

CHARLO SCHOOL DISTRICT

R = required

4000 SERIES COMMUNITY RELATIONS

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3 **COMMUNITY RELATIONS**

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5 Public Relations

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7 The District will strive to maintain effective two-way communications with the public to enable
8 the Board and staff to interpret schools needs to the community and provide a means for citizens
9 to express their needs and expectations to the Board and staff.

10

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

17

18 The District may solicit community opinion through parent organizations, parent-teacher
19 conferences, open houses, and other events or activities which may bring staff and citizens
20 together.

21

22

23

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

26

27 Policy History:

28 Adopted on:

29 Revised on:

1 **Charlo School District**

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3 **COMMUNITY RELATIONS**

4210

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4
5
6 School-Support Organizations

7
8 The Board recognizes that parent, teacher, and student organizations are an invaluable resource
9 to District schools and supports their formation and vitality. While parent, teacher, and student
10 organizations have no administrative authority and cannot determine District policy, their
11 suggestions and assistance are always welcome.
12

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

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

34 Permission to use one of the above-mentioned names or logos may be rescinded at any time and does
35 not constitute permission to act as the District's representative. At no time does the District accept
36 responsibility for the actions of any parent organization or booster club regardless of whether it was
37

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

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5 recognized and/or permitted to use any of the above-mentioned names or logos. 2 The
6 Superintendent shall designate an administrative staff member to serve as the liaison to parent
7 organizations or booster clubs. The liaison will serve as a resource person and provide information
8 about school programs, resources, policies, problems, concerns, and emerging issues. Building staff
9 will be encouraged to participate in the organizations.

10
11 Fund-Raising by School Support Groups

12
13 Fund-raising by school support groups is considered a usual and desirable part of the function of
14 such groups. Specific fund-raising activities must be approved in advance by the principal.

15
16 The principal must be consulted before any expenditure of such funds. All such funds raised by
17 school adjunct groups are to be used for direct or indirect support of school programs.

18 Equipment purchased by support groups and donated to the schools becomes the property of the
19 District and may be used or disposed of in accordance with District policy and state law.

20
21
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23 Policy History:

24 Adopted on:

25 Revised on: 3/18/08

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

1 **Charlo School District**

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3 **COMMUNITY RELATIONS**

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5 Visitors to Schools

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7 The District encourages visits by Board members, parents, and citizens to all District buildings.

8 All visitors shall report to the principal's office on entering any District building. Conferences

9 with teachers should be held outside school hours or during the teacher's conference or

10 preparation time.

11

12

13

14 Cross Reference: 4313 Disruption of School Operations

15

16 Policy History:

17 Adopted on:

18 Revised on:

1 **Charlo School District**

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3 **COMMUNITY RELATIONS**

4310

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5 Public Complaints and Suggestions

6

7 The Board is interested in receiving valid complaints and suggestions. Public complaints and
8 suggestions shall be submitted by the Uniform Complaint Procedure to the appropriate-level staff
9 member or District administrator. Each complaint or suggestion shall be considered on its
10 merits.

11

12 Unless otherwise indicated in these policies or otherwise provided for by law, no appeal may be
13 taken from any decision of the Board.

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17 Cross Reference: 1700 Uniform Complaint Procedure

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19 Policy History:

20 Adopted on:

21 Revised on:

1 **Charlo School District**

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3 **COMMUNITY RELATIONS**

4313

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5 Disruption of School Operations

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

12

13 The staff member in charge will make a written report detailing the incident no later than twenty-
14 four (24) hours after the incident occurs. A copy of the report will be given to the staff member's
15 immediate supervisor.

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18

19 Cross Reference: 4301 Visitors to Schools

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21 Legal Reference: § 20-1-206, MCA Disturbance of school - penalty
22 § 20-5-201, MCA Duties and sanctions
23 § 45-8-101, MCA Disorderly conduct

24

25 Policy History:

26 Adopted on:

27 Revised on:

1 **Charlo School District**

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3 **COMMUNITY RELATIONS**

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4
5 Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

6
7 Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or
8 co-curricular event may be ejected from the event and/or denied admission to school events for
9 up to a year after a Board hearing. Examples of unsportsmanlike conduct include, but are not
10 limited to:

- 11
12 • Using vulgar or obscene language or gestures;
13 • Possessing or being under the influence of any alcoholic beverage or illegal substance;
14 • Possessing a weapon;
15 • Fighting or otherwise striking or threatening another person;
16 • Failing to obey instructions of a security officer or District employee; and
17 • Engaging in any illegal or disruptive activity.

18
19 The Superintendent may seek to deny future admission to any person by delivering or mailing a
20 notice by certified mail with return receipt requested, containing:

- 21
22 1. Date, time, and place of a Board hearing;
23
24 2. Description of the unsportsmanlike conduct; and
25
26 3. Proposed time period admission to school events will be denied.
27
28

29
30 Legal Reference: § 20-1-206, MCA Disturbance of school B penalty
31 § 20-4-303, MCA Abuse of teachers
32 § 45-8-101, MCA Disorderly conduct
33

34 Policy History

35 Adopted on:

36 Revised on:

4
5 Accommodating Individuals with Disabilities

6
7 Individuals with disabilities will be provided opportunity to participate in all school-sponsored
8 services, programs, or activities on an basis equal to those without disabilities and will not be
9 subject to illegal discrimination.

10
11 The District may provide auxiliary aids and services when necessary to afford individuals with
12 disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or
13 activity.

14
15 The Superintendent is designated the Americans with Disabilities Act Title II Coordinator and, in
16 that capacity, is directed to:

- 17
- 18 1. Oversee District compliance efforts, recommend necessary modifications to the Board,
19 and maintain the District’s final Title II self-evaluation document and keep it available for
20 public inspection for at least three (3) years after its completion date (*for districts having*
21 *fifty (50) or more full- or part-time employees*).
- 22
- 23 2. Institute plans to make information regarding Title II protection available to any
24 interested party.
- 25

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

30
31 Individuals with disabilities may allege a violation of this policy or of federal law by reporting it
32 to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform
33 Complaint Procedure.

34
35
36
37 Cross Reference: 1700 Uniform Complaint Procedure

38
39 Legal Reference : Americans with Disabilities Act, 42 U.S.C. §§ 12111, et seq., and 12131,
40 et seq.; 28 C.F.R. Part 35.

41
42 Policy History:

43 Adopted on:

44 Revised on:

1 **Charlo School District**

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3 **COMMUNITY RELATIONS**

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4

5 Contact with Students

6

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

14

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

17

18

19

20 Policy History:

21 Adopted on:

22 Revised on:

2

3 **COMMUNITY RELATIONS**

4

5 Community Use of School Facilities

6

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

12

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

18

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

24

25

26

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

29

30 Policy History:

31 Adopted on:

32 Revised on:

FACILITIES USE AGREEMENT

Charlo School District

Organization or Individual Requesting Facility Use:

Facility Requested:

Date and Hours of Requested Use:

Purpose of Use:

Premises and Conditions

1. 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 gambling 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 individual 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 the actual cost of repair or replacement, 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 its 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.

1 The requesting organization or individual shall provide the District with a certificate of insurance
2 prior to the use of the facility. The certificate shall show coverage for comprehensive general
3 liability insurance in an amount not less than One Million Dollars (\$1,000,000) for injuries to or
4 death of any person or damage to or loss of property arising out of or in any way resulting from
5 the described use of the facility.

6
7 **Non-Discrimination**
8

9 The requesting organization or individual agrees to abide non-discrimination clauses as contained
10 in the Montana Human Rights Act and the Governmental Code of Fair Practices.

11
12 **District's Rights**
13

14 The District reserves the right to cancel this Agreement, when it is determined by the District that
15 the facilities are needed for school purposes.

16
17 DATED this ____ day of _____, 20__.

18
19
20 **Charlo School District:**

Requesting Organization or Individual:

21
22
23
24 By _____

By _____

25
26 Address _____

27
28 Phone _____
29

30
31 **Additional Obligations**

32 _____
33 _____
34 _____
35 _____

1 **Charlo School District**

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3 **COMMUNITY RELATIONS**

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4
5 Rules and Regulations for Building Use

- 6
7 1. Applications requesting use of the school facility must be presented to the building
8 administrator at least ten (10) days in advance of the time desired and must be signed by a
9 qualified representative of the organization desiring to use the building.
10
11 2. The school premises shall not be available before 5:00 p.m. on school days, except under
12 special conditions.
13
14 3. Rental fees are as follows:
15 New Gym – \$25 per hour
16 Old Gym – \$15 per hour
17 Classroom/Lunchroom – \$15 per hour
18 Kitchen – \$15 per hour (must be supervised by cafeteria staff)
19 **All rental fees are in addition to a janitorial fee.**
20 **Kitchen employees are exempt from the above policy.**
21
22 Fees will be waived for private nonprofit groups that do not charge admission fees.
23 Religious groups or organizations will be charged rental fees as listed above.
24
25 4. The use of the school premises will be denied when, in the opinion of the Superintendent
26 or the Board, such use may be construed to be solely for commercial purposes, there is a
27 probability of damage or injury to school property, or the activity is deemed to be
28 improper to hold in school buildings.
29
30 5. In case of loss or damage to school property, the organization and/or individual signing
31 the request shall be fully responsible and liable.
32
33 6. The District reserves the right to require a certificate of insurance from the renting
34 agency.
35
36 7. No furniture or apparatus shall be moved or displaced without permission.
37
38 8. No access to other rooms in the building shall be permitted unless designated by
39 agreement.
40
41 9. There shall be no smoking within the school buildings. There shall be no narcotics,
42 drugs, stimulants, or alcohol used or sold in or about school buildings and premises, nor
43 shall profane language, quarreling, fighting, or illegal gambling be permitted. Violations
44 of this rule by any organization during occupancy shall be sufficient cause for denying
45 further use of school premises to the organization.

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- 3
- 4 10. Wax, or other preparations ordinarily used on dance floors, is not to be used on
- 5 gymnasium floors.
- 6
- 7 11. The Superintendent may require a school employee to be present during use of the
- 8 building by the non-school organization. In such case, the requesting organization will
- 9 pay for the employee expense (i.e., custodians, overtime).
- 10
- 11 12. When the school official finds it necessary that police or other security personnel be
- 12 retained for crowd control, such requirement may be added as a condition of the Facilities
- 13 Use Agreement.
- 14
- 15 13. Open gym nights are reserved for community members whose legal residence is within
- 16 District boundaries.
- 17
- 18
- 19

20 Procedure History:
21 Promulgated on:
22 Revised on:

1 **Charlo School District**

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3 **COMMUNITY RELATIONS**

4331

4
5 Use of School Property for Posting Notices

6
7 Non-school related organizations may request permission of the building principal to display
8 posters in the area reserved for community posters or to have flyers distributed to students.

9
10 Posters and/or flyers must be student oriented and have the sponsoring organization's name
11 prominently displayed. The District will not permit the posting or distribution of any material
12 that would:

- 13
14 1. Disrupt the educational process;
15
16 2. Violate the rights of others;
17
18 3. Invade the privacy of others;
19
20 4. Infringe on a copyright; or
21
22 5. Be obscene, vulgar, or indecent.

23
24 No commercial publication shall be posted or distributed unless the purpose is to further a school
25 activity, such as graduation, class pictures, or class rings. No information from any candidates
26 for non-student elective offices shall be posted in the school, except on election day, or
27 distributed to the students.

28
29 If permission is granted to distribute materials, the organization must arrange to have copies
30 delivered to the school. Distribution of the materials will be arranged by administration.

31
32
33
34 Policy History:

35 Adopted on:

36 Revised on:

1 **Charlo School District**

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3 **COMMUNITY RELATIONS**

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4
5 Conduct on School Property

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

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

28
29 “School property” means within school buildings, in vehicles used for school purposes, or on
30 owned or leased school grounds. District administrators will take appropriate action as
31 circumstances warrant.

32
33
34
35 Legal Reference: Pro-Children Act of 1994, 20 U.S.C. § 6081
36 Smoke Free School Act of 1994
37 § 20-1-220, MCA Use of tobacco product in public school building or
38 property prohibited
39 § 20-5-410, MCA Civil penalty
40

41 Policy History:

42 Adopted on:

43 Revised on:

1 **Charlo School District**

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3 **COMMUNITY RELATIONS**

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4
5 Public Access to District Records

6
7 Within limits of an individual's right of privacy, the public will be afforded full access to
8 information concerning administration and operations of the District. Public access to District
9 records shall be afforded according to appropriate administrative procedures.

10
11 "District records" include any writing, printing, photostating, photographing, etc. (including
12 electronic mail), which has been made or received by the District in connection with the
13 transaction of official business and presented for informative value or as evidence of a
14 transaction, and all other records required by law to be filed with the District. "District records"
15 do not include personal notes and memoranda of staff which remain in the sole possession of the
16 maker and which are not generally accessible or revealed to other persons.

17
18 The Superintendent will serve as the public records coordinator, with responsibility and authority
19 for ensuring compliance with the display, indexing, availability, inspection, and copying
20 requirements of state law and this policy. As coordinator, the Superintendent will authorize the
21 inspection and copying of District records only in accordance with the criteria set forth in this
22 policy.

23
24 In accordance with Title 2, Chapter 6, MCA, the District will make available for public
25 inspection and copying all District records or portions of records, except those containing the
26 following information:

- 27
- 28 1. Personal information in any file maintained for students. Information in student records
29 will be disclosed only in accordance with requirements of the Family Educational Rights
30 and Privacy Act of 1974 and adopted District policy.
 - 31
32 2. Personal information in files maintained for staff, to the extent that disclosure will violate
33 their right to privacy.
 - 34
35 3. Test questions, scoring keys, or other examination data used to administer academic tests.
36
 - 37 4. The contents of real estate appraisals made for or by the District relative to the acquisition
38 of property, until the project is abandoned or until such time as all of the property has
39 been acquired, but in no event will disclosure be denied for more than three (3) years after
40 appraisal.
 - 41
42 5. Preliminary drafts, notes, recommendations, and intra-District memoranda in which
43 opinions are expressed or policies formulated or recommended, except a specific record
44 shall not be exempt when publicly cited by the District in connection with any District
45 action.

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- 6. Records relevant to a controversy to which the District is a party, but which would not be available to another party under the rules of pretrial discovery, for cases pending resolution.
- 7. Records or portions of records, the disclosure of which would violate personal rights of privacy.
- 8. Records or portions of records, the disclosure of which would violate governmental interests.

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

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

The District will not provide access to lists of individuals, which the requesting party intends to use for commercial purposes or which the District reasonably believes will be used for commercial purposes if such access is provided. However, the District may provide mailing lists of graduating students to representatives of the U.S. armed forces and the National Guard for purpose of recruitment.

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

Legal Reference: Title 20, Ch. 6, MCA School districts
§ 2-6-109, MCA Prohibition on distribution or sale of mailing lists – exceptions – penalty

Policy History:
Adopted on:
Revised on:

1 **Charlo School District**

2

3 **COMMUNITY RELATIONS**

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4

5 Relations with Law Enforcement and Child Protective Agencies

6

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

14 Information regarding major violations of the law shall be communicated to the appropriate law
15 enforcement agency.

16

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

21

22

23

24 Cross Reference: 4313 Disruption of School Operations

25

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

27

28 Policy History:

29 Adopted on:

30 Revised on:

1 **Charlo School District**

2
3 **COMMUNITY RELATIONS**

4411

4
5 Investigations and Arrests by Police

6
7 All contact between the school and the police department on matters involving students shall be
8 made through the administrative office. The District encourages police to talk to a student away
9 from the school and before or after school hours. Law enforcement authorities should only be
10 allowed to conduct an interview in the school, if they can show special circumstances exist or if
11 the interview is at the request of the school. The Superintendent or principal should make this
12 determination.

- 13
14 A. If the police have a warrant for the student’s arrest, they must be permitted to arrest the
15 student; however, whenever possible, the arrest should be conducted in the principal’s
16 office out of view of other students. Before removing a student from school, the police
17 shall sign a release form in which they assume full responsibility for the student.
18
19 B. Law enforcement personnel should not be allowed to roam about the school until the
20 student is found. They should remain in the administration office while school personnel
21 seek out the student.
22
23 C. If possible, the educational program of the student should not be disrupted to allow for
24 police questioning.
25
26 D. Any questioning by police should be conducted in a private room or area where
27 confidentiality can be maintained.
28
29 E. If law enforcement officials are to be allowed to question a student under the age of
30 eighteen (18), a reasonable attempt shall be made to notify the parents, except in cases of
31 suspected child abuse or child neglect involving the parent. The parents should be given
32 the opportunity to come to the school prior to the questioning.
33
34 F. If the parents are notified and able to attend, they should be allowed to be present at the
35 interview. The administrator should be present at the interview, but should not take part
36 in any questioning. The administrator should at all times remain a neutral observer.
37
38
39

40 Policy History:

41 Adopted on:

42 Revised on:

2
3 **COMMUNITY RELATIONS**

4
5 Notice to Parents Required by No Child Left Behind Act of 2001 (ANCLB@)

6
7 Improving Basic Programs Operated by Local Educational Agencies

- 8
9 1. As required by NCLB § 1111(h)(6)(A): At the beginning of each school year, a district
10 that receives Title I funds shall notify the parents of each student attending any school
11 receiving Title I funds that the parents may request, and the district will provide the
12 parents on request, information regarding the professional qualifications of the student's
13 classroom teachers, including, at a minimum, the following:
14 a. Whether the teacher has met the state qualifications and licensing criteria for the
15 grade levels and subject areas in which the teacher provides instruction.
16 b. Whether the teacher is teaching under emergency or other provisional status.
17 c. The teacher's baccalaureate degree major and any other graduate certifications or
18 degrees.
19 d. Whether paraprofessionals provide services to the student and, if so, their
20 qualifications.
21
22 2. As required by NCLB § 1111(h)(6)(B)(i): Districts must provide parents information on
23 the level of achievement of the parent's child in each of the state academic assessments.
24
25 3. As required by NCLB § 1111(h)(6)(B)(ii): Districts must provide parents timely notice
26 that the parent's child has been assigned, or has been taught for four (4) or more
27 consecutive weeks by, a teacher who is not highly qualified.
28

29 Limited English Proficient Students

- 30
31 1. As required by NCLB § 1112(g)(1)(A) and (g)(2) and § 3302(a): Districts must inform a
32 parent of a limited English proficient child identified for participation or participating in
33 such a program, of the reasons for their child being identified, their child's level of
34 English proficiency, instructional method, how their child's program will meet the child's
35 needs, how the program will help the child learn English, exit requirements for the
36 program to meet the objectives of any limited English proficiency, and information
37 regarding parental rights.
38
39 2. As required by NCLB § 1112(g)(1)(B) and § 3302(b): Each district using Title I funds to
40 provide a language instruction educational program, that has failed to make progress on
41 the annual measurable achievement objectives described in § 3122 for any fiscal year for
42 which part A is in effect, shall separately inform the parents of a child identified for
43 participation or participating in such a program, of such failure not later than thirty (30)
44 days after such failure occurs.
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4 3. As required by NCLB § 1112(g)(4) and § 3302(e): Each district shall implement an
5 effective means of outreach to parents of limited English proficient students to inform the
6 parents regarding how they can be involved in their child's education and be active
7 participants in assisting their child to attain English proficiency, achieve at high levels in
8 core academic subjects, and meet challenging state academic achievement standards and
9 state academic content standards expected of all students. In addition, the outreach shall
10 include holding and sending notice of opportunities for regular meetings for formulating
11 and responding to parent recommendations.
12

13 Academic Assessment and Local Education Agency and School Improvement
14

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

effectiveness of each such provider.

Parental Involvement

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

Education of Homeless Children and Youths

1. As required by NCLB § 722(e)(3)(C): The district shall provide written notice, at the time any homeless child or youth seeks enrollment in the school and at least twice annually while the child or youth is enrolled in the school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that:
 - a. Shall be signed by the parent or guardian;
 - b. Sets forth the general rights provided under this subtitle;
 - c. Specifically states:
 - ! The choice of schools homeless children and youths are eligible to attend;
 - ! That no homeless child or youth is required to attend a separate school for homeless children or youths;

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4 ! That homeless children and youths shall be provided comparable services,
5 including transportation services, educational services, and meals through
6 school meals programs;
7 ! That homeless children and youths should not be stigmatized by school
8 personnel;
9 d. Includes contact information for the local liaison for homeless children and
10 youths.
11
12 2. As required by NCLB § 722(g)(2)(B)(iii): In the case of an unaccompanied homeless
13 youth, the district shall ensure that the homeless liaison assists in placement or enrollment
14 decisions, considers the views of such unaccompanied youth, and provides notice to such
15 youth of the right to appeal.
16
17 3. As required by NCLB § 722(g)(6)(A)(iv): Each district shall ensure that public notice of
18 the educational rights of homeless children is disseminated where such children and
19 youths receive services under this Act, such as schools, family shelters, and soup
20 kitchens.
21

22 Persistently Dangerous Schools

23
24 If the district is identified as a persistently dangerous school,¹ the district must, in a timely
25 manner:

- 26
27 1. Notify parents of each student attending the school that the state has identified the school
28 as persistently dangerous.
29
30 2. Offer all students the opportunity to transfer to a safe public school within the district. If
31 there is not another school in the district, the district is encouraged, but not required, to
32 explore other options such as an agreement with a neighboring district to accept transfer
33 students.

¹ **APersistently dangerous public elementary school or secondary school,**@ in the context of the No Child Left Behind Act of 2001 (ESEA), a Montana public elementary or secondary school is considered to be persistently dangerous if each of the following two conditions exist:

(1) In each of three consecutive years, the school has a federal or state gun-free schools violation or a violent criminal offense has been committed on school property, and

(2) In any two years within a three-year period, the school has experienced expulsions for drug, alcohol, weapons or violence that exceed one of the following rates B

(a) more than five expulsions for a school of less than 250 students,

(b) more than 10 expulsions for a school of more than 250 students but less than 1000 students, or

(c) more than 15 expulsions for a school of more than 1,000 students.

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4 3. For those students who accept the offer, complete the transfer.
5

6 In addition a district must also:

- 7
8 1. Develop a corrective action plan; and
9
10 2. Implement the plan in a timely manner.
11

12 Parental notification regarding the status of the school and the offer to transfer students may be
13 made simultaneously.
14

15 Student Privacy
16

- 17 1. As required by NCLB § 1061(c)(2)(A): The student privacy policies developed by the
18 district shall provide for reasonable notice of the adoption or continued use of such
19 policies directly to the parents of students enrolled in schools served by the district. At a
20 minimum, the district shall:
21 a. Provide such notice at least annually at the beginning of the school year and
22 within a reasonable period of time after any substantive change in such policies;
23 and
24 b. Offer an opportunity for the parent to opt the student out of the activity.
25
26 2. As required by NCLB § 1061(c)(2): All districts shall provide reasonable notice of such
27 existing policies to parents and guardians of students, e.g., *“The Board has adopted and*
28 *continues to use policies regarding student privacy, parental access to information, and*
29 *administration of certain physical examinations to minors. Copies of those policies are*
30 *available on request.”*
31
32
33

34 Policy History:

35 Adopted on:

36 Revised on:
37