

LONE ROCK SCHOOL DISTRICT NO.13

SCHOOL BOARD POLICY

SECTION IV - COMMUNITY RELATIONS

(4000 Series)

4000	Goals	2
4120	Public Relations	3
4210	School-Support Organizations	4
4222	Fund-Raising by School Support Groups	5
4301	Visitors to the Schools	6
4310	Public Complaints	7
4313	Disruption of School Operations	8
4315	Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events	9
4316	Accommodating Individuals with Disabilities	10
4320	Contract with Students	11
4321	Distribution of Fund Drive Literature Through Students	12
4330	Community Use of School Facilities	13
4330f	14
4331	Use of School Property for Posting Notices	16
4332	Conduct on School Property	17
4410	Relations with the Law enforcement and Child Protective Agencies	18
4411	Investigations and Arrests by Police	19
4520	Cooperative Programs with Other Districts and Public Agencies	20

4000 Goals

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

1. To encourage and enhance communications, understanding, trust and mutual support between the District and the people it serves;
2. To increase both the quality and quantity of public participation in school affairs, activities and programs;
3. To strengthen and improve relations and interactions among staff, Trustees, citizens, parents and students;
4. To promote understanding and cooperation between the schools and community groups.

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

Policy History:

Adopted: April 16, 2002

Revised:

4120 Public Relations

The District shall strive to maintain effective two-way communication channels with the public. Such channels shall enable the Board and staff to interpret the schools' needs to the community and provide a means for citizens to express their needs and expectations to the Board and staff.

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

Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses and other such events or activities which may bring staff and citizens together.

Legal Reference: Article II, Sec. 10, Montana Constitution

Policy History:

Adopted: April 16, 2002

Revised:

4210 School-Support Organizations

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

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

Policy History:

Adopted:

Revised:

4222 Fund-Raising by School Support Groups

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

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

Policy History:

Adopted: April 16, 2002

Revised:

4301 Visitors to the Schools

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

Cross Reference: 4313 Disruption of School Operations

Policy History:

Adopted: April 16, 2002

Revised:

4310 Public Complaints

The Board is interested in receiving valid complaints and suggestions. Public complaints and suggestions shall be submitted on the Uniform Grievance Procedure to the appropriate-level staff member or Superintendent. Each complaint or suggestion shall be considered on its merits.

Unless otherwise indicated in these policies or otherwise provided for by law, no appeal may be taken from any decision of the Board. See Uniform Grievance Policy in Section III 3215.

Policy History:

Adopted: April 16, 2002

Revised:

4313 Disruption of School Operations

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

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

Cross Reference: 4301 Visitors to the Schools

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

Policy History:

Adopted: April 16, 2002

Revised:

4315 Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event may be ejected from the event the person is attending and/or denied admission to school events for up to a year, after a Board hearing. Examples of unsportsmanlike conduct include, but are not limited to:

- using vulgar or obscene language or gestures;
- possessing or being under the influence of any alcoholic beverage or illegal substance;
- possessing a weapon;
- fighting or otherwise striking or threatening another person;
- failing to obey the instructions of a security officer or school district employee; and
- engaging in any activity which is illegal or disruptive.

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

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

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

Policy History

Adopted: April 16, 2002

Revised:

4316 Accommodating Individuals with Disabilities

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

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

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

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least three (3) years after its completion date (*for districts having fifty (50) or more full- or part-time employees*).
2. Institute plans to make information regarding Title II's protection available to any interested party.

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

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

Cross Reference: 3215 Uniform Grievance Procedure

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

Policy History:

Adopted: April 16, 2002

Revised:

4320 Contract with Students

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

Policy History:

Adopted: April 16, 2002

Revised:

4321 Distribution of Fund Drive Literature Through Students

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

Exceptions to this policy will be considered when recognized or student or school-affiliated organizations of the District request permission to participate in such activity. Organizations of the district will request permission from the Superintendent for such activities.

Policy History:

Adopted: April 16, 2002

Revised:

4330 Community Use of School Facilities

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

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of school facilities shall pay fees and costs. The Superintendent will develop procedures to manage community use of school facilities, which will be reviewed and approved by the Board. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

Administration will approve and schedule various uses of school facilities. A master calendar will be kept in the office for scheduling dates to avoid conflicts during the school year. Should a conflict arise, the District reserves the right to cancel an approved request when it is determined that the facilities are needed for school purposes. Requests for use of school facilities must be submitted to the Superintendent's office in advance of the event.

The use of any District facility during the normal school day or school sponsored event will not be allowed for prayer or religious purposes. This prohibition against religious use includes the use of District facilities by District personnel, patrons, and churches or any other individual or groups of individuals. This does not prohibit private, self initiated, student lead prayer provided it does not disrupt classroom activities.

Legal Reference: § 20-7-805, MCA Recreational use of school facilities secondary
Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct.
2141

Policy History:

Adopted on: April 16, 2002

Revised on:

Lone Rock School District

Organization or Individual Requesting Facility Use: _____

Facility Requested: _____

Date and Hours of Requested Use: _____

Purpose of Use: _____

Premises and Conditions

- I. Conditions of Facilities Use - Use of District facilities is conditioned upon the following covenants:
 - A. That no alcoholic beverages, tobacco or other drugs are sold or consumed on the premises by the requesting organization or individual or any of its employees, patrons, agents, or members.
 - B. No illegal games of chance or lotteries will be permitted.
 - C. That no functional alteration of the premises or functional changes in the use of such premises shall be made without specific written consent of the District.
 - D. That adequate supervision is provided by the requesting organization or adult to ensure proper care and use of District facilities.

Rent and Deposit

The requesting organization or individual agrees to pay the District, as rent for the premises and as payment for special services (if any) provided by the District, the sum of \$_____, and this shall be due ____ days in advance. The requesting organization or individual shall be responsible for all actual damages, including costs, disbursements, and expenses, resulting while it has use of the premises.

Insurance and Indemnification

The requesting organization or individual, by signature below, hereby guarantees that the organization shall indemnify, defend and hold harmless the District and any of it's employees or agents from any liability, expenses, costs (including attorney's fees) damages and/or losses arising out injuries or death to any person or persons or damage to any property of any kind in connection with the organization or individual's use of the District facility which are not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law.

The requesting organization or individual shall provide the District with a certificate of insurance prior to the use of the facility. The certificate shall show coverage for comprehensive general liability

4331 Use of School Property for Posting Notices

Non-school related organizations may ask the building ~~principal~~ **Superintendent** permission:

1. To display posters in the area reserved for community posters; or
2. To have flyers distributed to students.

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

1. Disrupt the educational process;
2. Violate the rights of others;
3. Invade the privacy of others;
4. Infringe on a copyright; or
5. Be obscene, vulgar or indecent.

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

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

Policy History:

Adopted: April 16, 2002

Revised:

4332 Conduct on School Property

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

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

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. As circumstances warrant, appropriate action will be taken by the District's administrators.

Legal Reference: Pro-Children Act of 1994, 20 U.S.C. § 6081
 § 20-5-410, MCA Civil penalty
 § 20-5-411, MCA Use of tobacco product in public school building or
 property prohibited
 Smoke Free School Act of 1994

Policy History:

Adopted: April 16, 2002

Revised:

4410 Relations with the Law enforcement and Child Protective Agencies

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

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

Cross Reference: 4313 Disruption of School Operations

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

Policy History:

Adopted: April 16, 2002

Revised:

4411 Investigations and Arrests by Police

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

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

Policy History:

Adopted: April 16, 2002

Revised:

4520 Cooperative Programs with Other Districts and Public Agencies

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

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

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

Legal Reference:	§§ 20-7-451 through 456, MCA	Authorization to create full service special education cooperative
	§ 20-7-800, et seq., MCA	Public recreation
	§ 7-11-100, et seq., MCA	Interlocal agreements

Policy History:

Adopted: April 16, 2002

Revised: