

PLENTYWOOD SCHOOL DISTRICT

4000 SERIES COMMUNITY RELATIONS

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Plentywood School District

COMMUNITY RELATIONS

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 emphasize on-going development of two-way communications with the public, geared toward the establishment of an educationally enlightened supportive population.
2. to encourage and enhance communications, understanding, trust and mutual support between the district and the people it serves.
3. to increase both the quality and quantity of public participation in school affairs, activities and programs.
4. to strengthen and improve relations and interactions among staff, trustees, citizens, parents and students.
5. to promote understanding and cooperation between the schools and community groups.

Legal Reference: 10.55.701, ARM Board of Trustees
 10.550801,ARM School Climate

Policy History:

Adopted on: 2/10/98

Revised on:

Reviewed on: 08/18/08

COMMUNITY RELATIONS

4120

Public Relations

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

The Superintendent will establish and maintain a communication process within the school system and between it and the community. Such public information program will provide for news releases at appropriate times, arrange for 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 skills and understanding in communicating with the public.

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

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

Policy History:

Adopted on: 2/10/98

Revised on: 08/22/08

District Social Media Presence

The District social media accounts are provided for communication with the community. The School District will update these accounts as often as possible to share as much as necessary can about the School District and the achievements of the students and staff as well as other relevant district community information.

All posting of comments on these accounts are at the discretion of the page administrators. The intent of this policy is to protect the privacy and rights of School District's staff and students. The superintendent and designees will review all postings to make sure they do not violate the rules nor of the District's Acceptable Use Guidelines regarding Internet access and practices. All posts will be accompanied by an explanation of how to communicate with the School District in a manner consistent with District policy.

The School District uses social media in conjunction with the School District's website. Staff members assigned to access/post information are:

- 1) Superintendent
- 2) Designees

These staff members will complete training as needed to ensure use of the social media is consistent with this and other District policies.

The Board authorizes the Superintendent to take necessary steps to implement this policy.

Policy History:

Adopted on: 11/08/21

Reviewed on:

Revised on:

Plentywood School District

COMMUNITY RELATIONS

4210
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School-Support Organizations, Boosters and Fundraising

The Board recognizes that parent, teacher, and student organizations are an invaluable resource to District schools and 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.

School-Support Organizations

Parent or booster organizations are recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name or any logo attributable to the District, provided they first receive the Board's approval during a duly constituted Board meeting. Unauthorized use of the District school's team name, logo, or imagery is strictly prohibited. The District reserves the right to seek all available legal remedies for unauthorized use of the District school's name, logo, or imagery.

In order for the School District to comply with the federal law, state law and MHSAs By-Laws, Rules and Regulations, Board recognition as a parent or booster organization along with consent to use one of the above-mentioned names or logos will be granted if the organization has approved and submitted bylaws containing the following:

1. The organization's name and purpose. Acceptable purposes may include enhancement of students' educational experiences, assistance to meet educational needs of students, support of academic clubs, or enrichment of extracurricular activities.
2. The rules and procedures under which it operates.
3. A statement that the membership will adhere to applicable Board policies and administrative procedures when working on District premises or with District officials or programs.
4. A statement that membership is open and unrestricted and the organization will not engage in discrimination based on someone's innate characteristics or membership in a protected classification.
5. A statement that the District is not, and will not be, responsible for the organization's business or the conduct of its members.
6. A designation of the organization's treasurer. A statement that the organization will

maintain finances consistent with General Finance Principles in a manner open to review by any member of the organization or the school district.

7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster organizations may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organizations recommendation.¹
8. A recognition that the School District reserves the right to reject any and all donations.

Permission to use one of the above-mentioned names, logos or imagery may be suspended by the administration and rescinded by the Board for failure to comply with this policy. Authorization to use one of the above-mentioned names, logos, or imagery does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent or booster organization, regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos.² The Superintendent shall designate an administrative staff member to serve as the liaison to parent or booster organization. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff may be encouraged to participate in the organizations.

Individual Boosters or Donors

Individual boosters or donors not covered by the bylaws of an organization governed by this policy may still assist in school operations. The Board encourages the involvement of local communities in school activities and operations. In order for the School District to comply with the federal law, state law and MHS A By-Laws, Rules and Regulations, individual boosters or donors must honor the following provisions:

1. The individual must have prior approval must be granted by the Board for use of the District's name, logo, or imagery.
2. The individual must comply with Board policies and administrative procedures when submitting donations.

¹ The School District may not accept booster organization assistance that creates vast gender differences or 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).

² Booster organizations 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 of money, and organization 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 organization: (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 organizations.

3. The individual may not violate federal law, state law, District policy or MHSA By-Laws, Rules and Regulations.
4. The individual acknowledges the District is not, and will not be, responsible for the individual booster or donor's business or their conduct.
5. The individual acknowledges that donations cannot be earmarked for any particular expense. Individual boosters or donors may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion in accordance with applicable laws. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede any individual's recommendation.
6. The District reserves the right to reject any and all donations.

Fundraising

All donations completed by recognized organizations are subject to applicable School District policies regarding financial management. Funding endeavors are generally viewed as beneficial when coordinated with district goals, initiatives, and existing plans. The District reserves the right to reject any and all donations.

All funds raised by recognized organizations that are donated to the School District become public funds when placed in a School District account. All public funds must be monitored in accordance with state law. Donations must be reviewed to ensure compliance with equity rules, amateur rules and appropriateness under district policy. Donations may be conditional under state law if conditions are in compliance.

Funds spent by the School District will be done in accordance with District purchase order policy and spending limits regardless of the source of the donation. All expenditures should be preapproved to ensure equity and auditing standards are met.

Legal Reference:	§ 20-6-601, MCA	Power to accept gifts
	§ 2-2-103-2(3), MCA	Definitions
	§ 2-2-104, MCA	Rules of conduct for public officers, legislators, and public employees

Policy History:

Adopted on: 2/10/98

Revised on: 08/22/08, 04/08/19

Plentywood School District

COMMUNITY RELATIONS

4301

Visitors to Schools

The District welcomes visits by parents and citizens to all District buildings. All visitors shall report to the school building office on entering any District building and comply with any other applicable school safety and security policy, procedure or protocol. School visitors shall not interfere with school operations or delivery of educational services to students. Conferences with teachers should be held outside school hours or during the teacher's conference or preparation time.

Cross Reference: 4313 Disruption of School Operations

Policy History:

Adopted on: 2/10/98

Revised on: 11/14/16, 10/14/19

Reviewed on: 08/18/08

Public Complaints

The Board is interested in receiving valid complaints and suggestions. Public complaints and suggestions shall be referred to the appropriate-level staff member or District administrator. 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.

Policy History:

Adopted on: 2/10/98

Revised on:

Reviewed on: 08/18/08

Plentywood School District

COMMUNITY RELATIONS

4313

Disruption of School Operations

If any person disrupts or obstructs any school program, activity, or meeting, or threatens to do so, or commits, threatens to imminently commit or incites another to commit any act that will disturb or interfere with or obstruct any lawful task, function, process or procedure, or 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 12 hours from when the incident occurred. A copy of the report shall be given to his/her immediate supervisor.

Cross Reference: #4301 Visitors to Schools

Legal Reference: § 20-1-206, MCA Disturbance of school – penalty
§ 48-8-101, MCA Disorderly conduct

Policy History:

Adopted on: 2/10/98

Revised on:

Reviewed on: 08/18/08

Plentywood School District

COMMUNITY RELATIONS

4315

Visitor and Spectator Conduct

Any person, including an adult, who behaves in an unsportsmanlike or inappropriate manner during a visit to the school or a school event may be ejected from the event and/or denied permission to access school buildings or property or school events as determined by the Board of Trustees. Examples of unsportsmanlike or inappropriate conduct include but are not limited to:

- Using vulgar or obscene language or gestures;
- Possessing or being under the influence of any alcoholic beverage;
- Possessing or consuming any illegal substance or marijuana;
- Possessing a weapon or firearm in violation of Policy 4332;
- Fighting or otherwise striking or threatening another person;
- Failing to obey instructions of a security officer or District employee; and
- Engaging in any illegal or disruptive activity.
- Other violations of District Policy.

The Superintendent is authorized to temporarily restrict access to school buildings or property and recommend to the Board of Trustees denial of future admission to any person by delivering or mailing a notice by certified mail with return receipt requested, containing:

1. Date, time, and place of a Board hearing;
2. Description of the unsportsmanlike conduct; and
3. Proposed time period admission to school buildings or property or school events will be denied.

Cross Reference: 4301 Visitors to School
 4332 Conduct on School Property

Legal Reference: § 20-1-206, MCA Disturbance of school – penalty
 § 20-4-303, MCA Abuse of teachers
 § 45-8-101, MCA Disorderly conduct
 § 45-8-351, MCA Restriction on Local Government Regulation of
 Firearms
 Article X, section 8 Montana Constitution
 Initiative 190 – “Montana Marijuana Regulation and Taxation Act.”
 January 1, 2021

Policy History:

Adopted on: 2/10/98
Revised on: 10/14/19, 12/09/19, 02/08/21, 06/07/21
Reviewed on: 08/18/08

Accommodating Individuals With Disabilities

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

The District may provide auxiliary aids and services when 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 District 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 protection available to any interested party.

An individual with a disability should notify the Superintendent or building principal if they have a disability which will require special assistance or services and 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 of federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Complaint Procedure.

Cross Reference: 1700 Uniform Complaint 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 on: 08/22/08

Reviewed on:

Revised on:

Contact 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 not employed by the District for educational purposes.

Teachers may arrange for 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. The District normally does not permit other types of contact by non-school personnel.

Unless authorized by the building administrator or otherwise required by District policy or state and federal law, the District will not allow access to the schools by outside individuals, entities, businesses, service providers, or organizations desiring to use the captive audience in a school for information, sales material, special interest purposes or delivery of services to students or groups of students that are unrelated to District operations

Policy History:

Adopted on: 2/10/98

Revised on: 12/09/19

Reviewed on: 08/18/08

Plentywood School District

COMMUNITY RELATIONS

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 students or school-affiliated organizations of the District request permission to participate in such activity.

Policy History:

Adopted on: 2/10/98

Revised on:

Reviewed on: 08/18/08

Plentywood School District

COMMUNITY RELATIONS

4330

Community Use of School Facilities

School facilities are available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest, when such use does 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 the District's conduct rules at all time.

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

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 School Facilities and Grounds Use and Liability Release Agreement can be obtained by contacting the District Office. The School Facilities and Grounds Use and Liability Release Agreement must be completed, signed, and returned to the [Superintendent, district office, school office, administration, Athletic Director] [PICK APPROPRIATE PERSONNEL] prior to the use of the facilities or grounds.

Cross Reference: #7250 Rental or Lease of School District Property
4330F School Facilities and Grounds Use and Liability Release Agreement

Legal Reference: § 20-7-805, MCA Public Recreation
Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S. Ct. 2141

Policy History:

Adopted on: 2/10/98

Revised on: 08/22/08, 07/08/19

Plentywood School District

COMMUNITY RELATIONS

4330P

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Rules and Regulations for Building Use

1. Applications requesting use of the school facility must be presented to the building administrator at least ten (10) days in advance of the time desired and must be signed by a qualified representative of the organization desiring to use the building.
2. The school premises **shall not** be available from **7:30 a.m. – 6:00 p.m.** on school days. **School district athletic facilities will be available for public use from 5:30 a.m. – 7:30 a.m. and from 6:00 p.m. – 10:00 p.m. Monday through Friday and from 5:30 a.m. - 10:00 p.m. on Saturday and Sunday except in the event the facilities are being used for school district activities during these times. User must have use of completed and signed a Plentywood School District User/Rental Agreement prior to using the facilities.**
3. **Rental fees for organizations will be charged for any costs or fees incurred during the use of the facilities.**

Fees (will) (may) be waived for private nonprofit groups that do not charge admission fees. Religious groups or organizations will be charged rental fees as listed above.

1. The use of the school premises will be denied when, in the opinion of the Superintendent or the Board, such use may be construed to be solely for commercial purposes, there is a probability of damage or injury to school property, or the activity is deemed to be improper to hold in school buildings.
2. In case of loss or damage to school property, the organization and/or individual signing the request shall be fully responsible and liable.
3. The District reserves the right to require a certificate of insurance from the renting agency.
4. No furniture or apparatus shall be moved or displaced without permission.
8. No access to other rooms in the building shall be permitted unless designated by agreement.
9. There shall be no narcotics, drugs (including tobacco or nicotine products), stimulants, or alcohol used or sold in or about school buildings and premises, nor shall profane language, quarreling, fighting, or illegal gambling be permitted. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.
10. Wax, or other preparations ordinarily used on dance floors, is not to be used on gymnasium floors

11. The Superintendent may require a school employee to be present during use of the building by the non-school organization. In such case, the requesting organization will pay for the employee expense (i.e., custodians, overtime).
12. When the school official finds it necessary that police or other security personnel be retained for crowd control, such requirement may be added as a condition of the Facilities Use Agreement.

SCHOOL FACILITIES/GROUNDS USE AND RELEASE AGREEMENT
Plentywood School District

Organization requesting facility: _____

Facility Requested: _____

Date of Use and Day of Week: _____

Hours of Use: _____

Purpose of Use: _____

Will there be an admission fee? _____ If so, how much? _____

Organization Representative: _____

Address: _____

Phone: _____

Equipment or apparatus needed by user: _____

Conditions of Facilities Use—Use of District facilities is conditioned upon the following covenants:

1. 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.
2. That no illegal games of chance or lotteries will be permitted.
3. 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.
4. That adequate supervision is provided by the requesting organization or individual to ensure proper care and use of District facilities.
5. Unless otherwise authorized by law, no political activity will take place in a school facility and/or on school grounds.

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.

Indemnification Requirement—The undersigned organization, by signature of its authorized representative, 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 fees), damages, and/or losses arising out of injuries or death to any person or persons or damage to any property of any kind in connection with the organization's use of the aforementioned school 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 undersigned organization accepts and assumes all such risks and hazards and does hereby release the School District from any and all liability including, but not limited to bodily injury, personal injury, and/or property damage.

Insurance Requirement—The user of the facility shall provide the District with a certificate of insurance. Said certificate shall name the District as an additional insured. Such certificate shall show coverage for comprehensive general liability insurance for injuries to or death of any person or damage to or loss of property arising out of or in any way resulting from the described use of the facility. Said insurance shall provide for amounts not less than \$1,000,000 for bodily injury or death to any one person, \$1,000,000 for all bodily injuries and death resulting from any one accident and \$1,000,000 for property damage in any one accident or the policy may provide a combined single limit for bodily injury and property damage of \$1,000,000. Said certificate shall contain a provision that the insurer not cancel or refuse to renew without giving the District written notice at least 10 days before the effective date of the cancellation or non-renewal.

Special Events Coverage

The District requires the event holder to purchase a special event liability policy for the event, and to name the district as an additional insured on the policy. The event holder should provide the district with a certificate insurance outlining the coverage limits and that the district has been named as an additional insured on the policy. Minimum coverage limits of \$1,000,000 per occurrence and \$2,000,000 aggregate should be purchased.

Assumption of Risk

The requesting organization agrees to indemnify, release and hold harmless the District, inclusive of its employees, administration, board of trustees, and insurers from any and all civil liability involving any and all forms of injury except those that may arise as a result of willful, wanton or reckless conduct by the District or its agents adding unwarranted danger to participation in such event.

The requesting organization understands that the District will take all reasonable precautions to insure the risk of injury to individuals accessing the facilities or grounds is minimized. However, even though these precautions are taken there is still a chance of injury, and in rare instances even severe injury and death. The requesting organization understands the risks involved.

The School District DOES NOT provide medical insurance for any individuals who choose to access and use the facilities.

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

District's Rights—School facilities and/or grounds are used primarily for school purposes. If this request interferes in any school purpose or school function, the District reserves the right to cancel this Agreement at any time.

Signature: _____ Date: _____
Organization Representative

School Use Only

Circle One: Approved Denied

Signature: _____ Date: _____
School Official

GYM AREA USE PROCEDURES PLENTYWOOD SCHOOL DISTRICT

Use of school facilities for school purposes has precedence over all other uses as stated in District #20 policy.

USE PROCEDURES

School district athletic facilities will be available for public use from 5:30 a.m. – 7:30 a.m. and from 6:00 p.m. – 10:00 p.m. Monday through Friday and from 5:30 a.m. -10:00 p.m. on Saturday and Sunday except in the event the facilities are being used for school district activities during these times. User must have completed and signed a Plentywood School District User/Rental Agreement prior to the use of the facilities.

Availability of facilities should be coordinated through the Plentywood School Activities Director. Supervisors of groups will sign in at a designated location in the gym area for each use.

SUPERVISION AND USE REQUIREMENTS

All individuals/organizations are responsible for their own equipment needs (balls, etc.), unless other arrangements have been made through the school.

The use of related facilities within the gym area is not allowed and these areas will be locked. (Includes such areas as locker rooms, laundry room, and equipment storage area.)

Adequate supervision is required at all times. All children and students must be under close adult supervision at all times in order to use the facility. There should be at least one adult supervisor for every 12 (twelve) child participants. Use of the weight room by single individuals is prohibited. Any persons using the weight room must have at least one partner at all times, and children using the weight room must be closely supervised by an adult. The supervisor(s) will be responsible for the actions of the participants in his/her activity. The supervisor(s) will ask any unauthorized or unsupervised persons leave the premises.

Each supervisor(s) and group responsible to sweep the floor and to keep the gyms and adjacent areas free of litter after each usage.

Failure to abide by these stipulations and requirements, or any irresponsible or negligent actions, will result in the loss of rights to use facilities.

Policy History:

Adopted on: 2/10/98

Revised on: 08/22/08, 12/13/11

**GYM/WEIGHT ROOM LIABILITY RELEASE AGREEMENT
Plentywood School District**

It is the policy of the Plentywood School District to require a signed liability release before allowing anyone to participate in a non-school activity on school property.

I/We fully understand that some activities involve inherent risks to me/my child regardless of reasonable safety measures that may be taken by the District. In consideration of the District's agreement to allow me/my child to use the gym and weight room facilities, I agree to accept responsibility for any loss or injury to me/my child that occurs during my/my child's participation that is not the result of fraud, willful injury or the willful or negligent violation of a law by a trustee, employee or agent of the School District.

I/We agree that if the District's rules and regulations are not complied with, the District may deny me/my child the privilege of participation in non-school activities that take place on school property;

I/We agree to retain and to have in place at all times an insurance policy that covers any loss, damage, or injury to me/my child and by executing this agreement state affirmatively that I/We have such insurance;

I/We agree to release, indemnify and hold harmless therefrom the District, for itself, officers, Board members, administrators, employees, agents, sureties, assigns, successors, insurers, and indemnitors from any and all sums of money, accounts, suits, proceedings, claims, causes of action, rights, damages, attorneys' fees, costs and demands of any nature whatsoever, whether real or contingent, known or unknown, direct or indirect, liquidated or otherwise, arising out of or relating in any way to my/my child's participation in non-school activities that take place on school property.

In the event it becomes necessary for the School District staff to obtain emergency care for me/my child, neither he\she nor the School District assumes financial liability for expenses incurred because of an accident, injury, illness and\or unforeseen circumstances.

Printed Name: _____ Phone: _____

Signature: _____ Date: _____

Mailing Address: _____

Approved by: _____, Supt

Plentywood School District

COMMUNITY RELATIONS

4331

Use of School Property for Posting Notices

Non-school-related organizations or individuals that are not associated with student curricular clubs or student non-curricular groups may request permission of the building principal to display posters in the area reserved for community posters or to have flyers distributed to students. The building principal shall only authorize distribution or posting of information that is determined to have a direct benefit or relationship to students enrolled in the school and meets the standards of this policy.

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

- A. Disrupt the educational process;
- B. Violate the rights of others;
- C. Invade the privacy of others;
- D. Infringe on a copyright;
- E. Violate District policy, procedure, or administrative directive;
- F. Be obscene, vulgar, or indecent; or
- G. Promote violence, discriminatory conduct, the use of drugs, alcohol, tobacco, or certain products that create community concerns.

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.

If permission is granted to distribute materials, the organization must arrange to have copies delivered to the school. Distribution of the materials will be arranged by administration. Under no circumstances shall individuals not employed by the District be given access to the building for the purposes of posting notices or distributing information.

All student materials must be reviewed and approved by the Superintendent or designee in accordance with Policy 3222.

Cross References: Policy 3222 – Distribution and Posting of Student Materials

Policy History:

Adopted on: 02/10/98

Reviewed on: 08/18/08

Revised on: 07/13/10, 09/13/21

COMMUNITY RELATIONS

Conduct on School Property

General Conduct

In addition to prohibitions stated in other District policies, a person on school property who is not an enrolled student or District employee shall not:

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 or nicotine products, and alternative nicotine and vapor products as defined in 16-11-302, MCA, or other similar products;
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or marijuana;
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. Possess a non-firearm weapon as defined in this policy;
8. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
9. Willfully violate other District rules and regulations.

For the purposes of this policy, "school property" means within school buildings, in vehicles used for school purposes, or on owned or leased school land or grounds. District administrators are authorized to appropriate action, as circumstances warrant, to enforce this section of the policy including but not limited to requesting the assistance of law enforcement in accordance with Montana law.

Firearms and Weapons

A person who is not an enrolled student or District employee shall not possess any firearm or other non-firearm weapon in a school building at any time.

For the purposes of this policy, the term "firearm" means (A) any weapon 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).

For purposes of this policy, "non-firearm weapon" means any object, device, or instrument designed as a weapon or through its use is capable of intimidating, threatening or producing bodily harm or which may be used to inflict injury, including but not limited to air guns; pellet guns; BB guns; fake or facsimile

weapons; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

District administrators are authorized to appropriate action, as circumstances warrant, to enforce this section of the policy including but not limited to requesting the assistance of law enforcement in accordance with Montana law.

This section does not apply to a law enforcement officer acting in the officer's official capacity or an individual previously authorized by the Board of Trustees to possess a firearm or weapon in a school building.

The Board of Trustees shall annually review this policy and update this policy as determined necessary by the trustees based on changing circumstances pertaining to school safety.

For the purposes of this policy, "School building" means a combination of any materials, whether mobile, portable, or fixed, to form a structure and the related facilities for the use or occupancy by persons or property owned or leased by a local school district that are used for instruction or for student activities as specified in Section 50-60-101(2), MCA and Section 45-8-361, MCA. The term is construed as though followed by the words "or part or parts of a building" and is considered to include all stadiums, bleachers, and other similar outdoor facilities, whether temporary or permanently fixed.

Legal Reference:	Pro-Children Act of 1994, 20 U.S.C. § 6081
	Smoke Free School Act of 1994
	16-11-302, MCA Definitions
	§ 20-1-220, MCA Use of tobacco product in public school building or on public school property prohibited
	§ 20-1-206, MCA Disturbance of School
	§ 20-5-410, MCA Civil penalty
	§ 45-6-201, MCA Definition of enter or remain unlawfully
	§ 45-8-101, MCA Disorderly conduct
	§ 45-8-102, MCA Failure of disorderly persons to disperse
	§ 45-8-351, MCA Restriction on Local Government Regulation of Firearms
	§ 45-8-361, MCA Possession or allowing possession of weapon in school building -- exceptions -- penalties -- seizure and forfeiture or return authorized -- definitions.
	Article X, section 8 Montana Constitution
	Initiative 190 – "Montana Marijuana Regulation and Taxation Act." January 1, 2021

Policy History:

Adopted on: 02/10/98

Reviewed on:

Exhibitions and Trophies

Local and guest artists are encouraged to exhibit their collections in the Plentywood Public School, under the following general guidelines:

1. The exhibition will run for three (3) months.
2. The theme of the exhibition must be acceptable
3. The main display case in the lobby will be designated area for the exhibition.
4. Only one artist will be featured at a time.

The Artist of the Year Award

The winning entry will be exhibited in the Plentywood School, subject to the following guidelines:

1. The school will provide a suitable frame, foundation, or platform for the winner's exhibit.
2. The article will be displayed in the library as part of the Artist of the Year exhibition, for a period not to exceed ten (10) years.
3. The original piece of art will return to the artist as some point.

Policy History:

Adopted on: 2/10/98

Revised on:

Reviewed on: 08/18/08

Public Access to District Records

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

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

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

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

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

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.
9. Records or information relating to individual or public safety or the security of public schools if release of the information jeopardizes the safety of facility personnel, the public, students in a public school.

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
 § 2-6-1001, MCA, *et seq.* Public Records

Policy History:

Adopted on: 2/10/98

Revised on: 9/11/01, 10/14/19

Reviewed on: 08/18/08

COMMUNITY RELATIONS

Website Accessibility and Nondiscrimination

The District is committed to ensuring that people with disabilities have an opportunity equal to that of their nondisabled peers to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration.

Benchmarks for Measuring Accessibility

In order to assure that people with disabilities have an opportunity equal to that of their nondisabled peers to access information delivered through electronic and information technology, all pages on the District's website will conform to the W3C Web Accessibility Initiative's (WAI) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 techniques for web content, or updated equivalents of these guidelines, except where doing so would impose an undue burden or create a fundamental alteration.

Website Accessibility

With regard to the District's website and any official District web presence which is developed by, maintained by or offered through third party vendors and open sources, the District is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504 and Title II so that students, parents and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, which substantially equivalent ease of use; and that they are not excluded from participation in, denied benefits or, or otherwise subjected to discrimination in any District programs, services, and activities delivered online.

All existing web content produced by the District, and new, updated, and existing web content provided by third party developers, will conform to the WCAG 1.0 Level AA and the WAI-ARIA 1 .0 techniques for web content or updated equivalents. This policy applies to all new, updated, and existing web pages, as well as all web content produced or updated by the District or provided by third-party developers.

Website Accessibility Concerns, Complaints, and Grievances

The following statement will appear on the District's website homepage and all subsidiary pages:

The District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents.

Under District developed administrative procedures, students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

A student, parent, or member of the public who wishes to submit a complaint or grievance regarding a violation of the ADA, Section 504 or Title II related to the accessibility of any official District web presence that is developed by, maintained by, or offered through the District, third party vendors and/or open sources may complain directly to a school administrator. The initial complaint or grievance should be made using the District's Uniform Grievance Form, upon request at the District office, however, a verbal complaint or grievance may be made. When a school administrator receives the information, they shall immediately inform the District's IT Department or website compliance coordinator. The Complainant need not wait for the investigation of any grievance or complaint in order to receive the information requested.

Whether or not a formal complaint or grievance is made, once the District has been notified of inaccessible content, effective communication shall be provided as soon as possible to the reporting party to provide access to the information.

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Testing and Accountability

The District will ensure website accessibility training to all appropriate personnel, including employees who are responsible for developing, loading, maintaining, or auditing web content functionality. The designated responsible personnel will be responsible for reviewing and evaluating new material that is published by school staff or IT Department and uploaded to the website for accessibility on a periodic basis. The designated responsible personnel will be responsible for reviewing all areas of the District's website and evaluating its accessibility on a periodic basis, and at least once per quarter. Any non-conforming webpages will be corrected in a timely manner.

This policy shall be available to the public via a link entitled "Accessibility," which shall be located on the District's homepage.

Cross Reference: Policy 1700 Uniform Grievance Procedure

Legal Reference: Title II of the Americans with Disabilities Act of 1990
Section 504 of the Rehabilitation Act

Policy History:

Adopted on: 02/07/2019

Reviewed on:

Revised on:

Plentywood School District

COMMUNITY RELATIONS

4410

Relations With Law Enforcement and Child Protective Agencies

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

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

County or Regional Interdisciplinary Child Information and School Safety Team

The District will participate in the Sheridan County interdisciplinary child information and school safety team established by Section 52-2-211, MCA. This team consists of county-level representatives of the youth court, the county attorney, the department of public health and human services, the county superintendent of schools, the sheriff, the chief of any police force, the superintendents of public school districts in the County, and the department of corrections.

The purpose of the team is “to facilitate the exchange and sharing of information that one or more team members may be able to use in serving a child in the course of their professions and occupations, including but not limited to abused or neglected children, delinquent youth, and youth in need of intervention, and of information relating to issues of school safety.”

The Superintendent is authorized to participate in the formation of and request information from the interdisciplinary child information and school safety team regarding students in the School District. The Superintendent shall utilize this authority on a regular basis to ensure the safety and security of the District.

Cross Reference: 4313 Disruption of School Operations

Legal Reference: § 20-1-206, MCA Disturbance of school – penalty
§ 52-2-211, MCA County Interdisciplinary Child Information and School Safety Team

Policy History:

Adopted on: 2/10/98

Revised on: 10/14/19, 12/09/19

Reviewed on: 08/18/08

Interrogation and Investigations Conducted by School Officials

The administration has the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. The administration shall determine when the necessity exists that law enforcement officers be asked to conduct an investigation of alleged criminal behavior which jeopardizes the safety of other people or school property or which interferes with the operation of the schools.

In instances when the administration has reasonable suspicion that a violation of district policy or the student code of conduct has been violated, the administrator will investigate. The administrator will notify the suspected rule violator(s) or potential witness(es) to the infraction. The suspected student shall be advised orally or in writing of the nature of the alleged offense and of the evidence against the student. Circumstances may arise where it would be advisable to have another adult present during questioning of students.

Investigations by Law Enforcement

When a student becomes involved with law enforcement officers due to events outside of the school environment and officers other than a SRO must interact with a student, the officer(s) is requested to confer with the student when he/she is being investigated for conduct not under the jurisdiction of the school. If this cannot be arranged, the SRO is the first person of contact for law enforcement. If for any reason the SRO is not available to respond to a request, the following steps shall be taken to cooperate with the authorities.

- a. The officer shall contact the school principal and present proper identification in all occasions upon his/her arrival on school premises.
- b. Parents or guardians shall be notified by the law enforcement officer, school principal or assistant principal as soon as possible. The law enforcement officer, principal or assistant principal shall make every effort to inform parents or guardians of the intent of the law enforcement officers except when that notification may compromise the student's safety.
- c. The student's parent or guardian should be present, if practicable, during any interrogation on school premises.

Cooperation with Law Enforcement

Although cooperation with law enforcement officers will be maintained, it is the preference of the District that it will not normally be necessary for law enforcement officers to initiate, and conduct any investigation and interrogation on the school premises, during school hours, pertaining to criminal activities unrelated to the operation of the school. It is preferred that only

in demonstrated emergencies, when law enforcement officers find it necessary, will they conduct such an investigation during school hours. These circumstances might be limited to those in which delay might result in danger to any person, flight of a person reasonably suspected of a crime from the jurisdiction or local authorities, destruction of evidence, or continued criminal behavior.

No school official, however, should ever place him/herself in the position of interfering with a law enforcement official in the performance of his or her duties as an officer of the law. If the law enforcement officials are not recognized and/or are lacking a warrant or court order, the building principal shall require proper identification of such officials and the reason(s) for the visit to the school. If the principal is not satisfied, he/she shall attempt to notify the Superintendent and the officer's superior, documenting such action.

In all cases, the officers shall be requested to obtain prior approval of the principal or other designated person before beginning such an investigation on school premises. The administrator shall document the circumstances of such investigations as soon as practical. Alleged behavior related to the school environment brought to the Principal's attention by law enforcement officers shall be dealt with under the provisions of the two previous sections.

Taking a Student into Custody

School officials shall not release students to law enforcement authorities voluntarily unless the student has been placed under arrest or unless the parent or guardians and the student agree to the release. When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to notify the student's parents or guardians immediately. Such effort shall be documented. Whenever an attempt to remove a student from school occurs without an arrest warrant, court order, or without acquiescence of the parent or guardian, or the student, the administrator shall immediately notify a superior of the law enforcement officers involved to make objection to the removal of the student and shall attempt to notify the parent or guardian of the student. The Superintendent's office shall be notified immediately of any removal of a student from school by law enforcement officers under any circumstances.

When it is necessary to take a student into custody on school premises and time permits, the law enforcement officer shall be requested to notify the principal and relate the circumstances necessitating such action. When possible, the principal shall have the student summoned to the principal's office where the student may be taken into custody. In all situations of interrogations, arrest or service of subpoenas of a student by law enforcement officers on school premises, all practicable steps shall be taken to ensure a minimum of embarrassment or invasion of privacy of the student and disruption to the school environment.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances of the school environment which the Principal or other school administrator has found to be unmanageable by school personnel and which disturbances have the potential of causing harm to students, other persons, or school property. Staff members may also notify law enforcement officials.

Such potential of possible disturbance includes members of the public who have exhibited undesirable or illegal conduct on school premises or at a school event held on school property, and who have been requested to leave by an administrator or staff member, but have failed or refused to do so.

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

Policy History:

Adopted on: 2/10/98

Revised on: 08/22/08, 11/14/16

Reviewed on:

COMMUNITY RELATIONS

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 Interlocal agreements with a unit of the Montana University System, public community college and/or tribal college that would allow enrolled 11th and 12th grade students to attend and earn credit for classes not available through the District. Tuition and fees, if assessed, will be provided for in the Interlocal 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 on: 2/10/98

Revised on: 9/11/01

Reviewed on: 08/18/08

Plentywood K-12 Schools

COMMUNITY RELATIONS

4550

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Registered Sex Offenders

The State of Montana has determined that perpetrators of certain sex crimes pose a continuing threat to society as a whole even after completion of their criminal sentences. Recognizing that the safety and welfare of students is of paramount importance, Plentywood K-12 Schools declare that, except in limited circumstances, Plentywood K-12 Schools should be off limits to registered sex offenders.

Employment

Notwithstanding any other Board policy, individuals listed by the State of Montana as registered sex offenders are ineligible for employment in any position within Plentywood K-12 Schools. However, the Superintendent shall have discretion consistent with other Board policies to recommend an individual whose name has been expunged from the Sex Offender Registry.

School Off Limits

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

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

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

Rights of Parents on the Sex Offender Registry

In the event that a registered sex offender whose victim was a minor has a child attending the District, the administrator of the school where the child attends shall be authorized to modify this

