/meet. Participation at practices is required and student will be required to attend home games, but will not dress out and will not play. They will sit with team members. Students will travel to “away” game/meet, but will sit with the team.
  - 2) Second Behavior Slip - same as for the first slip.
  - 3) Third Behavior Slip - the student will be off the team for the reminder of the activity season.
- C. This section applies to athletics only. Students must have physical examinations at The beginning of each year before they will be permitted to take part in practice or games/meets.
- D. Students must be present at school on the day of a give activity in order to participate. A note from either a medical doctor dentist would be the only exception.
- E. The official’s judgment will be accepted at all times. It doesn’t do any good to complain or gripe. If there is something wrong contact your coach at once.
- F. Profanity and/or unsportsmanlike conduct will not be tolerated. This type of action makes it only tougher for us to win.
- G. Your dress and appearance should reflect your attitude. Wear neat clean clothes. Our school dress code applies to all activities, including away competitions.

- H. There will be no excuses accepted for missed practices, unless you have notified your coach beforehand. If you feel that you have a legitimate reason, or in an emergency arises, talk it over with your coach. One unexcused missed practice will result in the player missing the next game. Three unexcused missed practices will be a dismissal from the team.
- I. Good observance of participation rules must come from within the performer. It Should not be the coach’s job to be constantly checking on you. Living with the Participation rules is part of being on the team.
- J. Team members who misbehave at practice may be sent home for that day. That day will count as an unexcused absence from practice.
- K. Practice will last from \_\_\_\_\_ to \_\_\_\_\_, every \_\_\_\_\_. Prompt pick-up is expected and appreciated.
- L. Students must have a signed permission slip from their academic teacher in order to participate.
- M. At least one parent/guardian and the participating student must attend a pre-season orientation meeting before the student can participate in the activity.
- N. The teams must ride the team bus to the event. Team members may ride home with parent or guardian only if the team member and parent have signed out with the coach. A child participating in an away game or activity may return home with a driver other than their parent with written consent from a parent. A parent must designate an alternative adult driver by giving the coach a letter specifically stating who the alternate driver will be. The alternate driver must be at least 18 years of age. For any away game or activity, the designee must check out the student with the coach or teacher. Coaches and teachers will have sign out sheet available.

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My Child, \_\_\_\_\_, has permission to participate in the Lone Rock Middle School \_\_\_\_\_ program. We have read the above Participation Rules of the Lone Rock Middle School and agree to these rules.

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Parent/Guardian Signature

Date

---

Student’s Signature

Date

Policy History:  
 Adopted on:  
 Reviewed on:

Revised on:

**3512 Eligibility**

Students participating in co-curricular activities are expected to maintain passing grades. The athletic director will distribute eligibility sheets to all middle school teachers by Friday 12 noon. The teachers will fill out the eligibility sheet with letter and percentage grades and return it by 12 noon on Monday to the AD. Any student with any F's or 2 D's will not be eligible for that week. The eligibility period will run from Monday at noon till Monday at noon the next week. Weeks with less than five days will not be counted as a week of eligibility unless it is in favor of the student. It is the responsibility of the AD to notify parents in a timely manner if their child is eligible for a particular week. Three consecutive weeks of ineligibility will result in suspension for the remainder of the season.

Policy History:

Adopted on: April 2012

Reviewed on :

Revised on:

**3515 Home School Participation**

Students not enrolled at Lone Rock School will be allowed to participate if they live within the district boundaries of Lone Rock School and roster size of enrolled students does not meet the number specified below.

Boys and Girls Basketball	10 enrolled students per team
Flag Football	14 enrolled students
Volleyball	10 enrolled students per team
Track	No specific numbers to maintain a program

Sixth grade students would participate exclusively on the 7th grade team.

The decision to split a team into two teams will be made in consultation with the AD, coaches and the Superintendent. The Superintendent at his discretion may ask the Board's approval.

It is expected that enrolled 7th grade students would participate on the 7th grade team unless the 8th grade team needs enrolled students.

Policy History:

Adopted on: April 2012

Reviewed on :

Revised on:

### 3520 Student Fees, Fines, and Charges

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

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

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

The District holds a student responsible for the cost of replacing materials or property that are lost or damaged because of negligence. A building administrator will notify a student and parent regarding the nature of violation or damage, how restitution may be made, and how an appeal may be instituted. The District may withhold a student's grades or diploma until restitution is made. A student or parent may appeal the imposition of a charge for damages to the Superintendent and to the Board.

Legal reference:	§ 20-5-201, MCA	Duties and sanctions
	§ 20-7-601, MCA	Free textbook provisions
	§ 20-9-214, MCA	Fees

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

**3530 Student Fund-Raising Activities**

The Board acknowledges that the solicitations of funds from students, staff, and citizens must be limited since students are a captive audience and since solicitation can disrupt the program of the schools. Solicitation and collection of money by students for any purpose, including the collection of money by students in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization, may be permitted by the Superintendent, providing that the instructional program is not adversely affected.

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

**3535 Distribution of Fund Drive Literature Through Students**

Although many community drives are organized for raising funds for worthy nonprofit causes, it is the policy of the District to refrain from having the students, as student body members, used for such collection or dissemination purposes.

Exceptions to this policy will be considered, when recognized student or school-affiliated organizations of the District request permission to participate in such activity.

Cross Reference: 4320 Contact With Students

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

**3600F1 Student Records**

page 1 of 3

Notification to Parents and Students of Rights Concerning a Student's School Records

*This notification may be distributed by any means likely to reach the parent(s)/guardian(s).*

The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record. The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-506, MCA)
- Attendance record
- Record of any disciplinary action taken against the student, which is educationally related

The cumulative record may include:

- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. **The right to inspect and copy the student's education records, within a reasonable time from the day the District receives a request for access.**

"Eligible" students, who are eighteen (18) years of age or older, have the right to inspect and copy their permanent record. Parents/guardians or "eligible" students should submit to the school principal (or appropriate school official) a written request identifying the record(s) they wish to inspect. The principal will make, within forty-five (45) days, arrangements for access and notify the parent(s)/ guardian(s) or eligible student of the time and place the records may be inspected. The District charges a nominal fee for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

2. **The right to request amendment of the student's education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identifying the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as contractors, attorneys, auditors, consultants, or therapists); volunteers; other outside parties to whom an educational agency or institution has outsourced institutional services or functions that it would otherwise use employees to perform; or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest, if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified;

any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

5. **The right to prohibit the release of directory information concerning the parent's/guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to:

Student's name

Address

Telephone listing

Electronic mail address

Photograph (including electronic version)

Date and place of birth

Major field of study

Dates of attendance

Grade level

Enrollment status (e.g., undergraduate or graduate; full-time or part-time)

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Degrees

Honors and awards received

Most recent educational agency or institution attended

*Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering written objection to the building principal within ten (10) days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise. When a student transfers, leaves the District, or graduates, the school must continue to honor a decision to opt-out, unless the parent or student rescinds the decision.*

Parent(s)/guardian(s) or eligible students may request that the District not release this information, and the District will comply with the request.

7. **The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **3600 P Student Records**

#### Maintenance of School Student Records

The District maintains two (2) sets of school records for each student – a permanent record and a cumulative record.

The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-506, MCA)
- Attendance record
- Record of any disciplinary action taken against the student, which is educationally related

The cumulative record may include:

- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary information

Information in the permanent record will indicate authorship and date and will be maintained in perpetuity for every student who has been enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

The building principal will be responsible for maintenance, retention, or destruction of a student's permanent or cumulative records, in accordance with District procedure established by the Superintendent.

#### Access to Student Records

The District will grant access to student records as follows:

1. The District or any District employee will not release, disclose, or grant access to

information found in any student record except under the conditions set forth in this document.

2. The parents of a student under eighteen (18) years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the records custodian. Access to the records will be granted within fifteen (15) days of the District's receipt of such request.

Where the parents are divorced or separated, both will be permitted to inspect and copy the student's school records, unless a court order indicates otherwise. The District will send copies of the following to both parents at either one's request, unless a court order indicates otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses and other major school events, including student-parent interaction.

When the student reaches eighteen (18) years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to the parent become exclusively those of the student.

Access will not be granted to the parent or the student to confidential letters and recommendations concerning admission to a post-secondary educational institution, applications for employment, or receipt of an honor or award, if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters or statements.

3. The District may grant access to or release information from student records to employees or officials of the District or the Montana State Board of Education, provided a current, demonstrable educational or administrative need is shown, without parental consent or notification. Access in such cases will be limited to the satisfaction of that need.
4. The District may grant access to or release information from student records without parental consent or notification to any person, for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

5. The District will grant access to or release information from a student's records pursuant to a court order, provided that the parent will be given prompt written notice, upon receipt of such order, of its terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.
6. The District will grant access to or release information from any student record, as specifically required by federal or state statute.
7. The District will grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent or eligible student, with particularity as to whom the records may be released, the information or record to be released, and reason for the release. One (1) copy of the consent form will be kept in the records, and one (1) copy will be mailed to the parent or eligible student by the Superintendent. Whenever the District requests consent to release certain records, the records custodian will inform the parent or eligible student of the right to limit such consent to specific portions of information in the records.
8. The District may release student records to the superintendent or an official with similar responsibilities in a school in which the student has enrolled or intends to enroll, upon written request from such official.
9. Prior to release of any records or information under items 5, 6, 7, and 8, above, the District will provide prompt written notice to the parents or eligible student of this intended action. This notification will include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
10. The District may release student records or information in connection with an emergency, without parental consent, if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian will make this decision, taking into consideration the nature of the emergency, the seriousness of the threat to the health and safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District will notify the parents or eligible student, as soon as possible, of the information released, date of the release, the person, agency, or organization to whom the release was made, and the purpose of the release.
11. The District may disclose, without parental consent, student records or information to the youth court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act or criminal laws by the student.
12. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or consent of the student's parent(s)/guardian(s).
13. The District charges a nominal fee for copying information in the student's records. No

parent or student will be precluded from copying information because of financial hardship.

14. A record of all releases of information from student records (including all instances of access granted, whether or not records were copied) will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent or eligible student, records custodian, or other person. The record of release will include:
- a. Information released or made accessible.
  - b. Name and signature of the records custodian.
  - c. Name and position of the person obtaining the release or access.
  - d. Date of release or grant of access.
  - e. Copy of any consent to such release.

#### Directory Information

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information will be limited to:

Student's name  
 Address  
 Telephone listing  
 Electronic mail address  
 Photograph (including electronic version)  
 Date and place of birth  
 Major field of study  
 Dates of attendance  
 Grade level  
 Enrollment status (e.g., undergraduate or graduate; full-time or part-time)  
 Participation in officially recognized activities and sports  
 Weight and height of members of athletic teams  
 Degrees  
 Honors and awards received  
 Most recent educational agency or institution attended

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

#### Student Record Challenges

The parents may challenge the accuracy, relevancy, or propriety of the records, except: (1) grades, and (2) references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school. They have the right to request a hearing at which each party has:



### 3606 Transfer of Student Records

The District will forward by mail or by electronic means a certified copy of a permanent or cumulative file of any student and a file of special education records of any student to a local educational agency or accredited school in which a student seeks to or intends to enroll within five (5) working days after receipt of a written or electronic request. The files to be forwarded must include education records in a permanent file – that is, name and address of a student, name of parent or legal guardian, date of birth, academic work completed, level of achievement (grades, standardized tests), immunization records, special education records, and any disciplinary actions taken against a student that are educationally related.

When the District cannot transfer records within five (5) days, the District will notify a requestor, in writing or electronically, and will provide reasons why the District is unable to comply with a five-(5)-day time period. The District also will include in that notice the date by which requested records will be transferred. The District will not refuse to transfer records because a student owes fines or fees.

Cross Reference:     3413             Student Immunization  
                           3600 - 3600P   Student Records  
                           3606F           Records Certification

Legal Reference:     § 20-1-213, MCA     Transfer of school records

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

**RECORDS CERTIFICATION**

I, \_\_\_\_\_, the duly appointed custodian of records for the Lone Rock School District No.13, Ravalli County, State of Montana, pursuant to § 20-1-213, MCA, do hereby certify that the attached is a true and correct copy of the student records of (name of student), maintained in my possession and under my control.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Custodian of Records  
Lone Rock School District No. 13

( S E A L )

**3608 Receipt of Confidential Records**

Pursuant to Montana law, the District may receive 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. The District will keep these records confidential as required by law and will not include them in a student's permanent file.

The Board authorizes the individuals listed below to receive information with respect to a District student who is a client of the Department of Public Health and Human Services:

- School Counselor
- Superintendent
- Principal

When the District receives information pursuant to law, the Superintendent will prevent unauthorized dissemination of that information.

**Cross Reference:**    **3600 - 3600P**            **Student Records**

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

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

### 3611 Gangs and Gang Activity

The Board is committed to ensuring a safe and orderly environment, where learning and teaching may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals which meet the definition of gangs, defined below, shall be restricted from school grounds or school activities.

A gang is defined as any group of two (2) or more persons, whether formal or informal, who associate together to advocate, conspire, or commit:

- A. One or more criminal acts; or
- B. Acts which threaten the safety or well-being of property or persons, including but not limited to harassment and intimidation.

Students on school property or at any school-sponsored activity shall not:

1. Wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership in or affiliation with any gang and/or representative of any gang;
2. Engage in any act, whether verbal or nonverbal, including gestures or handshakes, showing membership in or affiliation with any gang and/or that is representative of any gang; or
3. Engage in any act furthering the interest of any gang or gang activity, including but not limited to:
  - a. Soliciting membership in or affiliation with any gang;
  - b. Soliciting any person to pay for protection or threatening another person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
  - c. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;
  - d. Engaging in violence, extortion, or any other illegal act or other violation of school property.

Violations of this policy shall result in disciplinary action, up to and including suspension, expulsion, and/or notification of police.

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

## **3612 District-Provided Access to Electronic Information, Services, and Networks**

### General

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

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

### Curriculum

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

### Acceptable Uses

1. Educational Purposes Only. All use of the District's electronic network must be: (1) in support of education and/or research, and in furtherance of the District's stated educational goals; or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.
2. Unacceptable Uses of Network. The following are considered unacceptable uses and constitute a violation of this policy:
  - A. Uses that violate the law or encourage others to violate the law, including but not limited to transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the District's student discipline policy; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; including the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.

- B. Uses that cause harm to others or damage to their property, including but not limited to engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating, or otherwise using his/her access to the network or the Internet; uploading a worm, virus, other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or other information.
  
- C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.
  
- D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. Students and others should not give information to others, including credit card numbers and social security numbers.

#### Warranties/Indemnification

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

#### Violations

If a student violates this policy, the District will deny the student access or will withdraw access and may subject the student to additional disciplinary action. An administrator or building principal will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with that decision being final.

#### Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

### 3612P Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

#### Terms and Conditions

1. Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The building principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another, without his/her consent;
  - j. Posting anonymous messages;

- k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
- a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
7. Security – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.
10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
  - a. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
  - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e. Student work may only be published if there is written permission from both the parent/guardian and the student.
11. Use of Electronic Mail.
  - a. The District’s electronic mail system and its constituent software, hardware, and data files are owned and controlled by the District. The District provides e-mail to staff members in fulfilling their duties and responsibilities and as an education tool.
  - b. The District reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
  - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail

message that would be inappropriate in a letter or memorandum.

- d. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the District's electronic mail system constitutes consent to these regulations.

#### Internet Safety

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. The District computer network employs a filtering that limits access to internet sources that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and determined by the Superintendent or designee.
4. The system administrator, building principals and teachers shall monitor student Internet access.

Legal Reference: Children's Internet Protection Act, P.L. 106-554  
 20 U.S.C. § 6801, et seq. Language instruction for limited English  
 proficient and immigrant students  
 47 U.S.C. § 254(h) and (l) Universal service

#### Policy History:

Adopted on: April 2012

Reviewed on:

Revised:

## 3620 Computer Use Policy

### Computer Network Acceptable Use Policy Lone Rock School District # 13

The signature form attached to page two of this document must be returned to Lone Rock School. A separate form must be filed for each student. Please contact us if you have any questions or concerns about this policy. Your child will not be allowed access to any Lone Rock School computer until this form is on file at the school.

Lone Rock School has a high-speed internet connection and access to the internet is possible through every computer at the school. This affords amazing educational opportunities to enhance research, curriculum, and library skills.

With access to the internet, information that is not of educational value, or possibly inappropriate for young students is available and could be viewed by students. Lone Rock School has taken and continues to make every effort we can to prevent the deliberate or accidental exposure to inappropriate content. Unfortunately, no filtering or blocking system is perfect, and it is possible that a student could be exposed to inappropriate content while using the internet on a school computer. Examples of inappropriate material could include content of a sexual nature or individuals seeking personal information for inappropriate reasons. We firmly believe that the valuable information available on the internet outweighs the negative prospects of this inappropriate material.

Use of the computers at Lone Rock School District is a privilege. Therefore users of the computer network are expected to follow guidelines in order to maintain this privilege. The attached document is a binding agreement made between Lone Rock School District and those who have signed the document. By signing, one acknowledges that he or she has read the terms and conditions carefully and understands their significance. The Code Of Ethics containing the rules on the second page of this policy document are now a regular part of the Lone Rock Curriculum. They are taught in the classrooms at a level of detail commensurate with each grade level.

#### Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

## Terms, Conditions and Agreement for Network Acceptable Use

Rules and Code of Ethics for Lone Rock School District's Computer Users:

1. Use of the computers is limited to Educational Use only.
2. Use of the network to develop programs that infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
3. Hateful communications, obscene remarks, discriminatory remarks and other similar behaviors are prohibited.
4. Attempts to use other user's passwords or access other user's files are prohibited. Any reconfiguration of any pcs without express permission is prohibited.
5. Users may not download software or computer programs from the Internet. Only data may be copied from the internet onto our pcs.
6. Students may not place any programs (ie, games) anywhere on our computer network. Students may not run outside programs from any media, ie running programs from discs or usb drives.
7. Lone Rock School District's systems administrator may access user's files when necessary for maintenance of the network and for user assistance. Every effort will be made to ensure the privacy of user's files.
8. Any user who does not comply with the rules and code of ethics for Lone Rock School's computer use will lose network privileges for a period of 30 days. Repeated infractions may result in permanent termination of network privileges. Other disciplinary policies of the district may also apply.
9. The district may modify the acceptable use policy as the need arises.

This certifies that I/we have read and understand the Lone Rock computer Acceptable Use Policy, and have explained it to my/our child and agree to its requirements.

Student's Name \_\_\_\_\_

Signature of parent or guardian \_\_\_\_\_

Signature of student computer user \_\_\_\_\_

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

### **3630 Cell Phones and Other Electronic Equipment**

Student possession and use of cellular phones, pagers, and other electronic devices (including, but not limited to iPods, Phones, PDAs, CD Players, and MP3 Players) 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 or photographic capabilities in a locker room, bathroom or other location where such operation may violate the privacy right of another person. Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends or as determined by school procedures. Schools may regulate the use of cell phones by parents and other adults while they are on school property. In special circumstances, the building principal may authorize use of cell phones or other electronic devices by students (for example; the use of iPods during a bus trip, or exception due to a specific student situation.) Specific building regulations and procedures shall be published annually in the student handbook. The District is not responsible for lost or stolen devices.

We recognize that there are applications of electronic devices that can enhance learning in the classroom. However, unauthorized use of such devices disrupts the instructional program and districts from the learning environment. Therefore, unauthorized use is grounds of confiscation of the device by school officials, including classroom teachers and supervisory aides. Confiscated devices will be returned to the student, parent or guardian. Unauthorized use of such devices may result in disciplinary action.

Policy History:

Adopted on : April 2012

Reviewed on:

Revised on:

### **3630P Cell Phones and Other Electronic Equipment**

Lone Rock School District No. 13 will encourage a technologically rich environment to students, teachers and staff to enhance and promote educational excellence through resource sharing, innovation and communication with direct guidance from faculty and staff. Although Lone Rock School No. 13 supports opportunities to integrate technology in the classroom teacher discretion will determine specific classroom use. It is the responsibility of users and their parents or guardians to honor the use restrictions of the District.

Students:

It is the student's responsibility to:

1. Know and follow each teacher's policies,
2. Understand the legal ramifications of inappropriate electronic communication, including but not limited to cyber bullying, sexting, etc.
3. Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.

Teachers:

It is the teacher's responsibility to:

1. Articulate and communicate classroom policies to students and families in a variety of formats.
2. Guarantee equal access to electronic devices if they are required for an assignment.
3. Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.

Parents:

It is the parent's responsibility to:

1. Understand that contacting their child during class time is disruptive to the classroom environment.
2. Know their child's schedule so that student is not using electronic communication during class time.
3. Know the appropriate method of contacting during instructional time is through the Main Office, which will contact the student with a message.
4. Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.

Administration:

It is the responsibility of administration to:

1. Provide education to students regarding legal issues surrounding inappropriate electronic communications.
2. Understand the district discipline guidelines as outlined in the Student Handbook and District Policy.
3. Create, communicate and implement school-specific and District policies and procedures.

We recognize that there are applications of electronic devices that can enhance learning in the classroom. However, 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 and supervisory aides. Confiscated

devices will be returned to the student, parent or guardian. Unauthorized use of such devices may result in disciplinary action.

Policy History:

Adopted on: April 2012

Reviewed on :

Revised on:

**3700 Safety****3710 Playgrounds**

Playgrounds will be supervised during regular use, and all playground equipment will be inspected, repaired and maintained quarterly.

**3720 Fire prevention**a. Building Inspection

It shall be the duty of the school authorities to inspect all exit facilities periodically, in order to make sure that all stairways, doors and other exits are in proper condition, and cooperate with local fire department authorities in conducting fire drills. (See § 20-1-407 MCA.)

b. Safety Drills

There shall be at least eight (8) safety drills per year, which shall be conducted throughout the year, except in severe weather conditions. Each teacher will periodically instruct students as to the proper exit and manner of leaving the building in case of fire. (See § 20-1-401 - 407 MCA.) . Appropriate procedures for fire drills will be discussed at the beginning of the school year in class by all teachers and posted in a conspicuous place near the exit door.

c. Fire Escapes

The Lone Rock School shall be equipped with not less than one (1) adequate fire escape for each five thousand (5,000) square feet of lot area, or fraction thereof, occupied by the building.

c. School Bus Evacuations

The school bus drivers will conduct at least two bus evacuations per year.

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on:

**3725 Emergency procedures**

The disaster plan developed by the Superintendent and approved by the Board will be followed in cases of emergency. The District will have an orientation/seminar to include school bus, bicycle and other transportation safety issues. The Superintendent will be responsible for the scope and scheduling of this seminar.

Policy History:

Adopted on: April 2012

Reviewed on:

Revised on: